

# HENRY COUNTY PUBLIC LIBRARY

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172 Eminence Terrace  
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Jessica Powell, Director  
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Web site: [www.henrylibrary.org](http://www.henrylibrary.org)

## HENRY COUNTY PUBLIC LIBRARY BOARD MEETING MINUTES OCTOBER 23, 2014

Board Members in attendance: Nancye Chilton, Thomas Minton, Sharla Clubb, Ellie Brammell  
Library Staff in attendance: Jessica Powell  
KDLA Staff in attendance: none

The Board Meeting was called to order at 5:04 p.m. by President Nancye Chilton. The meeting was held in the meeting room of the Henry County Public Library.

**Public Comment:** None.

**Minutes Reviewed:** A motion to approve the Minutes of the September 25, 2014 meeting was made by Thomas Minton and seconded by Sharla Clubb. The vote to approve the minutes was unanimous.

**Circulation and Financial Reports:** Following a review of the Circulation and Financial Reports, a motion was made by Ellie Brammell to accept the reports and approve of disbursements. A second was provided by Thomas Minton and all members voted to approve the motion.

**Regional Report:** The Trustee Tips for the month of October were included in the Board packet.

### **Director's Report:**

1. New bulletin and information boards are to be installed by Rick Fox.
2. Rick Fox is also going to install a hand dryer in the mens' room.
3. The picnic table built by Henry County High School students has been delivered.
4. The Friends of the Library group is going to provide benches at the library entrances.
5. A mediation was held with two employees.
6. The furnace that provides heat to the meeting room is not working.
7. A discussion regarding Kentucky Libraries Unbound was held. Jessica said staff will attempt to gauge public interest in the service.

### **New Business:**

1. ISC provided a quote for a "wish list" of computer updates, repairs, etc. The "wish list" and an e-mail detailing estimates of hours and funds necessary to complete the work is attached hereto.
2. Jessica presented information on Fall Closing Dates. Election Day cannot be used for staff training due to the fact that KDLA staff will not be working on Election Day. A motion to hold regular hours on Election Day was made by Sharla Clubb and a second was provided by Thomas Minton.

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3. The Policy and Procedures manual that was recently updated did not include language addressing Funeral Leave. Following discussion, a motion was made by Ellie Brammell to add the following language to the policy:

### Funeral Leave

Employees occupying regular positions shall be granted up to three (3) paid working days off in case of death in the immediate family. Immediate family shall include parents, grandparents, spouse, brothers, sisters, children, immediate in-laws, step-family, or foster family. In the event an employee desires to extend leave beyond three (3) working days due to a death in the immediate family, the employee may use sick leave, vacation leave or time without pay upon receiving approval from the Library Director. A second to the motion was made by Sharla Clubb. All voted in favor of the motion.

4. The Board was informed that there was a possibility of a grievance hearing at the next regular meeting.

**Adjournment:** There being no further business, a motion to adjourn was made by Thomas Minton. Ellie Brammell seconded the motion and all voted in favor. The meeting was adjourned at 6:57 p.m.

*Ellie Brammell*      *11-21-2014*  
Ellie Brammell, Secretary      Date

*Nancy Chilton, Pres.*      *11-21-2014*  
Nancy Chilton, President      Date