

February, 2019

Hopkins County-Madisonville Public Library Board of Trustees ~~November 2018~~ Meeting  
Minutes for Regular Meeting, January 17, 2019

Roll Call

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on January 17, 2019 in the conference room of the library, located at 425 East Center Street, Madisonville, Kentucky 42431. A quorum was established with the presence of President Tara Edwards, Vice President Liz Schweizer, Secretary Donna Travis, Treasurer Allen Davis, Director Joel Meador, Assistant Director Angel Killough, and Staff Members, Sharon Gibbs, Ashley Buchanan, and Mance Chappell. *The Madisonville Messenger* Reporter, Laura Harvey, was also present.

Approval of Agenda

Tara Edwards called the meeting to order at 4:30 p.m., welcoming everyone to the meeting. 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 December 20, 2018 meeting. After one correction being made, the minutes were approved as corrected.

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 she was still waiting for quotes from David Garrigan and Mark Phebus concerning the building issues (building repairs).

Director's Report

Ashley Buchanan reported on the CE FanCon Conference that she had attended. The conference had been a three-day conference held in Chicago. She attended several different sessions:

- Convocon – event planners – around 30 attending and she was able to complete a lot of networking,
- Panel discussion on Marketing – strategies and the best practices,
- Panel discussion on Guest Acquisitions – contacting agents and the use of contracts,
- Panel discussion on Communications – public relations – plan ahead and be prepared,
- Panel discussion on Creating an "Organic" Building,
- Panel discussion on Safety and the Best Practices, and
- Panel discussion on Talking to the Media – about "cons" (conventions).

Mance Chappell presented the 3D Printing Policy, reading through the entire policy. He also presented a 3D Printing FAQ handout as well (both handouts filed with these minutes). Liz Schweizer moved to adopt the 3D Printing Policy as printed and Allen Davis seconded. Policy adopted.

Joel reported that [REDACTED]

- the interior security door had been installed by some of the inmates from the local jail and a supervisor.
- the supervisor had said that they could also construct a circulation office with a bullet-proof window.
- the budget could be amended next month to pay for the cost of the storage room roof replacement.
- there had been a bequest made from Mary Pate Loveall – around \$10,000.00 from a managed IRA account. Due to the gifting from an IRA, certain legal documents were required to be sent. Joel was gathering the legal documents (interlocal agreement, bylaws, and IRS letter) and sending them to Ameriprise to complete the process of the library receiving the bequest, since the bequest had to be claimed within 90 days.
- staff evaluations were currently being conducted.
- planning a new budget and revising the interlocal agreement would need to be started soon. The interlocal agreement expires this year (2019) since the agreement requires a two-year renewal. Due to the fact that two of the trustees serving from the Dawson Springs area had resigned during this past year, he suggested looking at the requirement of where a trustee has to live.
- the art collection (“how to” books, art books, and history of art books) had been updated; and due to a generous donation from the West Kentucky Photography Group, a photography collection had also been purchased. Allen Davis complimented Joel on acquiring such excellent collections.
- that 400 rolls of microfilm had been shipped to be digitized on behalf of *The Madisonville Messenger*, and they would be accessible “in house” – within the library.

### Building Committee Report

Allen Davis reported that one of the building’s front pilasters (exterior front façade column) needed repair. Joel presented an email (filed with these minutes) from David Garrigan, specifying what his quote included. Allen Davis moved to hire Garrigan Building & Construction for the storage room roof repair, making sure that the contract includes “hidden fasteners” before signing. Donna Travis seconded. Motion carried.

### Unfinished Business

Joel provided a Director Evaluation form (filed with these minutes) for the board members to be able to complete his evaluation. His last evaluation had taken place in 2015. He also reported that his contract would expire in September (2019).

### New Business

Joel reported that the computer maintenance contract from Knights Technologies (filed with these minutes) had been submitted and needed renewing. Liz Schwiezer moved to renew the Knights Technologies’ Maintenance Agreement Contract of \$1,200.00 for January-December 2019. Donna Travis seconded. Motion carried.

After much discussion about a severe weather policy for Saturdays, there was a consensus that if there was inclement weather on a Saturday, requiring the library to be closed, the decision needed to be made by 8:00 a.m.

Joel reported that there was a need for a new transport vehicle (Book Mobile) that would require an investment policy review. Discussion then took place about the purchase of some short-term CDs that could be earning interest. No decision was made.

Joel reported on Wes Alford's retirement from Alford Nance Jones & Oakley Accountants and asked the board members about continuing with Lori Oakley. There was a consensus to continue the library's services with Lori Oakley being its representative at ANJO.

Adjournment

Liz Schweizer moved to adjourn the meeting. Allen Davis seconded. Motion carried and the meeting was adjourned at 5:50 p.m.

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Director

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Secretary