

Hopkins County-Madisonville Public Library Board of Trustees Meeting Minutes for Regular Meeting, October 21, 2021

Roll Call

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on October 21, 2021. The meeting was conducted at the main branch at 425 E Center Street, Madisonville with a Zoom component. A quorum was established with the presence of Vice President Liz Schweizer, Secretary Jonathon Storms, and Treasurer Allen Davis. Also present were Director Joel Meador, Assistant Director Angel Killough, Mark Rawlings from Baird, and Robyn Elliott.

Approval of Agenda

Liz Schweizer called the meeting to order at 4:35 p.m. Allen Davis moved to approve the agenda with flexibility. Jonathon Storms seconded. Motion carried.

Approval of Previous Minutes

Not having access to a copy of meeting minutes from February 18, March 3, March 18, June 17, June 25, or August 19, approval of these minutes was tabled. Liz asked for any corrections to the minutes of the September 16, 2021 meeting. There being none, Jonathon moved to accept the minutes as presented. Allen seconded. Motion carried.

Treasurer's Report

Liz asked if there were any questions about the financial statements as submitted. There being none, the report (and bills) were filed for audit.

Communication

Joel Meador shared with the board the staff's intention to work to increase the library's visibility in the community in the current fiscal year. Plans include development of an advertising campaign and marketing plan and increased participation in community groups and local government meetings by library staff. He is continuing to work with Envisionware on quotes for an RFID system for the library.

Old Business

The board discussed its two vacancies: one for a City of Madisonville representative and one for a Hopkins County representative.

Joel gave the board an update on the carpet outside the entrance of the main branch, currently on hold, and the pest control issue, currently being resolved. He also presented quotes from multiple companies and contractors for maintenance issues at the main branch: work needed on gutters, roof caps, and boot installation; removal of wooden stairs at back of building and replacement with concrete stairs and new railing; and demolition of back loading dock. Quotes for each project were below the amount requiring a vote, but the board affirmed Joel in moving forward to get all maintenance projects underway.

Angel Killough shared the repair estimates for the Dawson Springs branch from KACo--\$43,101.41--and SERVPRO--\$39,628.52.

New Business

Mark Rawlings from Baird joined the meeting via Zoom to offer guidance on how the board might create reserve fund policies that would best serve the HCMPL. He explained the purposes and benefits of

operational, emergency, and capital reserves and how the board might calculate the ideal amount for each.

The board elected officers among the trustees, naming President Liz Schweizer President, Jonathon Storms Vice President, and Allen Davis Treasurer.

Adjournment

Jonathon moved to adjourn, and Allen seconded. Motion carried. Meeting adjourned at 6:16 pm.

President

Treasurer