

BOARD OF TRUSTEES REGULAR MEETING

August 19, 2026

Newport Branch

MINUTES

CALL TO ORDER: President Tracy Smith called the regular meeting to order at 5:31 p.m.

ATTENDANCE:

Board members present: Tracy Smith, Jon Cullick, Kelley Raleigh and Terra Ryder. Attended via videoconference: Jessica Schweitzer. Also present: Caeden Spicer-Castleman, Newport Patron Safety Liaison; Valerie Davis, Newport Branch Manager; Carol Freytag, Outreach Manager; Michael Gregory, Technical Services Manager; and Chantelle Phillips, Library Director.

PUBLIC COMMENT: None

MANAGERS' REPORTS:

Valerie Davis reported on the success of the Teen Room; for June, there were 175 teens, for July, 190, and for the first five days of school, there were 115. Valerie also discussed the increased incidents in Newport as well as police reaction to recent issues.

Caeden Spicer-Castleman reported on what a regular day's work included and his interactions with patrons. Jon Cullick asked if there was a pattern and Caeden stated there isn't a true pattern.

Michael Gregory reported that his department ended their fiscal year leaving zero dollars in their budget. There were issues with Ingram due to their site being hacked. Therefore, their bills were not sent out in time to make it into FY2025-26; the money that would have gone to that budget was diverted to the Kentucky Libraries Unbound accounts. Michael reported that they have added Follett as a backup account for ordering. Vinyl albums have been added to the collection throughout the system. Robert is working with Polaris to upgrade software for security updates.

Carol Freytag discussed Summer Programs. This year the outreach department focused on Tower Tuesday and Jolly Thursday in June and the Book bus tour in July. For the three events in June at Tower Park (the fourth was cancelled due to rain), they had 632 in attendance. Jolly Thursdays had almost 300 people across their four events. The Book Bus tour in July had about 180 people per event. For back-to-school events in early August, 2,691 people were seen across seventeen events. Carol added that Mercedes is up to twelve locations for her outreach events.

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT

Chantelle Phillips asked if there were any questions about her written report. Terra Ryder asked about the mulch fire at Cold Spring as well as the items found behind the shed. Chantelle discussed how the storms caused power outage throughout the system, all buildings came up by the next morning except Cold Spring due to the storm ruining the router. Chantelle added that Robert had the internet up and running at Cold Spring by Friday. Chantelle completed the annual report which goes to KDLA. Chantelle

reported that the library's selections for the open board position have been submitted the Fiscal Court, who will meet on September 2nd to approve the member. Cincinnati Public Library is ending their reciprocal borrowing for non-resident cards on December 31st. Now, to get a non-resident card, it will cost \$90. The library currently has 4,500 card holders from Hamilton County, of those, 3,500 are digital with 2,400 showing no activity in the past month. There are currently 800 active users who live outside Campbell County. Chantelle reported that both Boone and Kenton libraries will be following suit and ending reciprocal borrow for Ohio residents on December 31st.

COMMITTEE REPORTS

- Board Selection Committee (Jessica Schweitzer and Kelley Raleigh): Kelley Raleigh moved to dissolve the committee, Terra Ryder seconded, all in favor and motioned carried.

NEW BUSINESS

- Approval of Tax Rates: Chantelle recommended that the Board take the compensating rate for FY2026-27. Jon Cullick motioned to approve the compensating tax rates of 5.6 cents per \$100 for REAL property, 6.68 cents per \$100 for PERSONAL property, and 2.6 cents per \$100 for MOTOR VEHICLES, Terra Ryder seconded, all were in favor and the motion carried.
- Nomination of Officers: Jon Cullick motioned to approve the slate of officers as presented, Tracy Smith second, all were in favor and the motion carried.
 - President - Jessica Schweitzer
 - Vice President - Kelley Raleigh
 - Secretary - Terra Ryder
 - Treasurer - Jon Cullick
- Approval of Destruction of Government Records: Chantelle reported there were 4,248 inactive patron records deleting in FY2025-26. Jon Cullick motioned to approve the disposal, Terra Ryder second, all were in favor and the motion carried.
- Disposal of surplus items: This month's disposal includes 3,821 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 motioned to approve the disposal, Terra Ryder second, all in favor and motioned carried. Also withdrawn were 13 chairs, three filing cabinets and one book shelf all donated to Habitat for Humanity; plus, two felt folding walls donated to Campbell Media for studio use. Terra Ryder motioned to approve the disposal, Jon Cullick second, all in favor and motioned carried.

UNFINISHED BUSINESS:

- Alexandria Branch Discussion: Jessica Schweitzer and Terra Ryder reported on the lunch meeting with Larry Brandstetter. Chantelle reported that Monica Sumner has not been responsive to emails. Chantelle also reported that she contacted Joe Hayes of Robert Ehmet Hayes & Associates. Joe came with new ideas on how to design the building. Tracy Smith asked if Joe has designed a library building. Chantelle reported that Joe is willing to come to the September meeting to talk to the Board. Kelley Raleigh likes the idea of a local company working on the building. Terra Ryder felt that having a conversation with Joe Hayes would be a good idea and a step forward. Jon Cullick agreed and feels that Joe came with creative ideas for previous projects.

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, September 16, 5:30 p.m., at the Carrico/Fort Thomas 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 6:58p.m.

Respectfully Submitted,
Valerie Davis, Newport Branch Manager

Tracy Smith, President

Kelley Raleigh, Secretary