

BOARD OF TRUSTEES REGULAR MEETING

September 16, 2026

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: Terra Ryder, Tracy Smith, Jon Cullick and Jessica Schweitzer. Attended via videoconference: Kelley Raleigh. Also present: Jeff Gurnee, KDLA Regional Consultant; Stephanie Class, Communications Manager; Robert Brunner, Systems Coordinator; Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager; Max Sulken, Centering Staff Voices Committee member; Valerie Davis, Newport Branch; Sean Mertens, Maintenance Coordinator; and Chantelle Phillips, Library Director.

PUBLIC COMMENT:

- Ian Farrow - Alexandria

SPECIAL GUEST

Tom Jones, special guest invited by the board, was thanked by the board for his donations that have helped the library with multiple projects across the system. Tom also shared his thanks for the library and its remarkable staff.

ARCHITECTS' REPORT

Architects Joe Hayes and Noah Onkst, of Robert Ehmet Hayes & Associates, reported on their ideas for the Alexandria branch project proposal. Their firm recently completed the Grant's Lick Elementary project and are familiar with the area. Joe discussed his need for feedback from the board on the plan and budget, and shared the possibilities for phasing the project. Jessica Schweitzer and Terra Ryder requested feasibility information on the size and the budget. Joe reported that he and Noah will return for the November board meeting with plans and details based on the requests made by Terra, Jessica, and Chantelle Phillips.

MANAGERS' REPORTS:

Morgan Lockard-Ellis reported on the progress of the transition to the new combined Branch Services department. As part of this transition, she worked on breaking up the Information Services Guidelines into two new more focused manuals. *Branch Services Guidelines* to educate staff about the library's services and essential reference duties. As well as the *Public Computer and Equipment Guide* that covers details about technology that staff need to understand to assist patrons. Morgan also shared how smooth inventory went for the Fort Thomas branch this year as well as how curbside service was successfully offered during the closure. She ended with an update on the new outdoor area that is mostly complete and being enjoyed by patrons including at Art After Hours and by patrons after the library closes in the evening. Tracy Smith asked about the Fort Thomas Farmer's Market. Morgan responded that the branch is involved with the library tabling at least once a month.

Robert Brunner discussed the results of tracking the laptop and desktop usage reports. He decided to take the laptops down to 3 and sees the number of desktops we provide for patrons adequate. He reported on his work during the major power outage and troubleshooting issues. In addition, Robert now has an intern for his department that just started this month. Robert is excited to work with him. Jon asked about which school the intern is attending, Robert answered Gateway. Robert also has the IT intern working on background projects with the recent server migration. Robert added the intern helped with the deployment of the Polaris application on individual staff workstations and he may also help with other networking projects and responding to trouble tickets.

Stephanie Class reported the October newsletter will have the narrative version of the annual report and explained how it guides Communications in their promotions. She shared examples of the use of Express Units and WIFI usage as two areas that where we saw increased use. Stephanie also recently hired a new staff person, Brooke Burkhardt, who started this month. Stephanie is excited to have her as part of the library team. Stephanie brought the promo cards for the Julia Quinn event which were created on the new UV printer. She also reported how very happy she was with the promotion of the event including news outlets picking it up, the response with registration filling up quickly, overall attendance, and what they learned for the next event of this caliber. She also discussed working on all the upcoming fall events.

PRESIDENT'S REPORT

Tracy Smith did not have a report. Chantelle provided Tracy with a thank you gift for her service on the board. Tracy acknowledged that she was truly loved her time on the board and serving her community.

DIRECTOR'S REPORT

Jon had a question about Securitas and asked for an update on that process. Chantelle reported that she and Valerie Davis have had conversations with two representatives from the company about the library's goals for the environment. She also discussed the work hours that would procure the best candidate and how this person will work alongside the library's Patron Safety Liaison. Valerie Davis also provided clarification on the selection of coverage hours and the social service focused discussion with one of the Securitas representatives. Terra Ryder had questions about communication with Newport police and where the budget will be impacted by this unplanned cost. Chantelle reported on her conversation with the Newport Police Chief and how the cost will need to be incorporated into the budget.

Terra had a question about the incident reports shared in the director's report and understanding the threshold for how they become an official report. Chantelle clarified on their inclusion. Terra asked about falling ceiling tiles and the smell in a closet at the Newport Branch. Chantelle explained the plans to remedy these issues. Sean Mertens explained what work has already been completed. Terra asked Robert about the technology change requests for employees that termed with the library. Robert clarified the number of employees and that it is the responsibility of the supervisors to submit the forms for termed staff members

Chantelle introduced the newest board member who has been sworn in, Olena Pilyayeva, who was also in attendance. Olena introduced herself to the board and talked about her enjoyment of the library as well as her background in the community. She is very excited to be on the board and to learn how she can help support the library.

Chantelle reported on a notice received from the Kentucky Attorney General's office about a failure to respond to an open records request. Chantelle reported on what she had to provide and the process. Chantelle explained the background of recent open records requests coming from a specific patron and how she responds to them. Chantelle provided a letter from a volunteer interested in assisting with project management for our new building project. Chantelle reported that she will contact this person's references. Chantelle shared that Staff Day will be at the Fort Thomas branch this year and invited the board members to join if they were available. Chantelle reminded the board of their upcoming appreciation dinner and the details of their reservation.

COMMITTEE REPORTS: None

NEW BUSINESS

- Disposal of Surplus Materials: This month's disposal includes 3,298 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. This month we also disposed of two ottomans and one love seat from the Children's area of Newport. These items were no longer usable and we discarded. Jon Cullick moved to approve the disposals as presented, Jessica Schweitzer seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Nomination of Officers – Terra Ryder moved to approve the slate of officers as presented, Jon Cullick seconded, all were in favor and the motion carried.
 - President: Jessica Schweitzer
 - Vice President: Jon Cullick
 - Secretary: Kelley Raleigh
 - Treasurer: Terra Ryder
- Alexandria Branch Discussion- Nothing to discuss at this time.

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: Wednesday, October 21, 5:30 p.m., at the Alexandria Branch.

ADJOURNMENT: Terra Ryder moved to adjourn the meeting, Jessica Schweitzer seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:34 p.m.

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

Jessica Schweitzer, President

Kelley Raleigh, Secretary