

**Hopkins County-Madisonville Public Library Board of Trustees June 2019 Meeting  
Minutes for Regular Meeting, May 16, 2019**

Roll Call

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on May 16, 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, Jonathon Storms, Assistant Director Angel Killough, and Staff Members Sharon Gibbs 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 April 18, 2019 meeting. With no corrections, 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 the branch library had been vandalized and that she did report it to the police. As a result of this incident, she reported that she would be getting some quotes for security cameras and the installation of the cameras around the premises.

Director's Report

- Silent Auction Report – Sharon Gibbs reported that the recent Silent Auction had received a little over \$12,000.00.
- Sharon announced that the "jail" fundraiser would be held on Friday, July 26, 2019 from 8:00 a.m. to 5:00 p.m. and asked the board members if they would be willing to raise \$500.00 each. The following board members committed to raising \$500.00 each: Allen Davis, Tara Edwards, Angel Killough, Liz Schweizer, Sharon Gibbs, and Jonathon Storms. Donna Travis and Mance Chappell agreed to give toward Sharon's fundraising efforts.

New Business

Patron Number Policy

Mance Chappell presented the "Patron Number Policy" reviewing Phase 1 and Phase 2 of the policy for the board members:

- A sign will be posted announcing to patrons that a change in policy will be taking place.
- Library cards will be issued and/or replaced during June, July, August, and September free of charge.
- Beginning October 1<sup>st</sup>, patrons must have a number in order to be able to use the library's services.

- A photo ID may be used for three times – eventually, a library card must be purchased (\$2.00), emphasizing to the patron to “remember your number!”

Allen Davis moved to adopt the new Patron Number Policy as presented. Jonathon Storms seconded. Policy adopted.

## Communications

### Director's Report

- Vehicle – Angel Killough reported in the absence of Director Joel Meador. She reported that the library's van had broken down in Bowling Green while being used by Ashley Buchanan during her “shadowing” time with the sister library. Due to the fact that Ashley was now having to use uber to get to and from different locations, there would be an additional cost to her training. Also, the van would have to be towed to a KIA dealership in Bowling Green and serviced – another cost. After the repair, she reported that the library would need to be in the market for a new outreach vehicle. She informed the board members that the budget would have to be amended in order to pay for the needed repair.
- Angel also reported that Ashley had been invited to stay one extra night in order to attend an event that she had been involved with planning. This too will be an added cost to her time in Bowling Green.
- Angel reported that Joel was looking into a new insurance policy through KACo (Kentucky Association of Counties) since the current policy with Cole and Durham expires May 29, 2019. He should receive the quote on May 22, 2019 and if the numbers are good, there may be a need for a called board meeting in order to switch companies.

### New Business/Building Committee Report

- Quote for Breaker Box – Angel reported that the breaker box in the Katherine Barnett meeting room needed replacing. She presented a bid by B.W. Akin Co. LLC in Dawson Springs.
  - Allen Davis suggested putting the repair of the breaker box on hold until a decision was made for the demolition of the room on the back of the library. The demolition would probably effect a new breaker box and so if the library would wait, that would save on cost for another breaker box.
  - Allen presented photos of the building on the back of the library and the need for immediate repair. However, since the library is a public building, he advised for the use of a professional engineering company's recommendations for the best approach to the demolition and cleanup of the vacant property afterwards – a site survey.
  - Angel presented Associated Engineers, Inc.'s quote and recommendations and reported that she is still waiting to hear back from Mr. Charles Skaggs. She also agreed to line up one more quote for the job.
- Angel presented a handout pertaining to the Daviess County Public Library's “ransomware attack” and suggested a need to further look into this topic for the HCMPL.
- Non-Fraternization Policy – Angel presented a copy of the library's Harassment and Complaint Procedure policy and the need for a “non-fraternization” clause to be added to the policy. Donna Travis moved to adopt the Non-Fraternization clause to the Harassment Policy. Liz Schweizer seconded. Clause adopted.
- Hoopla – Angel reported that the library had reached its \$3,000.00 budgeted amount for the Hoopla service and requested an additional amount to be added for this service to continue until the end of the fiscal year. Allen Davis moved to transfer \$750.00 from the Independence Bank

Bequest Fund into the Electronic Databases Expense Category to help pay for the Hoopla service through the end of the current fiscal year. Jonathon Storms seconded. Motion carried.

### Questions

Liz Schweizer had the following questions:

- How often is the library closed for staff training? Four times a year and the patrons are notified with the posting of signs and the library opens on those days at 3:00 p.m. Angel reported that the branch library is closed on Mondays.
- Why was the library behind on its mortgage payment to the Foundation (who holds the mortgage)? Carolyn, from our accounting office, had failed to submit the payment on time.
- Allen then asked why the Walmart credit card had not been paid on time, causing an interest charge? The library's payment did not reach the company in time for its posting of the payment.

### Announcements

Sharon announced that the library's parking lot sale or yard sale would be held on June 7-8, 2019. She asked for any donations to be brought to the library.

### Adjournment

Jonathon Storms 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