

BOARD OF TRUSTEES REGULAR MEETING

**June 18, 2025
Alexandria Branch**

MINUTES

CALL TO ORDER: President Tracy Smith called the regular meeting to order at 5:30 p.m.

ATTENDANCE:

Board members present were: Jon Cullick, Jessica Schweitzer, Kelley Raleigh and Terra Ryder. Attended via video conference: Tracy Smith. Also present were: Valerie Davis, Newport/Alexandria Branch Manager; Addie Reese, Alexandria Branch Services Librarian; and Chantelle Phillips, Library Director.

PUBLIC COMMENT: None

COMMITTEE REPORTS:

- Budget Committee (Jon Cullick and Terra Ryder): Jon Cullick moved to dissolve the committee, Terra Ryder seconded, all were in favor and the motion carried.
- Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): Chantelle reported that interviews need to be finished by the Board's meeting in July. The interviews will take place in the Cold Spring Board Room. Tracy and Jessica offered the date of July 3 for the interviews with a backup date of July 1. Chantelle will schedule the interviews with the applicants and then send the schedule to the committee. Interviews will be approximately 30 minutes starting at 11:00am each day.

MANAGERS REPORTS

Valerie Davis reported on creating a Neuro-diverse Craft Club to work with patrons with neuro-differences from ages teen and up. She added that for the first club meeting there were two families in attendance; one of the first people who came in said they attended because they wanted to make friends, which is part of the reason the club was created. Three more clubs are planned through Summer, and then the program will become monthly. Valerie reported that the Alexandria Book Club continues to grow; currently, there are between 18-20 members. Valerie also discussed the success of Kick-off day for Summer Reading at Alexandria. She added that teens and Adults received ukuleles to decorate. Children received maracas and egg shakers to decorate. The idea was to create the opportunity for families to have fun and make music all summer long. Valerie reported on spending the month of May handing over programs (outside of craft club and book club) to Addie and Sara, who are doing wonderful with the programs. Addie is predominately doing the children's programs and Cam's Kids book club and Sara is doing teens and adults with Manga to Anime.

Addie Reese introduced herself to the Board and reported that she has a degree in history and Masters in public history; previous to working at the library she had been a math tutor. She reported that, since starting at Alexandria, she has been doing the children's programming, creating children's displays and scavenger hunts. She's creating monthly scavenger hunts to keep families interested. She has created activity boxes that can be used while families are in the building. Some of the activities include matching numbers, color matching, ASL and learning about emotions. Addie reported that she has taken over the

Alexandria Birthday Club. She added that on kick-off day there were 55 people who registered for Summer Reading.

PRESIDENT'S REPORT

Tracy Smith reported on a note from a patron who wanted those in charge to know how good the programming is and highlighted the tween programs at the Ft. Thomas branch as the best programs around.

DIRECTOR'S REPORT

Chantelle Phillips asked if there were any questions about her report. Jon Cullick mentioned that the Cold Spring parking lot crosswalks are very eye catching. Jon asked about the patron from Dayton who was asking about the pop-up libraries. He knows she is very supportive of libraries and schools. Jon wants to know if we are trying to get into schools. Valerie Davis answered that we are having difficulty getting into the high school, but Claire Smith and Jessi Holloway work with the elementary school. Chantelle Phillips discussed how we are working to try to find places in the community to do programming. Jessica Schweitzer asked if other people were asking about it, Chantelle Phillips stated that she the only person from Dayton we are receiving comments from at the moment. Jon asked about patrons wanting an Alexandria branch. Kelley Raleigh stated that she was approached at the YMCA by a person asking about an Alexandria branch.

Chantelle provided the Board the job description for the Newport Security Specialist position. She added that the job description was reviewed by our legal counsel; the security specialist will not carry mace as the use of force is not advised because we are not a law enforcement agency. Chantelle reported that she and Valerie Davis met with the people in charge of security at the Cincinnati Public Library. They provided insight on the job description and training. Kelley Raleigh asked if the incidents had gone down. Valerie Davis stated with school being out, teen incidents are down, but others have not changed. Terra Ryder asked about hiring a Newport Police Officer. Chantelle stated that it is cost prohibitive. Kelley Raleigh asked how the staff is being helped. Chantelle stated that EAP will be coming on July 2nd.

Chantelle reported that she and April Soto have passed the GED training tests. Cold Spring and Alexandria are now ready to be approved as GED testing facilities. Chantelle reported that she would like to cancel the Zoom used for Board meeting and, instead, use Zoho meeting. Tracy Smith asked if it was user friendly. Terra Ryder stated that they use it in the Romance Book club and it has been easy to use. Jon Cullick asked how it would work if we had to stream, like we had to do during Pandemic times. Chantelle stated that we would do what we have done in the past which was create a YouTube stream.

Chantelle reported on the Serv Pro Master Service Agreement. Serv Pro is a disaster recovery company. The contract costs us nothing but, by signing it, we are in a priority status when we reach out to Serv Pro during a natural disaster. In the contract, we provide a dollar limit for repairs, and after that, they would need to get approval. Kelley Raleigh asked if we are allowed to contact other vendors if Serv Pro can't service. Chantelle stated that, per the contract, Serv Pro has to be available. Terra Ryder asked how often the contract is renewed, Chantelle stated yearly.

Chantelle reported on the Fort Thomas Outdoor Project. Our regular donor, Tom Jones, provided the money for the project. When he visited the Fort Thomas branch, recently, to look at the area for the project, Carrico/Fort Thomas Branch Manager Morgan Lockard-Ellis let him know we were having a hard time finding a company to put in the ground coverage. After he left the Fort Thomas Branch, Tom talked to the superintendent of Fort Thomas schools to get the name of the person who did their ground coverage. Chantelle added the outdoor project will create an additional programming area with a fence around it and tables inside. Terra Ryder discussed how she thinks it will be a great fit for the Fort Thomas community. Tracy Smith asked when the project would be completed. Chantelle Phillips stated that they had spoken to the landscaping person the previous Friday and hoped to have it done before the fall. Chantelle reported on Art After Hours and Tiny Art Show judging. Art After Hours will take place the last Friday of July from 7:00-9:00p. Board members are needed to judge the Staff Tiny Art Show. All Board members indicated they should be able to attend.

NEW BUSINESS

Disposal of surplus items: 2,578 items were withdrawn; these items were given to the Friends of the Campbell County Library for their sales. Kelley Raleigh motioned to approve the disposal, Jessica Schweitzer second, all in favor and motioned carried.

UNFINISHED BUSINESS: None

FINANCIAL REPORTS AND MINUTES: Jon Cullick moved to approve the minutes and reports as presented, Jessica Schweitzer seconded. All in favor motion carried.

NEXT MEETING: Wednesday, July 16th, 5:30 p.m., at the Cold Spring Branch.

ADJOURNMENT: Tara Ryder moved to adjourn the meeting, Jessica Schweitzer seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:23 p.m.

Respectfully Submitted,
Valerie Davis, Newport/Alexandria Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary