

**HENDERSON COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MEETING
THURSDAY, SEPTEMBER 14, 2023**

CALL TO ORDER: 8:04 AM.

ROLL CALL: Present- Eric Hoey, Arlene Alexander, Tiffany Sights, and Elizabeth Quick. Also Present- Shannon Sandefur, Library Director; Tammy DeKemper, Finance/HR Manager; Chris Hopgood, Library Attorney. Absent- Nibby Priest. A request for accommodation by Zoom was made by Nibby but could not be accommodated because the meeting was held in the Wathen room because the PTT meeting rooms were previously reserved.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: AUGUST 10, REGULAR MEETING: The August 2023 Board Meeting minutes were e-mailed to the Trustees before the meeting.

- Tiffany Sights made a motion to accept the August 2023 Regular Meeting minutes. Second, Arlene Alexander. All aye.

PRESENTATION OF THE FINANCIAL REPORT AND ITEMIZED EXPENDITURES: AUGUST 2023: The Financial Report/Itemized Expenditures was e-mailed to the Trustees before the meeting. Tammy DeKemper presented the report.

- Arlene Alexander made a motion to file the August 2023 financial report/itemized expenditures for audit. Second, Tiffany Sights. All aye.

DIRECTOR'S REPORT/STATISTICAL REPORT-Shannon informed the Board of the various meetings that she had over the month. She reviewed the statistical report pointing out that circulation stats are little lower and will be working on increasing this but all other stats were up overall.

LANDSCAPING DISCUSSION/GRASS TREATMENT QUOTES: Three quotes were obtained for these services:

Brandon's Lawn & Landscaping

- Bid Option 1—Mowing weekly, includes edging weed eating and blowing away debris- \$160 per cut; Treatment of grass and fertilizer- \$200 per treatment doing 5x a year; Trimming shrubs- \$600 per time, recommends 3x per year; Maintain and pull weeds out of landscaping beds-\$130 per month March – November; Snow Removal-\$200 per hour per

truck, \$45 per man per hour for shoveling the sidewalks; Ice melt- \$27 per bag which includes labor and material.

- Bid Option 2—All items listed in Option 1 except for the snow removal will be completed by us for a monthly price of 992.25 is included per month for the months of March – November
- Bid Option 3—Everything listed in Option 1 except the snow removal for a 12-month price of \$744.16
- Snow removal is separated from bid option 2 and 3 and is not included in the monthly billing prices.

Douglas Lawncare & Landscaping

- Lawn mowing and edging per week--\$192
- Grass treatments per application (approximately 5x per year) --\$185
- Shrub trimming & clean up per occurrence (approximately 3x per year) --\$615
- Landscape Maintenance per month (March – November) --\$125
- Snow removal--\$200 per hour with truck
- Snow removal--\$45 per hour with man for sidewalks
- Ice melt--\$27 per bag

Trim Line

- Mowing, weed eating, & cleanup weekly--\$300
- Tree trimming as needed--\$300
- Bush trimming as needed--\$300
- Flower bed maintenance as needed--\$300
- Mulching beds as needed--\$600 (mulch included)
- Fertilizing grass, plants, and trees as needed--\$300 (fertilizer included)
- No snow removal

Arlene Alexander made a motion to accept Brandon's Lawn and Landscaping. Second, Elizabeth Quick. After discussion Arlene amended the motion to accept Brandon's Lawn and Landscaping Bid #3- All options with monthly price of 744.16 over 12 months. Second, Elizabeth Quick. All aye.

FRIENDS OF THE LIBRARY-LIABILITY INSURANCE FOR THE WINE TASTING EVENT-The discussion was whether to let the Friends of the Library be added to HCPL general liability insurance or have them purchase their own separately.

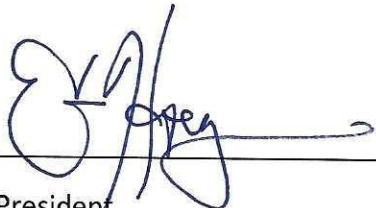
- Tiffany Sights made a motion to add Friends of the Henderson County Public Library and HCPL Foundation as an additional insured to the general liability policy of the Henderson County Public Library District. Second, Arlene Alexander. All aye.

ADJOURNMENT: 8:41 AM

- Arlene Alexander made a motion to adjourn. Second, Tiffany Sights. All aye.

The next regular meeting of the Board of Trustees is Thursday, October 12, 2023.

Minutes recorded by Tammy DeKemper.



President



Secretary



Director

The Henderson County Public Library provides access to information and opportunities to pursue lifelong learning, economic and cultural enrichment, and recreational enjoyment.