

**HENDERSON COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
THURSDAY, MAY 9, 2024**

**CALL TO ORDER: 8:01 AM.**

**ROLL CALL:** Present- Eric Hoey, Arlene Alexander, Nibby Priest and Elizabeth Quick. Absent- Tiffany Sights. Also, Present-Shannon Sandefur, Library Director; Tammy DeKemper, FIN/HR Mgr.; and Davis Hunter, Library Attorney

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES: APRIL 2024, REGULAR MEETING:** The April 2024 Board Meeting minutes were e-mailed to the Trustees before the meeting.

- Elizabeth Quick made a motion to accept the April 2024 Regular Meeting minutes. Second, Arlene Alexander. All aye.

**PRESENTATION OF THE FINANCIAL REPORT AND ITEMIZED EXPENDITURES: APRIL 2024:** The Financial Report/Itemized Expenditures were e-mailed to the Trustees before the meeting. Tammy DeKemper presented the report.

- Arlene Alexander made a motion to file the April 2024 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 told the Board that the library is looking into extra public relations and is speaking with Laura Porter of WNIN about marketing. Also, she is looking into possible billboards for PR. She informed them that the staff will be receiving a survey through Hanna Resource Group starting May 15<sup>th</sup>. It will run until May 31. She is hoping to have results within 6-8 weeks to share. She reviewed the statistical report pointing out that the increase in online stats is replacing the decrease in circulation stats. Overall, other stats were up.

**CIRCULATION POLICY & FEE SCHEDULE:** The circulation policy has been reviewed and the following changes were made: Juvenile and Young Adult cards are allowed to check out DVD's with permission from primary caregiver; Non-resident cards \$25 per person or \$50 per family annual fee; Materials, Loan Limits, Lending Period, Renewals and Fines-Lending period has been extended and some quantities increased or decreased; Library of Things were added; and the Fee Schedule was updated.

**EMPLOYEE DEVELOPMENT SPECIALIST:** This is a new position created to help manage the performance of library employees and teams and to implement innovative strategies to help all library employees to reach their full potential. This is a full-time position starting with an annual salary of \$56,640.00.

- Nibby Priest made a motion to approve the job description and salary of Employee Development Specialist as written. Second, Arlene Alexander. All aye.

**PT COMPUTER LAB ASSISTANT:** This is a new position created to help provide friendly and efficient library services in the computer lab and at the circulation desk. This is a part-time position starting at \$12.38/hr.

- Nibby Priest made a motion to approve the job description and wage of PT Computer Lab Assistant. Second, Arlene Alexander. All aye.

**FY 24/25 BUDGET (1<sup>ST</sup> READING):** Shannon reviewed the FY 24/25 budget reviewing all revenue and expenses for the next fiscal year.

**TECH SERVICES DOOR QUOTE:** The entrance door into tech services from the outside is suffering from electrolysis entering the old building.

1. HOMECRAFTERS PAINT AND GLASS- Replace storefront with transom and single door, medium stile, std push/pull, continuous hinge, closer, ms lock with thumb turn using ¼" clear tempered glass. \$10,592.98
  2. GAMI -remove existing and cleaning the perimeter conditions and installing new frames that do not come in contact with the existing building at both jamb locations and the head. Will be utilizing existing door, door hardware and glass to greatest extent to save on cost. \$4975.00
- Arlene Alexander made a motion to accept GAMI to repair the tech services door for \$4975.00. Second, Elizabeth Quick. All aye.

**WASHINGTON STREE ENTRANCE:** Leaking along the window frame.

1. HOMECRAFTERS PAINT AND GLASS-Caulking along the window. \$200.00
  2. GAMI-Remove the existing side window frame located at the northeast entrance, cleaning the perimeter condition, providing, and installing a continuous one-piece sill pan, providing new framing to eliminate where a door had been previously removed. \$3865.00
- Elizabeth Quick made a motion to accept GAMI to repair the window frame on the Washington Street entrance. Second, Arlene Alexander. All aye

**EMPIRE WINDOWS DISCUSSION (3-MONTH WARRANTY):** Several windows in the new addition have been leaking since installation. After many conversations and solutions, Zach Fleenor with Empire met with Library Director and presented closing the building project and offered a 3-month warranty for the windows. There was a hard rain and storm the night before the board meeting which resulted in several leaks throughout the building.

9:30 AM Wayne Kenney-Facilities Manager, enters the meeting to discuss the leaks found.

Due to this, the board did not want to accept the 3-month warranty and close the project at this time. The board instructed the Library Director to reach out to Empire and ask for further discussion regarding the windows. Zach Fleenor is scheduled to attend the June board meeting.

**SPRINKLER SYSTEM DISCUSSION:** Brandon's Lawn & Landscaping submitted a proposal to install a new irrigation system for the library lawn. His proposal consisted of two stages: stage one will include Main Street, Washington Street, and Water Street; stage two will include the library parking lot and entrance areas. After discussion, it was decided to explore additional quotes for stage one only.

9:40 AM Wayne Kenney and Davis Hunter, Library Attorney exit the meeting

**DIRECTOR'S REVIEW:** The Board gave Shannon a positive review and awarded a 2% merit increase.

**ADJOURNMENT: 9:55 AM**

- Nibby Priest made a motion to adjourn. Second, Elizabeth Quick. All aye.

The next regular meeting of the Board of Trustees is Thursday, June 13, 2024.

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.