

BOARD OF TRUSTEES REGULAR MEETING

**April 15, 2026
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: Valerie Davis, Newport Branch Manager; Michael Gregory, Technical Services Manager; Robert Brunner, Systems Coordinator; Gina Leonard, Collection Services Librarian and Centering Staff Voice Chair; Jeff Gurnee, KDLA Regional Consultant; and Chantelle Phillips, Library Director.

PUBLIC COMMENT: None

MANAGERS REPORTS:

Valerie Davis reported on the installation of the meeting room pod, and with its installation, the Kentucky Room will be changed into a teen room. Cody has been arranging it to make it inviting to teens. A new camera was installed into the room, allowing for it to be monitored as well. Robert moved some of the desk tops from the main computer seating area. The teen room will only be open while someone is in there to monitor the room. The room is being used in the afternoon, and it is helping some of the noise issues that had been occurring. Valerie also reported that she had been asked to be part of the Great Graphic Novel Selection committee for YALSA/ALA.

Michael Gregory reported that they are entering the end of the year budget ordering. He reported that Baker-Taylor has filed for Chapter 11, and we are working primarily with Ingram for our ordering. Michael is currently setting up backup vendors. Michael reported that he finished updating the technical services manual and the emergency procedures manual. He reported that Gina Leonard went to KPLA's Spring Conference and Tera Stadtmiller is participating in the Public Library Institute offered through KDLA. Jon Cullick asked if we had orders or money sitting with Baker Taylor; Michael stated that we did not. Jessica Schweitzer asked who he was looking into for back up, and Michael is currently investigating Libraria and Midwest Library Services.

Robert Brunner reported that he decommissioned the old email server, moved public desktops around at Newport to consolidate and make space for the pod, and moved some computers into the teen room. Robert reported that he attended KPLA's Spring Conference and enjoyed the conference and the networking opportunities it provided. Robert reported that he attended training to ensure our website meets ADA guidelines.

PRESIDENT'S REPORT

Tracy Smith reported how much she enjoyed PLA, she stated how much she learned from the sessions.

DIRECTOR'S REPORT

Chantelle Phillips asked if there were any questions about her written report. Terra Ryder asked if the hiring of Caeden [as Patron Safety Liaison] had any effect. Valerie Davis explained some of the helpful things he's been working on with the patrons. Chantelle reported on the easement; Duke Energy agreed

to let the county piggyback on their easement on our property which means that the library didn't have to do anything additional to accommodate the county's new building. Chantelle informed the board that the new manager for Cold Spring has been chosen, Danielle Heiert. Danielle will start in the position on May 18th giving her time with Dave Anderson. Chantelle discussed the upcoming Branch Services Transition. We are moving to the one desk option that has been working at the Alexandria branch. Jessica Schweitzer asked for an organization chart to better understand the new breakdown. Chantelle discussed half-staff day; Tracy Smith confirmed that she would be there.

Committee Reports

- Budget Committee (Jon Cullick and Terra Ryder)
 - Jon and Terra will meet with Chantelle to go over the budget on Thursday, May 14, at 3:00 at Newport.
- Board Selection Committee (Jessica Schweitzer and Kelley Raleigh)
 - Chantelle reported that the open Board position will be posted at the end of April.

NEW BUSINESS

- Disposal of surplus items: 1,093 items were withdrawn from the collection. These items were given to the Friends of the Campbell County Library for their sales. Kelley Raleigh motioned to approve the disposal, Terra Ryder seconded, all in favor and motioned carried.
- Jon Cullick reported on his PLA Conference experience. He found the mood to be joyful amongst the librarians at the conference. He attended sessions on capital funding and legal issues facing libraries.

UNFINISHED BUSINESS: None

EXECUTIVE SESSION

- Tracy Smith moved that the Board of Trustees of the Campbell County Public Library proceed into closed session under KRS 61.810(1)(k) to discuss a donation, Jon Cullick seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would go into executive session at 6:26 p.m. to discuss a donation.
- Jon Cullick moved that the Board of Trustees of the Campbell County Public Library end the closed session, Kelley Raleigh seconded the motion, all were in favor and the motion carried.
- Tracy Smith, Board President, announced that the Board of Trustees of the Campbell County Public Library would return to open session at 6:44 p.m.

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

NEXT MEETING: Wednesday, May 20th, 5:30 p.m., at the Carrico/Fort Thomas 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 6:48 p.m.

Respectfully Submitted,

Valerie Davis, Newport Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary