**Hopkins County-Madisonville Public Library Board of Trustees Meeting Minutes for Regular Meeting, December 17, 2020**

Roll Call

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on December 17, 2020. In response to governmental direction to practice social distancing, the meeting was conducted online via Zoom teleconference. A quorum was established with the presence of President Tara Edwards, Vice President Liz Schweizer, and Treasurer Allen Davis, Director Joel Meador, Angel Killough, Shanna Turner, and Sharon Gibbs.

Approval of Agenda

Tara Edwards called the meeting to order at 4:32 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 19, 2020 meeting. Discussion followed and after several corrections were made, Allen moved to approve the minutes as amended. Tara 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.

Communication

Assistant Director’s Report

Angel report that a representative from KU had contacted her about reviewing the rate for the Dawson Springs branch. The review resulted in a substantial decrease in our rate, bringing with it a savings of nearly $1,000 per month.

Angel has been approached by a member of the community about placing a soda vending machine at the branch library. The vendor would pay $25 per month to cover the utility cost associated with the machine. Angel is contacting Dr. Pepper and possibly another vendor to request their terms and find out if having them place a machine there would generate any income for the library.

Director’s Report

Joel gave an update on the Mahr bequest: all documents have been signed and mailed to US Bancorp Investments. He also gave an update on the Holman bequest: the request to correct the name of the Hopkins County-Madisonville Public Library in the paperwork has been submitted to Northern Trust.

Joel reported that he has scanned and uploaded meeting agendas, meeting minutes, and financial records so that the HCMPL website’s public records page is current.

He has contacted Lynda Lacefield with the board’s decision to accept her portrait, should she decide to bequeath it to the library, and shared the HCMPL’s updated donation policy with her.

Joel has contacted the director of another Kentucky public library and received a draft of their strategic priorities to serve as a guide as the board begins developing a plan for the HCMPL.

Joel also mentioned that Angel is gathering quotes for a people counter for the main library.

Sharon reported that she has continued cleaning up records and processing new books for the collection. She is brainstorming how to handle fundraising in 2021. She has also reached out to companies about cleaning out the gutters and checking the mural lights at the main branch.

Shanna reported that she has created a new book display, decorated for the holidays, and assembled dinosaur-themed grab and go bags for library patrons. She has also done some cleaning around the circulation desk and continued to process new books and audiobooks for the collection.

Old Business

The board reviewed its current Investment Policy, Sponsorship Policy, and Naming Opportunities Policy. Discussion of the Investment Policy was tabled. Citing no necessary changes to either, the Sponsorship Policy and Naming Opportunities Policy will remain as written.

New Business

Joel presented the board with an amended budget for 2020-2021. After some discussion, Liz made a motion to amend the budget as presented. Allen seconded. Motion carried.

Adjournment

Allen made a motion to adjourn and Tara seconded. Motion carried. Meeting adjourned at 5:35pm.

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President Secretary