

**Board of Trustees Regular Meeting
March 19, 2025
Cold Spring Branch**

CALL TO ORDER: President Tracy Smith called the regular meeting to order at 5:31 pm.

ATTENDANCE: Board members present were: Tracy Smith, Jon Cullick, Jessica Schweitzer, Terra Ryder and Kelley Raleigh. Also present: David Anderson, Cold Spring Branch Manager; Julie Gallagher, Outreach Services Assistant; Stacey Venneman, Early Literacy Outreach Librarian, and Chantelle Phillips, Library Director.

PUBLIC COMMENTS: None

MANAGERS' REPORTS

David Anderson reported on his Memory Café program and Senior Planet training, Quiet Cubes, the revamping of use of the study room for GED testing, tutoring, and passport agency, and a squirrel in the ceiling of the branch. Dave also reported on staff shortages in February that are over now.

Stacey Venneman reported that 1,200 people were visited this month by children's outreach. She also reported that 1,000 books before Kindergarten is changing prize structure. From now on, a book is the prize for each 100 books read. Stacey reported on a teacher training the Outreach Department is offering to preschool teachers with the training provided by EC Learn. It will be a two-hour training with food coming up in April and May. Stacey added they usually have 25 teachers per training. Stacey reported on Play Explore Build coming up again for the spring.

Julie Gallagher reported on creating new Story paths for the parks and on Make N Takes that she leaves at local laundromats and in little libraries.

PRESIDENT'S REPORT

Tracy Smith reported on a thank you note from Board member Jessica Schweitzer for flowers sent for her father's service.

DIRECTOR'S REPORT

Chantelle Phillips asked if there were questions about her written report. Chantelle presented Danielle Watkins report to the Board. Danielle was unable to attend due to family obligations. Danielle include in her report that the Direct Deposit procedure has changed for more security, requiring more steps and safeguards to prevent scamming. She also reported on being invited to join a meeting of HR professionals in libraries by our Regional Consultant Jeff Gurnee. Chantelle reported on our upcoming Half Staff Day Meeting. Jon Cullick asked about the kinds of presentations at Half Staff Day. Chantelle reported on the cuts to the Institute of Museum and Library Services (IMLS). She added that this does not affect our day to day operations budget. However, it could affect the state library for Kentucky and will affect

our access to grant funding. Chantelle reported on House Bill 756 and Senate Bill 71. HB 756, which focused on changing the compensating rate procedure has not gone anywhere this legislative season. SB 71, which would change the way the County Judge Executive appoints board members also did not make it anywhere this session.

COMMITTEE REPORTS

- Appoint Budget Committee: Chantelle reported that she has started working on the budget and will bring it to the Budget Committee in April; then to the full Board for approval in May. Jon Cullick and Terra Ryder will serve on this committee for 2025.
- Appoint Board Member Selection Committee: Chantelle reported that we have two Board members whose appointments end this year – Jon Cullick and Kelley Raleigh. Tracy Smith and Jessica Schweitzer will serve on this committee. Jessica Schweitzer moved to approve both committee appointments, Terra Ryder seconded, all were in favor and the motion carried.

NEW BUSINESS

- Review of Policies
 - Personnel Policies: Chantelle reported that she adjusted the Work from Home policy so that any requests had to be approved by the director. She also reported on the adjustments to book club hosts being the only staff members who could read required reading at home. Kelley Raleigh moved to approve the Personnel Policies as presented, Jon Cullick seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 2,540 items withdrawn from the collection. These disposed items will be given to the Friends of the Campbell County Public Library for their regular book sales. Jon Cullick moved to approve the disposal, Terra Ryder second, all were in favor and the motion carried.

UNFINISHED BUSINESS

- Strategic Plan Approval: Chantelle asked if the Board had further thoughts or suggestions about the Strategic Plan. The Board felt that the new plan is actionable but not too specific. Chantelle pointed out that the Mission statement has been adjusted to include the spaces we provide and to remove the word free. She added that we have removed the Vision statement. Jon Cullick suggested on page 8, under goal 2, the word "communication" needs added. He also suggested that, under mid-term goals, objective 5, we might need more description under diversify programs. A discussion of appropriate wording was had and Chantelle rewrote that objective. Kelley Raleigh asked if quarterly reviews were too often to keep up with. It was agreed upon that Chantelle would report to the Board on Strategic Plan efforts three times a year. Terra Ryder moved to approved the plan as presented, Kelley Raleigh seconded, all were in favor and the motion carried.

FINANCIAL REPORT AND MINUTES: Jon Cullick moved to approve the minutes and the financial reports as presented, Jessica Schweitzer seconded, all were in favor and the motion carried

NEXT MEETING: Wednesday, April 16, 5:30 p.m., at the Newport Branch.

ADJOURNMENT: Tara Ryder moved to adjourn the meeting, Kelley Raleigh seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:37 p.m.

Respectfully Submitted,
David Anderson, Cold Spring Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary