

BOARD OF TRUSTEES REGULAR MEETING

March 18, 2026

Cold Spring Branch

MINUTES

CALL TO ORDER: President Tracy Smith called the regular meeting to order at 5:26 p.m.

ATTENDANCE: Board members present: Tracy Smith, Jon Cullick, Jessica Schweitzer, Kelley Raleigh and Terra Ryder. Also present: David Anderson Cold Spring Branch Manager; Danielle Watkins, Human Resources Manager; Toni Sparks, Library Accountant; Sean Mertens, Maintenance Specialist; Mick McCord, Cold Spring Patron Services Assistant and Centering Staff Voices committee member; and Chantelle Phillips, Library Director.

PUBLIC COMMENT: None

MANAGERS REPORTS:

Dave Anderson reported on the final activities in the meeting room refresh at Cold Spring. He also discussed the retirements of Peggy Kuhl, Anne Fertitta, and himself

Danielle Watkins reported on staff changes and on the volunteer orientation; Sam Coleman's internship which ended in December; updates to policies and manuals; and W2s being sent out, including all the tax documentation taken care of for the end of year.

Toni Sparks reported on working on remote check approvals. She has been working with Robert on creating digital forms in Zoho. Toni reported that she is in her third year here and feeling at home with the flow of work.

Sean Mertens reported on Jolly Plumbing replacing a hot water tank at Newport; looking at an alternate vendor for floor mats, currently use Cintas; Express units are having issues with barcode scanners at all locations. Sean was advised to order new power units for the express units.

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT

Chantelle Phillips asked if there were any questions about her written report. There was a question about interlibrary loan costs being passed down to libraries by KDLA. There was also a question about the partnership with the adult detention center. Chantelle reported that Valerie used to visit the juvenile detention center to make contact with them as to what the library can provide. There is a similar outreach to adults. Chantelle reported that she and Valerie will be

zooming in from Frankfort. Michael will be handling the meeting in person, still held at Newport. Chantelle reported that Brandstetter Carroll requested more time to prepare for their presentation. Chantelle suggested moving it to the May meeting. Chantelle and Sean discussed the easement request from the county to get an easement for the sewer line and natural gas service for facility they are building just south of the library's property. Jon Cullick moved to accept the easement request, Kelley Raleigh seconded, all were in favor and the motion carried.

COMMITTEE REPORTS

- Appoint Budget Committee: Kelley Raleigh moved to appoint Jon Cullick and Terra Ryder to the Budget Committee, Jessica Schweitzer seconded, all were in favor and the motion carried.
- Appoint Board Selection Committee: Jon Cullick moved to appoint Jessica Schweitzer and Kelley Raleigh to the Board Selection Committee, Terra Ryder seconded, all were in favor and the motion carried.

NEW BUSINESS

- Review/Approval of the Circulation Policies: Kelley Raleigh moved to approve the policy as presented, Jon Cullick second, all were in favor and motioned carried.
- Disposal of Surplus Items: This month's disposal includes 3,854 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. Also withdrawn and discarded were damaged meeting room tables and a damaged section of our stage. Jon Cullick moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.

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, 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 go into executive session at 6:27 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 6:47 p.m.

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

NEXT MEETING: Wednesday, April 15th, 5:30 p.m., at the Newport Branch.

ADJOURNMENT: Kelley Raleigh moved to adjourn the meeting, Terra Ryder seconded, all were in favor and the motion carried. Tracy Smith called the meeting to an end at 6:57p.m.

Respectfully Submitted,
David Anderson, Cold Spring Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary