

BOARD OF TRUSTEES REGULAR MEETING

October 15, 2025

Alexandria Branch

MINUTES

CALL TO ORDER: President Tracy Smith called the regular meeting to order at 5:29 p.m.

ATTENDANCE:

Board members present were: Tracy Smith, Jon Cullick, Kelley Raleigh, and Terra Ryder. Absent: Jessica Schweitzer. Also present were: Joe Hayes, Robert Ehmet Hayes & Associates; Monica Sumner, Brandstetter Carroll, Inc.; Valerie Davis, Newport Branch Manager; Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager; Amy Carroll, Programming and Community Engagement Manager; Toni Sparks, Library Accountant; Sean Mertens, Maintenance Specialist; Gina Groeschen, Collection Services Librarian and Centering Staff Voices Committee chair; and Chantelle Phillips, Library Director.

PUBLIC COMMENT: None

REH&A ARCHITECT'S REPORT: Joe Hayes reported on the bids for the Fort Thomas roof project. The company Joe recommends that the library work with on this project is Ashley Builders. Joe added that he has worked with Ashley on previous projects and is confident in their abilities. Joe reported that the bids came in under his estimates; he will get samples of shingles to Chantelle to approve. Jon Cullick motioned to approve the bid from Ashley Builders Group as presented, Terra Ryder seconded, all were in favor and the motion carried.

BRANDSTETTER CARROLL, INC., ARCHITECT'S REPORT: Monica Sumner reported on the steps included in their feasibility study for building on the library's property at 1045 Parkside Drive in Alexandria.

MANAGERS' REPORTS:

Valerie Davis reported on families starting to come to her Neurodiverse Craft Club. She also reported on a parent discussing how puppy tales let her family get ready for having a service dog for themselves.

Amy Carroll reported on the upcoming Signature Series event with the author of the *Henna Artist*, Alka Joshi. Amy discussed how the virtual author talks have had a strong uptick in attendance and pointed out that the next talk will be with Pakistani activist and author Malala Yousafzai. Amy reported that she is now the chair of Summer Reading with sub-chairs from the adult/teen and children's departments; this year the sub-chairs were Claire Smith and Katherine Sallee. Amy reported on the Smithsonian exhibit that was at Newport and how this exhibit brought in a different mix of people. Amy reported on the NKYForum and its upcoming event on November 6th where they will be screening *The Street Project* which follows the community-led effort to make roads safer for pedestrians and cyclists.

PRESIDENT'S REPORT:

Tracy Smith had nothing to report this month.

DIRECTOR'S REPORT

There were no questions about Chantelle Phillips's written report. Jon Cullick reported that he liked the new layout of the report, and that the patron comments were informative. Terra Ryder asked about

Baker & Taylor. Chantelle reported that we had already begun working with Ingram before Baker & Taylor's announcement. Gina Groeschen explained how we have been using Ingram for the majority of our orders and that, while there has been a small delay due to an influx of libraries switching to Ingram, it is still faster than Baker & Taylor has been the past year. Gina reported that we started with Ingram's express account and have now expanded to a pre-processed account. Chantelle reported on the Read Ready Initiative across the River Cities which is being spearheaded by EducateNKY. She added that the kickoff event for Read Ready Newport is October 18th. Chantelle will attend and take Imagination Library applications to the event. Chantelle reported on the Footsteps to Brilliance app which encourages families to do activities with your child for 15 minutes a day. If you live or work in one of Campbell County's River Cities, you can download and set up an account for free. Chantelle showed the new postcard that Communications created to promote Dolly Parton's Imagination Library to maternity at St. Elizabeth's Edgewood campus along with new birth materials the families receive. Chantelle asked if there were any other questions about Brandstetter Carroll's presentation. The Board confirmed that they are good with moving forward with the feasibility study.

COMMITTEE REPORTS: None

NEW BUSINESS:

- Review/Approval of the Board Policies, Board Procedures, Bylaws, and Articles of Incorporation: Jon Cullick agreed with the language change in the Bylaws and asked that on page 9 of the Bylaws that we remove the reference to the minutes being submitted by the secretary because the managers submit the minutes for approval. Kelley Raleigh moved to approve the changes to the Board Policies, Board Procedures, Bylaws, and Articles of Incorporation as presented, Jon Cullick second, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 3,792 items withdrawn from the collection. The disposed items from our collection will be given to the Friends of the Campbell County Public Library for their regular book sales. Kelley Raleigh moved to approve the disposal, Terra Ryder seconded, all were in favor and the motion carried.
- Approval of Destruction of Government Records: Jon Cullick moved to approve the destruction of 3,825 inactive patron records, Kelley Raleigh seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS: None

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

NEXT MEETING: Wednesday, November 19th, 5:30 p.m., at the Cold Spring Branch.

ADJOURNMENT: Kelley Raleigh moved to adjourn the meeting, Terra Ryder seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:48 p.m.

Respectfully Submitted,
Valerie Davis, Newport Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary