

**HENRY COUNTY PUBLIC LIBRARY
BOARD MEETING
September 26, 2024
Eminence, KY**

Board Members in attendance: Karen Morehead Fisher, LeAnne Yancey, Ellen Yonts Suetholz, Wayne Sparrow, Steve Metcalfe

Library Staff in attendance: Tony Jones

Guests: Chris Bischoff, Regional Consultant for the Kentucky Department of Libraries and Archives

Meeting was called to order by Karen Morehead Fisher at 5:00 PM

Public Comment: None

Minutes Reviewed: A motion was made by Steve Metcalfe to approve the August 15, 2024 Special Called Minutes and seconded by LeAnne Yancey. All voted 5 to 0 to approve the August 15, 2024 Minutes.

Circulation Report: The August 2024 Circulation Report was accepted as presented. Chris commented on the positive nature of the report as well.

Financial Report; including disbursements: Following a review of the Financial Reports, a motion was made to accept the Reports and approve the disbursements by Ellen Yonts Suetholz and seconded by Steve Metcalfe. All voted 5 to 0 to approve the Reports. Tony mentioned that everyone is now able to sign checks at People's Bank. Additionally, one of our CDs expired at People's and Wayne Sparrow was there to renew it. He also signed to renew an expired CD at United Citizens.

Old Business:

● **Hole in Parking Lot Update**

Chris attended to review the reports and bids received since our last meeting. He stated that both complied with specifications outlined. The two bids are from Reliance Construction LLC and 4E Excavating LLC. Based on his experience and knowledge of construction, he recommended going with the larger project. He also suggested that the acceptance be subject to the approval of the engineers. Another option would be to go with a certain treatment and send both bids to the engineers to pick. Ultimately, he believes we need to allow Tony some leeway to work with both companies and the engineers and negotiate the price up to a certain amount. The Board discussed the large discrepancy between the two prices but felt like the owner of the smaller bid was so familiar with the library that they felt comfortable using his business.

Leanne Yancey made a motion to go with the bid from 4E Excavating LLC and stay with the larger size subject to review by the engineers and allow Tony approval up to \$32,000 to negotiate the final prize. Steve Metcalfe seconded the motion. The Board voted 5-0 to approve the motion.

New Business:

● New Circulation Addition

The library formerly had 6 circulation staff, but now use 4. At this time, we need an additional circulation assistant to allow for 5, for a final staff count of 19. Some adjustments to payroll may need to be made to towards the end of the year.

● Special Called Meetings for October, November and December

Upon the recommendation of the President and as a result of travel and holidays, it is necessary to have special called meetings for the next 3 months. It was suggested Thursday, October 17, 2024 at 5pm, Thursday, November 21, 2024 at 5pm, and Thursday, December 12, 2024, at 5pm.

● Early Closing for Fall Festival

The Fall Festival is scheduled for Friday, October 11 beginning at 6pm, and it is one of the most well-attended events the library hosts. Tony suggested closing at 2pm rather than 5pm to allow vendors to set-up and staff to properly decorate and prepare. Ellen Yonts Suetholz made a motion to close the library at 2pm on October 11 and Wayne Sparrow seconded the motion. The Board voted 5-0 to approve the motion.

Director's Report:

- Tony just got back from a 2-day KDLA Director's Training in Louisville
- A lot of time this month was spent having discussions regarding minor building repairs and maintenance issues including dealing with the hole in the parking lot
- All staff are busy and have been busy preparing for the upcoming fall festival
- Tony indicated he thought the bookmobile was sold via the govdeals.com, but unfortunately due to the bidders backing out, the van had to be relisted. The van is now relisted and is currently around \$5000.00.
- The new bookmobile has an appointment to be wrapped on October 7.
- The Wonder Wall is being worked on to avoid having to have it fixed constantly.

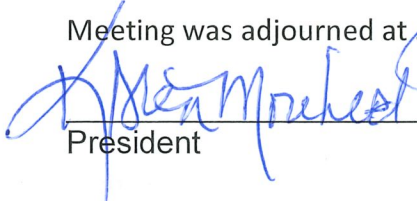
The next Special Called Board Meeting will be October 17, 2024, at 5:00 p.m.

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Tony Jones, Director
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Adjournment: There being no further business, a motion was made by Steve Metcalfe to adjourn the meeting and seconded by Karen Morehead Fisher. The Board voted 5 to 0 to adjourn the meeting.

Meeting was adjourned at 5:48 p.m.


 Karen Morehead Fisher
 President

Date


 Ellen Yants Swetbold
 Secretary

Date