

## **BOARD OF TRUSTEES REGULAR MEETING**

**August 20, 2025**

**Newport Branch**

### **MINUTES**

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

#### **ATTENDANCE:**

Board members present were: Tracy Smith, Jon Cullick, Jessica Schweitzer, Kelley Raleigh and Terra Ryder. Also present were: Joe Hayes, Robert Ehmet Hayes & Associates; Valerie Davis, Newport Branch Manager; Cody Elliott, Newport Adult/Teen Services Programmer; Michael Gregory, Technical Services Manager; Sarah Geisler, Collection Services Librarian; Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager; and Chantelle Phillips, Library Director.

**PUBLIC COMMENT:** None

**ARCHITECT'S REPORT:** Joe Hayes discussed the plans for the new roof at Fort Thomas. He created a few different options and sent them out to a roofing company to get an estimate. The estimate came back at \$278,000, which includes new 30-year shingles, down spouts and gutters. Joe added that he would budget for \$300,000 due to painting the exterior trim. Tracy Smith asked if the roof was original. Joe said that, yes, the roof is original and 30 years old. Tracy then asked if the gutters need replacing. Joe stated that some do and some don't and he could do alternative pricing. Chantelle Phillips requested that we add leaf guard to the gutters. Tracy asked if any of the damage to the roof was from wind damage. Joe stated that it is not, it's due to the life of the roof. Terra Ryder asked if we could have an estimate with just the core needs. Joe stated that we can break out the bids for gutters, leaf guards and painting.

#### **MANAGERS REPORTS**

Valerie Davis reported on the increase of incidents from her previous Board meeting report and how some of them are happening outside of the hours of the security specialist. Chantelle reported on the changes she's implementing (auto banning times) as well as bringing in EAP to have a meeting with the staff. Valerie also reported on inventory at Newport and how the Neurodiverse Craft Club is going at Alexandria.

Cody Elliott reported on his Summer Reading Kick-off program that lasted throughout the summer with library patrons creating flower to be placed in the building. Cody discussed how teens are still enjoying Impromptu and how they have turned it into a video game challenge program where they keep their own stats on games and characters.

Michael Gregory reported on Christy Galbaugh's retirement after 35 years at the library. Her position was filled by Tera Stadtmiller, part-time patron services assistant from Fort Thomas. Michael added that CCPL is currently one of the busiest ILL departments in the state. Therefore, Technical Services will be adding a part-time ILL assistant. Michael stated that Outreach has been added as its own department within Polaris; this will allow them to manage their collection, patrons and track their own stats. Michael stated that we will be adding Playaways to the collection. Tracy Smith and Jon Cullick asked about more details on the Playaways. Michael explained that they are self-contained audios that you attach headphones to so they can be listened to without another device.

Sarah Geisler stated that she received a request to carry Yoto cards for the Boxcar Children series. Sarah is currently working on the Juvenile and YA call number project to make sure that the numbers are consistent. Sarah is the chair of the Accessibility and Cultural Competency Evaluation Planning Team or A.C.C.E.P.T. Sarah stated that it is an emotional time in the world and she wants to remind people that the library is for everyone. Jon Cullick asked what the committee is currently doing. Sarah stated that they are going over language in manuals and documents.

#### **PRESIDENT'S REPORT**

Tracy Smith had nothing to report.

#### **DIRECTOR'S REPORT**

Chantelle Phillips asked if there were any questions about her report. Chantelle reported on how she was including more of the staff's monthly reports into the Board packet so that the work could be seen more because of how much pride the staff take in their work. The Board appreciated this but asked if highlights could be shared because the Librarian's Report was getting overwhelming to read. Chantelle asked who was coming to Staff Day for the Meet a Board Member session. Jon Cullick, Jessica Schweitzer and Tera Ryder will be there. Chantelle reported that Brandstetter Carroll, Inc. will be at the September meeting to show sample building layouts for the future Alexandria building. The current plan would be to take what Alexandria has currently and move it to the new building to minimize cost. Tera Ryder stated that she would like to see a larger expense breakdown. Jon Cullick asked about the ongoing operational costs.

#### **COMMITTEE REPORTS:**

- Board Member Selection Committee (Tracy Smith and Jessica Schweitzer): Jon Cullick stated that the Fiscal Court meeting is tonight. Chantelle reported that Jon Cullick and Kelley Raleigh are being nominated for re-appointment to their board seats.

#### **NEW BUSINESS**

- Disposal of surplus items: 2,667 items were withdrawn; these items were given to the Friends of the Campbell County Library for their sales. Tera Ryder motioned to approve the disposal, Kelley Raleigh seconded, all were in favor and the motion carried.
- Approval of Tax Rates: Chantelle suggested that the Board take the compensating rate. Jon Cullick motioned to approve the compensating tax rates of 5.9 cents for REAL property, 7.06 cents for PERSONAL property, and 2.6 cents per \$100 for MOTOR VEHICLES, Kelley Raleigh seconded, all in favor and the motion carried.

**UNFINISHED BUSINESS:** None

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

**NEXT MEETING:** Wednesday, September 17th, 5:30 p.m., at the Carrico/Fort Thomas Branch.

**ADJOURNMENT:** Tera 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 7:08 p.m.

Respectfully Submitted,

Valerie Davis, Branch Manager

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Tracy Smith, President

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Kelley Raleigh, Secretary