**Hopkins County-Madisonville Public Library Board of Trustees November 2018 Meeting**

**Minutes for Regular Meeting, November 15, 2018**

Roll Call

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on November 15, 2018 in the conference room of the library, located at 425 East Center Street, Madisonville, KY 41431. A quorum was established with the presence of President Tara Edwards, Vice President Liz Schweizer, Secretary Donna Travis, Treasurer Allen Davis, and Director Joel Meador.

Approval of Agenda

Tara Edwards called the meeting to order at 4:30 p.m. Allen Davis moved to approve the agenda with flexibility. Liz Schweizer seconded. Motion carried.

Approval of Previous Minutes

Tara Edwards moved to approve the October 18, 2018 minutes as submitted. Donna Travis seconded. Motion carried.

Treasurer’s Report

Treasurer Allen Davis reported that the bills will be filed for audit.

Communications

Assistant Director’s Report – Joel Meador reported for Angel Killough, Assistant Director of the Dawson Springs Branch Library.

 The vacancy at that library has been filled and the new employee will begin work after the Thanksgiving holiday.

 Angel is still having difficulty with Mark Phebus coming out to the branch library to provide a quote for the needed repairs on the leaking roof. Joel provided her with the name of another contractor who might be available to complete the repairs.

Director’s Report – Joel Meador reported on the following:

 Since there has not been any formal performance reviews conducted since 2012, that process will begin in January 2019 and proceed on a quarterly basis. He reported that an employee that received an overall score of a 1 or 2 would be ineligible for a raise.

 After attending a Director’s Retreat in Owensboro, he suggested a possible speaker to present a program for board members. He also reminded board members that it is in the budget to hire a consultant to help create a 5-year plan for the library.

 Joel provided board members with a copy of an “Active Shooter Policy” by the KPLA and asked the board to consider this for possible adoption. Discussion took place concerning a location of the safest place in the library for such an incidence. He requested a training by the police department for the current staff members. This would involve closing the library for half of a day for the training. It would be announced in advance on Facebook, the website, and the necessary voicemail would be recorded for the patrons to be aware of the day.

 Joel reported that the interlocal agreement will expire in 2019 and questions regarding funding and local government representation will need to be addressed. Tara Edwards reported that Christy Winfrey had just resigned, making this the second Dawson Springs representative to resign within just one year.

 Joel reported that he had received a quote from Vasquez Roofing for replacing the metal roof on the storage building. He also reported that the other quotes should be ready for the December board meeting that would also include an interior security door.

 Joel reported on the upcoming programs and events that have been planned.

 After discussing fund assignments, Allen Davis moved to amend the budget to transfer $3,000.00 from “Capital Outlay: Building Improvements – Other” for Madisonville to create a new line item for Furnishings. Tara Edwards seconded. Amendment adopted.

 Joel asked on behalf of the staff if they could possibly close at 4:00 p.m. on the day of the Christmas party on December 14, 2018. After much discussion, there was a consensus to allow the library to close one hour early (6:00 p.m.) before the Christmas party on December 14.

New Business

 Tara Edwards reported that Joel’s evaluation was past due. His last review had been completed in 2017. He agreed to send out a copy of a Director Evaluation to be reviewed by the board members.

Public Library Development Foundation, Inc. – Report

 Joel Meador reported that he had attended the most recent meeting of the Foundation. There was a discussion concerning the Mahr money that had been left for the library. After two years, the Board of Trustees would be deciding the best use of that donation. He advised the board members to be prepared for this future change and to review the “Investment” Sample Policy by the KPLA.

Digitization of *The Messenger*

 Tara Edwards moved to accept the request to digitize the library’s *The Messenger* microfilm. Allen Davis seconded. Motion carried.

Adjournment

 Allen Davis moved to adjourn the meeting. Liz Schweizer seconded. Motion carried and the meeting was adjourned at 5:45 p.m.