

**BOARD OF TRUSTEES REGULAR MEETING**  
**September 17, 2025**  
**Carrico/Fort Thomas 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, and Terra Ryder. Attended via videoconference: Jessica Schweitzer. Absent: Kelley Raleigh. Also present were: Morgan Lockard-Ellis, Carrico/Fort/Thomas Branch Manager; Stephanie Class, Communications Manager; Sydney Graham, PR Coordinator; Max Sulken, Carrico/Fort Thomas Patron Services Assistant and Centering Staff Voices Committee Member; and Chantelle Phillips, Library Director.

**PUBLIC COMMENT:**

None

**Brandstetter Carroll, Inc., Presentation:**

Larry Brandstetter reported on information and input from their company to take on the project of building on the property in Alexandria. Their company has done several local projects such as the Newport City Hall, Campbell County Administration building, Boone County's Hebron branch, and is currently working on the new Campbell County police headquarters. He includes working with local officials as part of their process and has already spoken with Judge Pendery and the mayor of Alexandria. He believes that the project can be developed with no increase in the property taxes explaining the projected debt service on a bond that fits within the library's current revenue. He also discussed next steps in the planning and programming phase which includes determining the size of the building, construction costs, financing, and operations along with some citizen engagement. He requested input from the Board about citizen engagement and their concerns. Tracy Smith wants it to remain a positive perception and begin with the knowledge that it would not raise taxes, and focus on what would be in the branch but not IF we are going to do it. Tracy asked about the length of time for planning process and Larry responded about three months to get the draft. Tracy asked about a comparable project that they could look at that Brandstetter Carroll has completed recently. Larry responded he would have Monica, the architect, send suggestions. Jon Cullick asked for clarification that no taxes would be raised to the community and emphasizing the firm would help with building trust in the community. Jessica Schweitzer asked about where engagement would happen and Larry responded with their process in surveys and understanding what the public wants. Chantelle added she would like to make it around an event to encourage participation. Jessica asked about a sign on the site and if we should put the sign back up to help indicate we own that property. Chantelle responded with that could be possible if they move forward with the project. Jessica asked about the bond interest rates and Larry responded that he believes they will lower be based on current information. Terra Ryder had questions about how much information will be provided on the financial facts to give evidence to the public when beginning the engagement portion. Larry explained the scope of the planning and programming study. Chantelle added she has also worked with Baird to do a financial evaluation.

## **MANAGERS' REPORTS:**

Morgan Lockard-Ellis gave an update on the outdoor project sponsored by our donor, Tom Jones. The project is moving along but very slowly due to vendor issues. The turf vendor has been booked with a deposit check, Keepers Turf, but they prefer the fence to be placed in first. Mills Fencing will be putting in a aluminum commercial grade fence with powder-coated black paint. The supplies are ordered and they take six to ten weeks to arrive to begin work. Once there is a better timeline on fencing and turf, Morgan will order furniture. Morgan also reported on the partnership with Meals on Wheels to have the Digital Connect classes at the library. We hosted four sessions, one per branch, these taught the patrons how to use tablets with tablets that they got to keep. It was very well attended and had interest among those on the wait list and others to have more classes in the future even without giveaway tablets. Morgan also gave update on how use in the branch has changed since the shifting project in May with patron feedback being positive about the space in the Children's area, table usage increased, and appreciative older patrons accessing large print.

Stephanie Class reported on the redesign of the newsletter that was seen for the first time in August and the various promotional materials their department have been working on for the fall. She also reported on the Programming Retreat and her role in the planning process with Amy Carroll. She expressed that it was a good experience to get all of the programmers together to work towards seeing how their programs look laid out on one calendar. They were very collaborative on seeing where gaps were, how programs could be moved or added, and planning ahead for next year. Stephanie also updated the board on her department being fully staffed with the additions of Sydney Graham and Bekah Napier, and also the end of the term for the intern, Faith.

Sydney Graham introduced herself to the board with some information on her background and how much she has enjoyed getting started here at the library over the summer. She has loved seeing great things happening at the library by taking pictures at programs. She has found the transition between processes and systems in the Communications department very interesting as she has been learning. She discussed her experiences getting to conduct some interviews for the library blog on the Burnet Sisters and Alka Joshi. Sydney expressed that she has liked working with the programmers on how to promote their programs, getting to work on press releases for larger events, and creating content for the library's social media.

## **PRESIDENT'S REPORT**

Tracy Smith read a card about gratitude from grandparents about programming offered in branches and the parks as well as interacting with other families.

## **DIRECTOR'S REPORT**

There were no questions about Chantelle's written report. Chantelle reported on the submission of the 2025 Kentucky Annual Report of Public Libraries and mentioned there were new sections for indicating statistics for services like seed packets or board games. Chantelle reported that the library will be ending integration between Polaris and Overdrive so that e-content will no longer be in the public catalog and only accessed through Kentucky Libraries Unbound and Libby. She explained that staff would be trained on how to assist patrons. Chantelle explained a Contact Us message the library received about staff and

possible expression of personal opinions on recent political topics. She discussed the investigation that was made by herself and managers as well as presented the template response crafted by Stephanie Class for use in this situation and in the future. The Board approved of the template response. Chantelle also informed the board of the possible First Amendment Audit at the Fort Thomas branch and how the staff handled it well; she also plans to talk about both of these situations at Staff Day. Chantelle reminded the Board of the upcoming Staff Day meeting and the Board Appreciation Dinner.

**COMMITTEE REPORTS:**

- Board Member Selection Committee: Terra Ryder moved to dissolve the committee, Jessica Schweitzer seconded, all were in favor and the motion carried.

**NEW BUSINESS**

- Disposal of Surplus Materials: This month's disposal includes 3,253 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, Terra Ryder seconded, all were in favor and the motion carried.

**UNFINISHED BUSINESS:**

- None

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

**NEXT MEETING:** October 15, Wednesday, 5:30 p.m., Alexandria Branch

**ADJOURNMENT:** Terra Ryder 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 6:30 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