

## **Hopkins County-Madisonville Public Library Board of Trustees Meeting Minutes for Regular Meeting, December 15, 2022**

### Roll Call

The Hopkins County-Madisonville Public Library Board of Trustees held its regular meeting on December 15, 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, Sharon Gibbs, and Shanna Turner.

### Approval of Agenda

Liz called the meeting to order at 4:36p.m. Allen moved to approve the agenda with flexibility. Robyn seconded. Motion carried.

### Approval of Previous Minutes

Approval of minutes from September 15 and November 17 regular meetings was tabled.

### 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

The board discussed the late fines/fine-free possibility again and decided to table it until a few efforts to collect outstanding books were completed. The ladies at the front desk have been working through overdue lists and generating mailings. Mailings will be sent out in the middle of January. The board is to revisit this at the February board meeting.

The board discussed the social networking and online accounts policy. Robyn made a motion to accept as presented. Allen seconded. Motion carried.

The board discussed the public comment policy. Allen made a motion to accept as presented. Liz seconded. Motion carried.

The board discussed the board of trustees & library employee ethics policy. Robyn made a motion to accept as presented. Allen seconded. Motion carried.

### New Business

The board discussed the open records policy revision. Allen made a motion to accept as presented. Liz seconded. Motion carried.

The board discussed the bid from WKY Commercial Roofing for sealing the DSBL exterior brick wall beside the post office. It was unanimous that this needed to be addressed immediately. Allen made a motion to proceed with quote and work. Robyn seconded. Motion carried.

Joel presented to the board a new agreement that must be adopted due to changes with the 401(k) plan. This is a mandatory item that the library must pursue in order to keep their plan. Robyn moved to adopt the resolution as presented. Allen seconded. Motion carried.

Joel presented a quote for 2 Square POS registers. The board discussed and agreed it would be beneficial to adopt this technology. Robyn mentioned her experience using it with her own small business and offered to help set up or teach the new system. Robyn made a motion to approve the quote from Square as presented. Allen seconded. Motion carried.

Joel presented changes to the employee handbook and discussed PTO/Sick time changes. The board agreed to add clarification in the handbook that specifies employees that separate from employment at the library are to be paid out their accrued PTO, but not sick time. Allen made a motion to accept policy with changes. Robyn seconded. Motion carried.

#### Adjournment

Allen moved to adjourn, and Robyn seconded.. Motion carried. Meeting adjourned at 5:29pm.