

**Hopkins County-Madisonville Public Library Board of Trustees November 2018 Meeting  
Minutes for Regular Meeting, December 20, 2018**

Roll Call

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on December 20, 2018 in the conference room of the library, located at 425 East Center Street, Madisonville, KY 42431. A quorum was established with the presence of President Tara Edwards, Vice President Liz Schweizer, Secretary Donna Travis, Treasurer Allen Davis, Assistant Director Angel Killough, and Staff Members, Shanna Turner and Mance Chappell

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 asked for any corrections to the minutes of the November 15, 2018 meeting. There being none, the minutes were approved as submitted.

Treasurer's Report

Tara asked if there were any questions about the Financial Statements as submitted. There being none, the report (and bills) were filed for audit.

Communications

Assistant Director's Report

Angel Killough reported that David Garrigan and Mark Phebus had both been by to take a look at the branch library. They had told her that they would get back to her with a quote for the needed repairs on the leaking roof. She reported that she is still waiting for an answer as to where to begin with the repairs.

Director's Report – Angel reported for Joel Meador.

The first installment of state money had been received and was deposited into the Independence Bank General Fund.

Joel has updated the adult history and art collection.

New Business

Computer Use Policy Revision – Shanna Turner and Mance Chappell

After providing a copy of "number 9" of the Computer Use Policy for the board members to review, Mance reported on the need for a revision to the policy. Since its implementation, there had been some requests made by parents to change the age limit of patrons allowed to use the computers in the teen lab. Parents who home-school their children had requested that children under the age of nine be able to have access to the computers; and some Hopkins County students were needing to be able to use the computers on "skills" days in order to complete their homework.

Mance submitted the following revision: "A guest pass may be issued for patrons under the age of nine, provided they are accompanied by a guardian while they are using the computer lab." Allen Davis moved to adopt the revision to the Computer Use Policy as submitted. Liz Schweizer seconded. Revision adopted.

Buildings and Grounds Report

Madisonville Interior Security Door

Allen Davis reported that the interior security door of the HCMPL would be repaired by the county.

*installed  
1-17-19*

Unfinished Business

Storage Room Roof Quotes/Budgeting

To repair the HCMPL storage room roof, three bids had been submitted by Southern Sheet Metal Inc., Vazquez Contracting, LLC, and Garrigan Building and Construction. After reviewing the bids, on behalf of the building repair committee, Allen Davis moved to accept Garrigan's bid for the job as long as it included installing new roof boots. Motion carried.

Angel reported that Joel had wanted to remind the board members that the budget would have to be amended to allow for the roof repair expenses.

Fund Assignment

Angel reported that Joel had requested to table the Fund Assignment.

HCMPL Investment Policy Review

Angel reported that this review needed to take place soon; however, Joel had requested to table the HCMPL Investment Policy Review.

Director Evaluation/Dawson Springs Representative

Tara reminded everyone that Joel had agreed to send the board members a copy of a Director Evaluation to be reviewed before Joel's evaluation. No one had received a copy of this evaluation form.

Tara reported that the Dawson Springs representative for the Board of Trustees would not be selected until Chris Smiley, the new mayor of Dawson Springs starts his term in office.

New Business

"Jail" Fundraiser Designation

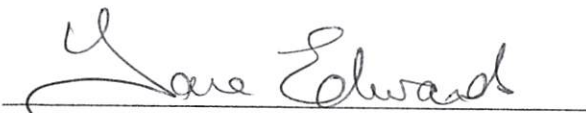
Angel reported that a "Jail" Fundraiser would be conducted in the next few months. She and Joel had requested that the proceeds be used to supplement and support the library's programming and collections.


Circulation Desk Office/Safe Room

Discussion took place about creating a circulation office that could also serve as a "safe room." There was a consensus that more information was needed before any decisions could be made. Tara asked Joel to start researching the possible project.

Adjournment

Allen Davis moved to adjourn the meeting. Liz Schweizer seconded. Motion carried and the meeting was adjourned at 5:30 p.m.

  
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~~Director~~  
President

  
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Secretary  
*approved as corrected  
1-17-19*