

Hopkins County-Madisonville Public Library Board of Trustees April 2019 Meeting Minutes for Regular Meeting, March 21, 2019

Roll Call

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on March 21, 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, Assistant Director Angel Killough, Jonathon Storms, Staff Members, Sharon Gibbs, and Mance Chappell.

Approval of Previous Minutes

Tara Edwards called the meeting to order at 4:32 p.m. and asked for any corrections to the minutes of the February 21, 2019 meeting. With no corrections, the minutes were approved as submitted.

Approval of Agenda

Liz Schweizer moved to approve the agenda with flexibility. Allen Davis seconded. Motion carried.

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 Steve Lane had been by the Dawson Springs library to check on the murals that are located on the side of the building which are beginning to peel. He agreed to give her a quote for different approaches to repairing the murals by possibly a restoration through a resealing process or just to start from afresh.

She reported that she had filed for more funds from the state funding program, E-rate, which helps to pay for telecommunication services for nonprofits. She had set up a teleconference to complete the rest of the application process.

She reported that the Adult Centers for Educational Excellence had requested to use the Katherine Barnett meeting room of the library to host GED classes once a week.

Angel reminded everyone of the Friends of the Library's Annual Fundraiser, a Lasagna Luncheon with red lasagna and white lasagna on April 9, 2019, from 11:00 a.m. until 1:00 p.m.; and also reminded everyone of that fact that the boy scout troop still had plans to paint the Katherine Barnett meeting room, the bathrooms, and the hallways. She had already picked out the color of the paint, with the boy scout troop providing all of the paint and supplies to complete the task.

New Business

3D Printer Policy Revision

Mance Chappell requested that the 3D Printing Policy be revised. Liz Schweizer moved to amend the 3D Printing Policy by adding the statement, "Rafts will be removed by HCMPL staff upon completion of your print." to the fourth guideline. Donna Travis seconded. Amendment adopted.

Marketing/Programming Digital Camera/Recorder and Lens Quote

Mance also presented a request for the purchase of a Fujifilm X-T2 mirrorless digital camera/recorder for the library. He presented information on the T20 camera as well. Liz Schweizer volunteered to research cameras as to the type of camera that would best suit the needs of the library

at the best cost and Allen Davis suggested waiting until the new budget was adopted before any purchases. After much discussion on the need for such a camera and the cost, no decision was made and the topic of purchasing a camera at this time was tabled.

Communications

Director's Report

Angel Killough reported for Director Joel Meador in his absence.

Local Government Funding Proposal/Interlocal Agreement Renewal

Angel reminded everyone that copies of the letters to the city of Madisonville and to the county fiscal court requesting \$10,000 more from the city and \$10,000 more from the county had been included in each of the board member's packet of information.

She also reminded the board members that Joel had sent those letters out to the board members for review via email earlier in the month.

Joel also included a draft of the budget, showing how that money would be used. Angel did report that from the county contribution of \$10,000, the Dawson Springs library would receive \$6,000 and the HCMPL would receive \$4,000.

She reported that Randy Hardesty, the library's lawyer revised the interlocal agreement to show that it was a "renewal" agreement now rather than an "initial" agreement.

The presentation to the city will take place on Monday, March 25, 2019 at 10:00 a.m. on the second floor of the city hall.

Marketing Training Opportunity/Friends scholarship request

Angel reported that HCMPL's sister library, the Warren County Public Library had offered a training opportunity to Ashley Buchanan, who is in charge of marketing for the HCMPL. Ashley could spend time shadowing that library's marketing and programming department for further education and training in promoting the HCMPL. Angel was wondering if the library would make up the difference in funding to allow Ashley this opportunity. Tara reminded Angel that there was money already in the budget for travel and training.

Silent Auction information (tax, etc.)

Sharon Gibbs reported on the upcoming Silent Auction in April. Her goal was to raise \$12,000. She had been given \$2,000 by the Foundation to get started and hoped to return that \$2,000 to them, making a profit of \$10,000 for collections and programming for the library. After discussion concerning the new tax law, Sharon was advised to post reminders at the Silent Auction that a 6% sales tax would be added to the cost of the item.

Unfinished Business

Dawson Springs Building Maintenance

Angel reported that after the abundance of rain last week that the library had flooded once again. Allen Davis had not had the chance to stop by the library as of yet and so no decision was made concerning the best approach to repairing the water problems.

New Business

Dawson Springs Receipt Printer Quotes

Angel presented two quotes for a new receipt printer for the Dawson Springs library. She also reported that there was money in the budget for this purchase. Allen Davis moved to purchase the Star Thermal receipt printer for \$405.00. Jonathon Storms seconded. Motion carried.

Liz suggested the possibility of an email receipt in order to save paper. Angel agreed to look into making that available to the patrons.

Madisonville Circulation Desk Chairs Quote

Angel presented a quote of \$168.48 for one circulation desk chair. She requested the purchase of two chairs for the staff of the HCMPL in order to help increase visibility of the staff while working at the circulation desk. Liz Schweizer moved to purchase two chairs for \$168.48 each for the circulation desk area. Jonathon Storms seconded. Motion carried.

Liz presented a letter about joining the Friends of Kentucky Libraries as the HCMPL Board of Trustees for \$25.00. Allen Davis moved to join the Friends of Kentucky Libraries as the Board of Trustees for the cost of \$25.00. Tara Edwards seconded. Motion carried.

Adjournment

Donna Travis moved to adjourn the meeting. Allen Davis seconded. Motion carried and the meeting was adjourned at 5:53 p.m.

Director

Secretary