

BOARD OF TRUSTEES REGULAR MEETING

**July 16, 2025
Cold Spring Branch**

MINUTES

CALL TO ORDER: Vice President Jessica Schweitzer called the regular meeting to order at 5:33 p.m.

ATTENDANCE:

Board members present were: Jon Cullick, Jessica Schweitzer, Kelley Raleigh and Terra Ryder. Absent: Tracy Smith. Also present were: David Anderson Branch Manager; Toni Sparks, Library Accountant; Danielle Watkins, Human Resources Manager; and Chantelle Phillips, Library Director.

PUBLIC COMMENT: None

MANAGERS REPORTS

David Anderson reported on his Memory Café and Senior Planet training programming. He also reported on the plans for the Cold Spring meeting room renovation. Dave reported that Information Services Librarian Beth Jacob is retiring after 29 years.

Toni Sparks reported on her work with the programming staff to have more agency with their budgets. It is best for them to have a full understanding of their budgets and it makes the year end process much smoother. Toni added that reporting season starts now, with information to government agencies, then on to the audit. She added that Robert Brunner, Michael Gregory, and Danielle Watkins help Toni with technical, collections, and personnel expenditure numbers. Toni reported that she also crunched the numbers on the plan for the shift of anniversary dates to July 1.

Danielle Watkins reported on staff engagement. She has been working with Amy Carroll on reading challenges. She added that Policy Jeopardy at the May Supervisors meeting was a hit. Danielle reported on updating the birthdays and work anniversaries on the wiki each month. She is chairing the volunteer committee and added it is a natural fit since she screens all applications. Danielle reported that she redid the volunteer job descriptions and started with a clean slate, and now have 6 active volunteers. She added that she has revamped the performance review process. In addition to that, our open enrollment period was moved up and surprised Danielle. She had a large amount of information to get out to the staff all at once.

VICE PRESIDENT'S REPORT

Jessica Schweitzer reported on a note from a Virginia resident thanking us for free digital access during Covid-19 lockdown. Jon Cullick reported on a call he received from a member of the Bellevue Board of Education who told him that "Dolores was amazing." (Dolores is a patron services assistant at our Newport Branch.)

DIRECTOR'S REPORT

Chantelle Phillips asked if there were any questions about her report. The Board asked about the Newport heat pumps and their longevity. Chantelle reported on Fort Thomas' roof. It is 30+ years old and needs replacing. Chantelle toured the site with Architect Joe Hayes and Maintenance Specialist Sean

Mertens to look at roof and gutters. Overflow from gutters and water getting under roof eaves have been an issue. Painting trim, soffits and other things not related to roof replacement can be pulled out as a separate bid. Chantelle added that due to the anticipated cost of the roof replacement, we will need to delay replacing Cold Spring's HVAC units on Admin's side of the building until fiscal year. Chantelle reported that we have not received our suggested tax rates from KDLA yet. Chantelle reported on meeting with Larry Brandstetter of Brandstetter Carroll, Inc. She was contacted by Larry who explained that they work on getting community input for planning buildings, and working with government to get approval of funding. Chantelle asked the Board about the best month for their Board Appreciation Dinner. It was decided that the dinner would happen after the November meeting.

COMMITTEE REPORTS:

- Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): Terra Ryder moved to nominate Jon Cullick and Elden Golden for the Newport Bellevue Dayton Board position and Kelley Raleigh and Monica Morales for the Highland Heights Board position, Jessica Schweitzer seconded, all were in favor and the motion carried.

NEW BUSINESS

- Disposal of surplus items: 1,302 items were withdrawn; these items were given to the Friends of the Campbell County Library for their sales. We also withdrew outdated technology including scanners, printers, access points, computers, a TV and battery backup. These items will be donated to Cincinnati Computer Reuse. Jon Cullick motioned to approve the disposal, Tera Ryder second, all were in favor and the motion carried.

UNFINISHED BUSINESS: None

FINANCIAL REPORTS AND MINUTES: Jon Cullick moved to approve the minutes and reports as presented, Kelley Raleigh seconded, all were in favor and the motion carried.

NEXT MEETING: Wednesday, August 20th, 5:30 p.m., at the Newport Branch.

ADJOURNMENT: Kelley Raleigh moved to adjourn the meeting, Jessica Schweitzer seconded, all were in favor and the motion carried. Jessica Schweitzer called the meeting to an end at 6:42 p.m.

Respectfully Submitted,
Dave Anderson, Cold Spring Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary