

## **Hopkins County-Madisonville Public Library Board of Trustees September 2019 Meeting Minutes for Regular Meeting, August 15, 2019**

### **Roll Call**

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on August 15, 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, Jonathon Storms, Assistant Director Angel Killough, Staff Members Sharon Gibbs and Ashley Buchanan, and KDLA Regional Librarian Susan Dunman.

### **Approval of Agenda**

Tara Edwards welcomed everyone and called the meeting to order at 4:30 p.m. Liz Schweizer moved to approve the agenda with flexibility. Jonathon Storms seconded. Motion carried.

### **Approval of Previous Minutes**

Tara asked for any corrections to the minutes of the July 18, 2019 meeting. With corrections being made, Jonathon Storms moved to approve the minutes as corrected. Liz Schweizer seconded. 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.

In the absence of Treasurer Allen Davis (on vacation) and the need for checks to be signed, Tara Edwards moved to add Liz Schweizer as a signatory on the library's checking account at Independence Bank. Donna Travis seconded. Motion carried.

### **Communications**

#### **Assistant Director's Report**

Angel Killough introduced the Kentucky Department for Libraries and Archives Regional Librarian Susan Dunman. She addressed the board members present, informing them that there were now four regions in the state with 30 counties per region. She distributed a "Monthly Report – August 2019 for the Kentucky Department for Libraries and Archives" handout to each member present at the meeting and reviewed the information. A copy of the handout is filed with these minutes.

Susan also informed the board members that many libraries have all of their board members as signatories. By so doing, this helps to cover the situation due to so many traveling these days.

Angel then reported that the summer reading program had concluded with 43 starting the program and 27 completing the program. Her "days spent reading" rather than "hours spent reading" had been a better approach this summer and she reported that she plans to repeat the same format for summer 2020.

Angel also reported that she would need to be purchasing a new computer tower soon.

#### **Director's Report**

"Jail and Bail" Fundraiser – Sharon Gibbs announced that the fundraiser had been quite successful. She reported that \$14,650.00 had been collected thus far, helping her to have exceeded her goal of \$10,000.00. Once the pledges have all been collected, a total close to 15,000.00 would have been raised.

Sharon reported that the Fall Craft Fair would be held at the Parkway Plaza Mall on November 1-2, 2019 from 10:00 a.m. until 7:00 p.m.

Sharon also reported that she had already started purchasing items for the 2020 Silent Auction (held in April).

### Building and Grounds

Angel reported that there had been a water line to break at the Dawson branch during July, flooding the basement. Fortunately, James Davis was able to come and repair the break before any damage was done.

### New Business

#### After Hours Programming

Angel reported that the public was making the transition to the new hours of operation and finally accepting the new hours of operation.

Angel also reported that the staff had all met and agreed to continue to offer any of the already established "after hours" programming. However, any new "after hours" programming would not be offered unless approved by the board and only the full time staff would work at those programs. Some of the current programs start before closing time and last until after closing time of the libraries, such as Teen Night on Friday night once a month (5:00 p.m. to 7:00 p.m.) and the Friends of the Library's Open House that occurs once a year.

Angel also asked if any of the staff would be allowed to use the library's meeting rooms for personal events during closing hours. That decision was tabled until more information could be obtained concerning insurance and possible liabilities for "after hour" usage of the meeting rooms.

#### New Board Member

Tara reported that only one name had been submitted for the term that was concluding tonight. She reported that Donna Travis' term would end tonight and asked for any other names to be submitted to her.

Donna Travis thanked everyone for the opportunity to have served on the board for the past two years and then shared a citizen's concern. She had been approached by a citizen about the fact that the children's area needed some computer repairs. This citizen had also expressed a need for all staff to be trained in helping visitors to the library to be able to use all the equipment available. There is a need for the library to present a very positive image to the public, especially to the children, to help develop a love for the library in this young age group.

#### Director Contract Renewal

Tara reported that Joel's contract was up for renewal. His first contract was from 2013 and the current contract was expiring on September 21, 2019.

Discussion took place as to the benefits of having a contract due to the fact that the library is not a tax entity in this community. Regional Librarian Susan Dunman suggested changing the contract to match a fiscal year in order to know what the city and county would be providing to the library each year. She suggested an "at will" employee rather than a contract. Liz Schweizer agreed to contact the library's lawyer, Randy Hardesty with this question so that the board could proceed correctly.

Tara then brought to the attention of the board members that Joel had only been given one raise since his employment in 2013. Much discussion took place as to the best approach to "giving Joel a raise" in light of the fact that the budget had been cut by the city and one employee had to be let go due

to the budget cut. All agreed that it was time to grant a raise, but no final decision could be made in the absence of Allen Davis and Joel Meador at tonight's meeting.

Adjournment

Jonathon Storms moved to adjourn the meeting. Liz Schweizer seconded. Motion carried, and the meeting was adjourned at 6:16 p.m.

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Director

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Secretary