

Hopkins County-Madisonville Public Library Board of Trustees Meeting Minutes for Regular Meeting, November 19, 2020

Roll Call

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on November 19, 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, Treasurer Allen Davis, Secretary Jonathon Storms, Judy Rhoads, Director Joel Meador, Angel Killough, Shanna Turner, and Ashley Buchanan.

Also in attendance were foundation members: Andrea Deal and Reid Davis as well as Craig Smith of US Bancorp Investments.

Approval of Agenda

Tara Edwards called the meeting to order at 4:32 p.m. Judy Rhoads, 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 October 15, 2020 meeting. With no corrections being made, Judy moved to approve the minutes as written. Jonathon Storms 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.

New Business

Joel Meador introduced Craig Smith with the wealth management group of US Bancorp Investments to discuss the Mahr bequest.

Mr. Smith gave information on the bequest totaling near \$420,000.00. Which is an interest bearing investment overseen by his agency.

Judy Rhoads inquired when the bequest was to be transferred to the library from the foundation and if there were recommendations as to what should be done with the bequest when it is transferred.

This was discussed at length including:

- Payments to the Edwards Family (\$2198.68 per month until 2022 or 2023)
- The amount of the library's debt to the county (\$380884.00 per year original loan is 500K)

A brief discussion about the library's current debt followed.

Tara asked Mr. Smith if he had everything he needed from the board for the transfer of the Mahr Bequest; he did.

Mr. Smith added that the transfer would go well.
This discussion was tabled for a later date.

Andrea Deal and Reid Davis provided the board of trustees the following information regarding the foundation:

- The HCMPL Foundation exists to help fund the library and so that the library did not have debt.
- The foundation will exist until the mortgage is paid and possibly longer as a fundraising entity for the library.
- The foundation is in the process of locating documentation on the original mortgage (current building) and initial payments made towards this mortgage.

These items were discussed with Ms. Deal and Mr. Davis at length. The board agreed to come back to the topic when more information was gathered.

Communication

Director's Report

November Regular Meeting, 11/19/20

Remaining Debts

- City of Madisonville = \$0
- Hopkins County Fiscal Court = \$380,844
- Building Purchase = \$59,346.36

425 East Center Street Building Purchase Debt,

Remaining building debt: \$59,346.36

Promissory Note Matures: January 15, 2023. (I will e-mail this report to Jonathon for inclusion with the minutes.)

First, everything that's supposed to have been paid for the building promissory note since it started in February 2013 has been paid. In fact, we are one payment ahead of schedule as I will explain.

1. As you may recall from the last meeting, I reported that our first payment to the Foundation started in July 2013. I also noticed that the promissory note for \$225,000 that was signed in October 2012, which the Foundation holds, stated that payments of \$2,198.68 per month, were to start in February 2013. Therefore, there was a question of who, if anyone, made the building payments for the months of February to June 2013. For context, you have to remember that there was a great deal of turmoil during these months. One week after I started on March 1, all renovation work stopped and communications between the Library and the Foundation broke down and a state labor investigation commenced.
2. So, as we investigated this question, further searching our records from this time and before, and the Foundation reviewing theirs, we discovered that the Foundation had made the building payments for March through June 2013, solely on their own, rather than the library paying the

Foundation who were then to pay the Edwards – which was the original intent. Given the turmoil and the chaos, this got lost in the noise.

3. I mentioned earlier that we are actually one payment ahead of schedule. This is because the Library actually did make the first building payment in February 2013. This payment was made directly to the Edwards without the Foundation's involvement. I did not notice this before because I had searched under the Foundation's name, assuming that the Library had always paid the Foundation who then paid the Edwards. I have confirmed with our bank and accounting records that the Library did indeed make this payment directly to the Edwards.
4. The Foundation also discovered, when they reviewed their records, that they had also made a first payment to the Edwards' in February 2013. Therefore, February 2013 was paid twice, and we are a payment ahead of schedule.

There are some additional questions that the Foundation has uncovered. One is that they have seen that when the building was purchased in 2012, the Foundation contributed \$10,000 in earnest money. They've asked if we know what happened to the earnest money paid by the Foundation. I wasn't here when that was paid, but Angel has some recollection, (Sharon might as well). I think the assumption is that it made up part of the \$150,000 that was paid up front by the Library.

They have also asked if the payments for February, March, April, May and June will be reimbursed to the Foundation's account. They calculate that the Foundation's total contribution for all disbursements they made prior to July 2013, including the earnest money, is \$20,993.40.

Additionally Joel presented the board with a Gifts and Appraisal Policy for the library.

Jonathon made a motion to accept the policy as written. Allen seconded. The motion carried.

Assistant Director's Report

Angel gave a report on the libraries statistics regarding the activity at the main branch as well as the Dawson Springs Branch. The statistics were also provided electronically for the board to review.

Liz inquired about the Kentucky Libraries Unbound Advantage Program.

Angel provided insight as to the advantages of the program which provides quicker availability for content to be electronically viewed by our patrons.

Angel also provided information on the Covid-19 Response Plan

After discussion of the updated Covid-19 Response Plan, Liz made a motion to accept the policy with the following amendments:

1. Response to escalation would include a clause permitting the Board of Trustees to make the decision to close the library if the board deemed remaining open to be unsafe.
2. Staff requirement 14 would include the option for any staff member traveling for leisure to a travel advisory state to opt for a Covid-19 test in lieu of a 14-day quarantine. That staff member

would be expected to remain in quarantine until the test result came back, and if it was negative, they would be permitted to return to work.

Allen seconded. Motion carried.

Adjournment

Tara made a motion to adjourn and Liz seconded. Motion carried. Meeting adjourned at 6:31pm.