

**BOARD OF TRUSTEES REGULAR MEETING**  
**January 15, 2025**  
**Carrico/Fort Thomas Branch**

**MINUTES**

**CALL TO ORDER:** President Tracy Smith called the regular meeting to order at **5:32** p.m.

**ATTENDANCE:**

Board members present: Jon Cullick, Kelley Raleigh, and Tracy Smith. Attended via videoconference: Jessica Schweitzer. Absent: Terra Ryder. Also present: Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager; Stephanie Class, Communications Manager; and Chantelle Phillips, Library Director.

**PUBLIC COMMENT:**

- Joe Schwerling, Fort Thomas

**MANAGERS' REPORTS:**

Morgan Lockard-Ellis reported on the upcoming outdoor project that is being supported by a donation from Tom Jones. This will be in the grassy area directly behind the branch between the fire exit near the YA area and the rear parking lot. This will include rectangle picnic tables, softer turf, and a fence with gate to enclose the area. This will be an area for patrons to enjoy as well as offer outdoor programming space. Morgan also reported on the Senior Planet program that is in partnership with Meals on Wheels which has served a total of 27 patrons over 8 classes. There is often an interest among participants in attending multiple classes and that the program has high registration even if actual attendance is not the same. The program will continue this year with one class per branch each month. She also discussed the recent outreach opportunity at the Southgate Independent school with their 21<sup>st</sup> Century grant program. This allowed librarians, Katherine Sallee and Jennifer Gooch, to visit several after school program each week for a period of six weeks.

Stephanie Class reported on how the Communications department is using data from the public surveys. She shared that the first is with the library newsletter, which currently we are running low on at all of the branches. Comments from the survey are encouraging them to redevelop the newsletter and order more copies. The second is the website, which they are excited to begin updating soon. The staff were ranked third. Social media was fourth and Stephanie shared some statistics which showed growth over time and gave credit to our PR coordinator, Mackenzie Manley, for her attention to detail especially reviewing trends and how they work for the library. The marquee was fifth, Stephanie plans to review and update the slides and what graphics work on the digital displays. Stephanie also shared the new branding and graphics for Legends at the Library for Tween/Teen month and Take Your Child to the Library Day. Stephanie reported that Cam Cares was just short of 6,000 donations, but Chantelle and Stephanie are happy with the numbers with the change to name of the program. Kelley asked about the goal and whether it was internal or an expectation from the schools. Stephanie reported it is an internal goal.

**PRESIDENT'S REPORT**

Tracy Smith did not have a report.

## **DIRECTOR'S REPORT**

Jon Cullick had a question for the written report about the Newport elevator repair and asking if it was finally complete. Chantelle explained that Otis did return to balance the elevator and it is now fully functional. Chantelle reported on the proposed changes to the Meeting Room Policy. She compared our application and policies to those of other organizations such as parks which do allow social events. This brought additions such as trash removal, sound amplification, room boundaries, and the responsibility of damages. The policy will also include a fee structure for use of the room based on time and this will need to be paid on site. Kelley asked about other libraries that charge for room use. Chantelle answered that Boone and Cincinnati allow room use for social events. Chantelle informed the board about two upcoming pieces of legislation, SB 71 and HB 182. HB182 would mean organizations using tax funds could not use the word free. Jon asked to clarify if it was just the specific word. Chantelle indicated that other directors in the state are currently discussing this. SB 71 considers how board members are appointed and removing both KDLA and library boards from the process. Chantelle presented the Tariff Mitigation Proposal for Computer Purchases from IT Coordinator Robert Brunner. This proposal asked for funds out of this budget year to assist with bulk replacement of computers for the Cold Spring branch in consideration of possible impacts from projected tariffs. Jessica asked about the amount requested as well as the normal rotation and how soon this would be compared to the normal process. Kelley asked about the age of the current devices, the specific monitor for Robert, and requested a list of pricing from multiple vendors.

**COMMITTEE REPORTS:** None

## **NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 624 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, Kelley Raleigh seconded, all were in favor and the motion carried.
- Review of the General Policies: Jon Cullick moved to approve the policies as presented, Kelley Raleigh seconded, all were in favor and the motion carried.

## **UNFINISHED BUSINESS:**

- Strategic Plan Update: Chantelle reported that the Strategic Plan draft was not ready to be presented at this meeting due to the continuing review of our staff surveys. She will have it ready for the February board meeting.

## **EXECUTIVE SESSION**

- Jon Cullick moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(b) to discuss the possible sale of library property, Kelley Raleigh seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 6:18 p.m. to discuss a personnel matter which might lead to the appointment, discipline, or dismissal of an individual employee.
- Jon Cullick moved that the Board of Trustees of the Campbell County Public Library end the closed session, Kelley Raleigh seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 7:04 p.m.

**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, February 19, 5:30 p.m., at the Alexandria Branch.

**ADJOURNMENT:** Kelley Raleigh moved to adjourn the meeting, Jon Cullick seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 7:05 p.m.

Respectfully Submitted,  
Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager

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Tracy Smith, President

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Kelley Raleigh, Secretary