

## **Hopkins County-Madisonville Public Library Board of Trustees**

### **Minutes from July 19, 2018, regular meeting**

Hopkins County-Madisonville Public Library

425 East Center St. Madisonville, KY 42431

Members Present: Patricia Wiles, Allen Davis, Donna Travis, Tara Edwards, and Christy Winfrey

Also Present: Joel Meador, Angel Killough, and Sharon Gibbs

Patricia Wiles called the meeting to order at 4:31 p.m.

Patricia Wiles began the meeting with the welcoming and swearing-in of Christy Winfrey as a new member of the HCMPL Board of Trustees. Winfrey is filling an unexpired term appointed by the Dawson Springs City Council.

Allen Davis moved to approve the agenda with flexibility; Donna Travis seconded, and the motion carried unanimously.

Patricia Wiles moved to approve the June 28, 2018, minutes as presented; Allen Davis seconded, and the motion carried unanimously.

Allen Davis moved to approve the June 4, 2018, minutes as presented; Patricia Wiles seconded, and the motion carried unanimously.

Allen Davis recommended that the bills be filed for audit.

Angel Killough brought the Assistant Director's report. The new computers and equipment for the replacement project were ordered, built, and delivered to be installed with Laura Holt's help. Summer Reading is coming to a close with around 70 participants registered and half completing.

Joel Meador brought the Director's Report; see attached.

#### Buildings & Grounds

Work on repairing the loading dock is complete. Work on the interior security door will follow. Mark Phebus was contacted for an estimate for roof repair project.

#### Unfinished Business

No unfinished business.

#### New Business

Joel Meador and Angel Killough presented a Smoke/Tobacco Free Policy for Board approval and adoption. After discussion the policy was amended with the inclusion of the word "system" after the naming of Hopkins County-Madisonville Public Library in the first sentence. Tara Edwards motioned to approve and adopt the Hopkins County-Madisonville Public Library Smoke/Tobacco Free Policy as amended with the effective date of September 1, 2018. Donna Travis seconded; motion carried unanimously.

Joel Meador presented a request from the Hopkins County-Madisonville Public Library Development Foundation, Inc., to approve the proceeds from their upcoming Silent Auction to be used for library collections and programming. Tara Edwards motioned; Donna Travis seconded. Motion carried unanimously.

Joel Meador presented the update personnel handbook as written and reviewed. Donna Travis motioned to accept and adopt the Hopkins County-Madisonville Public Library Personnel Handbook as presented. Allen Davis seconded; motion carried unanimously.

Joel Meador submitted a request to amend the current budget to include an increase in HRA funds for eligible staff due to unforeseen costs. Tara Edwards motioned to amend the 2018-2019 budget to add \$4,000.00 to the Medical Insurance line under Personnel expenses. Allen Davis seconded; motion carried unanimously.

Patricia Wiles announced her resignation from the Board of Trustees effective after the August 16, 2018, regular meeting. Wiles and Meador are working together to find her replacement. Wiles also discussed that according to HCMPL Board of Trustees bylaws a slate of new officers is decided in August as well.

Tara Edwards made the motion to adjourn the meeting at 5:19 p.m., seconded by Christy Winfrey.  
Meeting adjourned.