

## **Hopkins County-Madisonville Public Library Board of Trustees Meeting Minutes for Regular Meeting, June 16, 2022**

### Roll Call

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on June 16, 2022. The meeting was held via zoom teleconferencing system with members attending in person. A quorum was established with the presence of President Liz Schweizer, Treasurer Allen Davis, and Secretary Robyn Elliott. Also present were Director Joel Meador, and Assistant Director Angel Killough.

### Approval of Agenda

Liz called the meeting to order at 4:38p.m. Allen moved to approve the agenda with flexibility. Liz seconded. Motion carried.

### Approval of Previous Minutes

Liz asked for any corrections to the minutes of the March 18, 2021 meeting. There being none, Allen moved to accept the minutes as presented. Liz Seconded. Motion carried. Liz asked for any corrections to the minutes of the May 19, 2022 regular meeting. Liz moved to accept the minutes with approved changes. 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 reviewed the new time clock system and mentioned staff has been trained on it. He is still working through the admin part of it and plans for it to go live on July 9th. He let the board know that he had been notified by the library's previous auditor that he was no longer able to complete the annual audit and beginning this year, the library would need to employ someone else to complete this requirement. Joel will work to find a suitable replacement but in the meantime mentioned we may be out of compliance due to timing. We discussed the orientation for library trustees that had been held via zoom prior to meeting. Joel was to see if completing orientation prior to being appointed was an issue, as Robyn had completed her orientation on November 4<sup>th</sup>, 2021 prior to her November 15<sup>th</sup> appointment.

Joel requested the circulation desk clerk pay cap be increased to \$11 an hour in order to allow for raises for existing staff. The board also discussed the COLA raise that Joel had budgeted for and decided to increase it to 7% as well as the next year health insurance through our new local agent. Robyn made a motion to approve 7% COLA, health insurance plan, and circulation clerk cap increase. Allen seconded. Motion carried.

### Building & Grounds

Joel made the board aware of some "graffiti" on the backside of the building. They have not decided on what repairs are to be done.

Angel spoke to the board regarding updates on progress at the Dawson Springs branch. Angel mentioned the progress Don has made and the plans they have to continue revitalizing the space. The Mohawk shipment arrived and the colors are slightly different from what had already been received. Angel and Don have worked through where to lay it and the other carpet so that it flows and looks nice.

Old Business

Liz reported that she had spoken to board trustee candidate Misty Hunt and she was enthusiastically interested. Robyn planned to follow up with Misty on any questions she had and ask that she consider attending our next board meeting.

The board decided to table the Reserve Fund Policy discussion for the July meeting.

Angel did not have time to put the ad in the paper regarding the roof repair bid. Angel and Allen are to get together and draft an ad. She also plans to notify two different contractors that it is being placed in the paper.

New Business

The adoption of the 2022-2023 budget and the adoption of an amended 2021-2022 budget were tabled; a special meeting will be called before the end of the month.

The board discussed the possibility of having an outside speaker visit at the August board meeting to discuss donor relations and stewarding relationships. It was decided he would attend the August board meeting as all board members would be present.

Adjournment

Allen moved to adjourn, and Robyn seconded. Motion carried. Meeting adjourned at 5:42pm.

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President

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Secretary