

BOARD OF TRUSTEES REGULAR MEETING
November 19, 2025
Cold Spring Branch

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

ATTENDANCE:

Board members present: Tracy Smith, Jon Cullick, Kelley Raleigh, Terra Ryder and Jessica Schweitzer. Also present: Jeff Gurnee, KDLA Regional Consultant; David Anderson, Cold Spring Branch Manager; Danielle Watkins, Human Resources Manager; Sam Coleman, Practicum Intern from Xavier University; Mick McCord, Centering Staff Voices Committee member; and Chantelle Phillips, Library Director.

PUBLIC COMMENT: None

MANAGERS' REPORTS:

Dave Anderson reported on communication with the US State Department related to becoming a passport facility. Dave also reported on the plans for the small redo of his meeting room.

Danielle Watkins reported on having one opening at Newport, a patron services position. She also reported on a new patron services assistant starting at Cold Spring on November 24. Danielle reported on revamping the security position at Newport. She introduced Sam Coleman, an intern working on her degree in Entrepreneurship at Xavier University. Danielle and Sam are working on creating new onboarding documents and revamping our onboarding process.

PRESIDENT'S REPORT:

Tracy Smith had nothing to report this month.

DIRECTOR'S REPORT

There were questions on some wording in the Collection Development and Meeting Room policies. There was also a question about the changes to the security position at Newport. Chantelle reported on the timeline for the Alexandria Branch Feasibility Study. The contract with Brandstetter Carroll has been signed and Monica Sumner will meet with staff at the end of January. We hope to have a public event at the of February at Main Street Baptist which is across the street from our property. Then, Monica Sumner will present her suggested building plan to the Board at the March meeting. Chantelle reported on the 2026 Public Library Association Conference in Minneapolis, April 1 – 3. She asked who on the Board would like to attend. Chantelle presented the idea of offering Little Free Pantries at the branches. The pantries would include non-perishable food items and other immediate need items. We would also offer information about local agencies that help with other thing -- food, shelter, clothing, etc.

COMMITTEE REPORTS: None

NEW BUSINESS:

- Renewal of Ameriprise Treasury Notes: Chantelle reported that the interest rate on a 24-month renewal would be higher than a 12-month renewal. The Board agreed to renewing the treasury notes for 24 months.

- Review/Approval of the Collection Development Policies, Income and Disbursement Policies and Meeting Room Policy: Jon Cullick moved to approve the changes to the policies as presented, Kelley Raleigh second, all were in favor and the motion carried.
- Disposal of Surplus Materials: This month's disposal includes 1,838 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. We also disposed of eight offices chairs in unusable condition. Kelley Raleigh moved to approve the disposal, Terra Ryder seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS: None

FINANCIAL REPORTS 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: Wednesday, December 17th, 5:30 p.m., at the Newport Branch.

ADJOURNMENT: Terra 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 6:11 p.m.

Respectfully Submitted,
David Anderson, Cold Spring Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary