

BOARD OF TRUSTEES REGULAR MEETING

January 21, 2026

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, Kelley Raleigh, Jessica Schweitzer, Jon Cullick and Terra Ryder. Attended via videoconference: Anthony Workman, Kelley Galloway Smith Goolsby, PSC. Also present: Morgan Lockard-Ellis, Carrico/Fort Thomas Branch Manager; Toni Sparks, Library Accountant; Stephanie Class, Communications Manager; Robert Brunner, Systems Coordinator; Max Sulken, Center Staff Voices Committee member; and Chantelle Phillips, Library Director.

PUBLIC COMMENT:

- Susan Parker, Dayton
- Brek Parker, Dayton
- Joe Schwerling, Fort Thomas

AUDITOR'S REPORTS:

Anthony Workman, Kelley Galloway Smith Goolsby, PSC, presented the auditor's report with a detailed presentation and review of the library financial statements for year end June 30, 2025. The library received a clean audit, Terra Ryder moved to approve the auditor's report as presented, Jon Cullick seconded, all were in favor and the motion carried.

MANAGERS' REPORTS:

Morgan Lockard-Ellis reported on the progress of the roofing project which was almost complete but experienced final delays due to the weather. She explained that, while there had been some leaks, they had not impacted any of the collection or technology and had been quickly addressed by the contractor. Morgan also provided an update on the recent shifting project that happened in May of 2025. While the collection statistics have not shown any particular improvement due to the move, other than small increases in Adult and Young Adult Nonfiction, there has been a lot positive comments from our patrons. Older adults have expressed their appreciation for not having to walk back as far through the branch for large print and parents have enjoyed the increased open area and view into the Juvenile fiction stacks for the Children's area. Morgan and the staff have also observed more patrons enjoying the changes to the seating areas with more families and tutors using the tables in the front of the building and more adults working quietly on their own in what used to be the Teen area. Morgan also reported her acceptance as an Advisor for the ALA project, Aging Together: An Evaluation of Library Programs for Older Adults. This opportunity begins with attending the Public Library Association Conference in April and runs through March of 2027. She is looking forward to learning more from this

project, getting to network with other librarians with a vested interest in this audience, and representing the library well.

Stephanie Class reported on the on-boarding of her newest staff member, Bekah Napier, Digital Marketing Specialist. Bekah works collaboratively with the PR Coordinator, Sydney Graham, creating short form videos for social media. Stephanie added they are great at evaluating the analytics and following trends. Communications has seen an uptick in engagement from males which have been historically more difficult to engage. Stephanie also reported on the Cam Cares program which collected a total of 6,094 items. She added that we are reviewing whether it should be move to a different time of the year. Jessica asked if it was the change in the branding and Kelley suggested the back-to-school time frame. Stephanie expressed that the branding change could still be part of the dip and that they had considered August as well but would reach out to the Family Resource Centers. Stephanie discussed the Summer Reading planning and the change to a more consistent theme so that visual content can establish a brand identity to spark recognition for Summer Reading programs.

Toni Sparks, with assistance from Robert Brunner, presented the possible change in procedures to begin remote check approvals. This would provide convenience and be more accommodating to the Board Treasurer and, perhaps, allow future Board members to feel more comfortable with the time commitment required from that position. The electronic system will also add another layer of security. Robert provided a demonstration of the system in Adobe Sign which will generate an email to the treasurer.

PRESIDENT'S REPORT

Tracy Smith had no report.

DIRECTOR'S REPORT

There were no questions about Chantelle's written report. Jon commented that he appreciated the end of the year numbers as well as the story about the mom and child around the holidays. Jon asked about the creation of an AI Policy, Chantelle asked Morgan to explain what information would be covered and its progress.

Chantelle reported on upcoming professional events including inviting the Board members to attend Library Legislative Day in Frankfort on February 12. Chantelle will also be attending a training with the Kentucky Public Library Association's lobbyist the day before to be prepared. Chantelle also discussed staff attending the Public Library Association Conference in April 2026 as well as coordinating travel for Jon and Tracy to attend. Chantelle is no longer attending as Valerie Davis and Morgan Lockard-Ellis will be going, instead she will be attending the KPLA Conference in March 2026 where she will be part of presentation with our architect on community development and building projects.

COMMITTEE REPORTS: None

NEW BUSINESS

- Review/Approval of the General Policies: Approval was delayed to the February Board meeting.
- Disposal of Surplus Materials: This month's disposal includes 1,077 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. Kelley Raleigh moved to approve the disposal, Jessica Schweitzer seconded, all were in favor and the motion carried.

UNFINISHED BUSINESS:

- Brandstetter Carroll Feasibility Study for Alexandria Branch Build: Chantelle reminded the Board of the upcoming meeting and events for the building project. There will be a staff meeting on January 30, 2026 and the community building public event will be at Main Street Baptist Church on February 24, 2026.

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, February 18, 5:30 p.m., at the Alexandria 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 6:34 p.m.

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

Tracy Smith, President

Kelley Raleigh, Secretary