

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

CALL TO ORDER: 8:00 AM.

ROLL CALL: Present- Eric Hoey, Arlene Alexander, Elizabeth Quick and Nibby Priest. Absent- Tiffany Sights. Also Present-Shannon Sandefur, Library Director; Tammy DeKemper, FIN/HR Mgr.; Chris Hopgood, Library Attorney; Amber Potts, KDLA Regional Consultant.

PUBLIC COMMENT: None

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

- Elizabeth Quick made a motion to accept the November 2023 Regular Meeting minutes. Second, Arlene Alexander. All aye.

PRESENTATION OF THE FINANCIAL REPORT AND ITEMIZED EXPENDITURES: NOVEMBER 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 November 2023 financial report/itemized expenditures for audit. Second, Elizabeth Quick. All aye.

DIRECTOR'S REPORT/STATISTICAL REPORT-Shannon informed the Board of the various meetings that she had over the month. She informed the board we have selected Paycor for our HR/Payroll systems. The library was able to host the City Ambassadors luncheon. The library staff day was a success going over active shooter and stop the bleed training. She informed the board that she met with Matthew Powell, KLC adjuster. He mailed a letter to Ms. Down's attorney stating that KLC has completed the investigation and there is no liability on the part of Henderson County Public Library for Ms. Down's injury. 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.

MEETING ROOM POLICY, MEETING ROOM AGREEMENT, AND APPROVED VENDORS: The policy has been amended to add fire code regulations (number of people allowed in each room) and KY sales tax will be collected when reserving rooms.

- Elizabeth Quick made a motion to accept the amendments made to the Meeting Room Policy, Meeting Room Agreement and Approved Vendors. Second, Arlene Alexander. All aye.

REFERENCE SERVICES FEES (REMOVE): The fees for reference services are outdated and are not relevant in the library today. We are asking that they be removed.

- Arlene Alexander made a motion to remove the Reference Service Fees. Second, Nibby Priest. All aye.

GENEALOGY AND LOCAL HISTORY RESEARCH POLICY (REMOVE): This policy is another one that is not relevant today as we do not charge for research. We are asking that it be removed.

- Elizabeth Quick made a motion to remove the Genealogy and Local History Research Policy. Second, Arlene Alexander. All aye.

BILINGUAL SERVICES LIBRARIAN (FULL-TIME POSITION): We did not have any success in finding a part-time bilingual passport agent so we have decided to make this a full-time position combining passport agent and public service librarian. The starting salary range for this position is \$29723.20-\$33696.00.

- Nibby Priest approved the position as presented. Second, Arlene Alexander. All aye.

HVAC QUOTES: We have had another HVAC unit that needs to be replaced. We have 4 quotes.

- a. Hager & Sons- 3 Ton Commercial Rooftop System \$6750.00
- b. J.E. Shekell- 3 Ton Carrier Rooftop Unit \$7940.00
- c. Woodard- 3 Ton Daikin Rooftop Unit \$7750.00
- d. Woodard- 3 Ton Carrier Rooftop Unit \$7650.00

After discussion about the quotes the decision was made to go with Woodard- 3 Ton Daikin RTU since that is what we had replaced 2 others with just a few months ago and it has a 20- year heat exchanger warranty.

- Nibby Priest made a motion to accept Woodards bid of \$7750.00 Daikin RTU to replace current HVAC unit. Second, Arlene Alexander. All aye.

BOND PAYMENT: There is a question of whether to use the Construction Funds or the Regular Budget to pay the bond payment. The construction fund currently receives about 1000.00 in interest each month. The funds are budgeted to pay out of the regular budget. It was decided to leave as is at this time.

NEW HIRES: Abigail Nunn-Custodial Maintenance (PT)

- Nibby Priest made a motion to accept the new hire. Second, Elizabeth Quick. All aye.

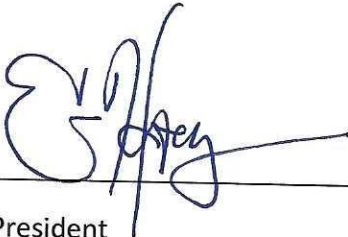
KDLA REPORT- AMBER POTTS: She reported that the Trustee resources are still under review. On the KDLA website there are some short videos to watch if the new board members would like to view. There is a KDLA survey being sent out for staff, Director, and Board to complete.

ADJOURNMENT: 8:44 AM

- Nibby Priest made a motion to adjourn. Second, Arlene Alexnder. All aye.

The next regular meeting of the Board of Trustees is Thursday, January 11, 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.