

BOARD OF TRUSTEES REGULAR MEETING
December 17, 2025
Newport Branch

MINUTES

CALL TO ORDER: President Tracy Smith called the regular meeting to order at 5:33 p.m.

ATTENDANCE:

Board members present: Tracy Smith, Jon Cullick, Jessica Schweitzer, Kelley Raleigh and Terra Ryder. Also present: Michael Oldiges and Maria Long, RW Baird & Co., Inc.; Valerie Davis, Newport Branch Manager; Toni Spark, Library Accountant; Robert Brunner, Systems Coordinator; Gina Leonard, Collection Services Librarian; and Chantelle Phillips, Library Director.

PUBLIC COMMENT:

- None

BAIRD PRESENTATION: Michael Oldiges explained his work at Baird; he works in Public Finance for Capital Projects. Michael added that Baird has worked with multiple library systems in Kentucky. He reported that the Campbell County Public Library has an AA2 credit rating which is the same as the Commonwealth of Kentucky. Michael and Maria Long explained the process for obtaining the financing for our building project. They also explained that Baird would be involved from the beginning to the end of the entire process including when it was time to look at refinancing for any bonds. Michael explained the need for a tax attorney; mentioning that Ruben and Hayes have been one that many libraries have used as they specialize in public finance law. They presented a preliminary finance plan that can be solidified after Brandstetter Carroll create a firm building plan.

MANAGERS' REPORTS:

Valerie Davis reported on the Jolabokaflo and the impact on the community. Valerie also reported on the agencies that are tabling in Newport and bringing resources to the community, as well as a partnership with the Pier Recovery Center and how they are bringing a discussion group to the library every Friday.

Robert Brunner reported on what he has been working on including switches, new anti-virus software, building new computers from kits for patron and staff use instead of buying pre-built computers (which saves money), helping with the new website and moving away from Microsoft Office to Libre and Zoho.

Toni Sparks reported on her work to prepare for the audit and working with the audit team. This is the first year we have used Kelley Galloway Smith Goolsby. Toni reported that the audit ran smoothly, the packet is completed and will be presented at the January Board meeting. Toni spoke on how she and Robert are digitizing forms and how that helped the audit. Toni will begin working on the fixed assets in January in preparation for the next audit.

PRESIDENT'S REPORT

- None

DIRECTOR'S REPORT

There were questions about the patron safety liaison position. Chantelle explained that we changed the scope of the position after our last candidate because we are clearer on what is needed for the building. No applications have been received for the position at this time. Chantelle reported on the grants that the library has received. Amy Carroll received a Family Literacy Grant to work with children with dyslexia, and Jennifer Gooch received a grant to bring in local artists to work with children.

A line was added to the meeting room policy, stating that patrons are not permitted to leave the meeting/study rooms for extended periods of time without prior approval, such as lunch times. Kelley Raleigh motioned to approve the change, Jon Cullick second, all were in favor and the motioned carried.

COMMITTEE REPORTS

- None

NEW BUSINESS

- Review/Approval of the Investment Policies and Open Records and Records Retention Policy: Chantelle reported that there were no significant changes to these policies. Jon Cullick moved to approve the policies as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 777 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. Terra Ryder moved to approve the disposal, Kelley Raleigh seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Brandstetter Carroll Feasibility Study for Alexandria Branch Building: A meeting with Architect Monica Sumner will be held January 30th for staff in at Cold Spring. The community study will be on February 24th from 3:00-7:00 at Main Street Church in Alexandria.

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, January 21, 5:30 p.m., at the Carrico/Fort Thomas Branch.

ADJOURNMENT: Tara Ryder moved to adjourn the meeting, Kelley Raleigh seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 7:15 p.m.

Respectfully Submitted,
Valerie Davis, Newport Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary