

**HENDERSON COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MEETING
THURSDAY, JUNE 13, 2024**

CALL TO ORDER: 8:01 AM.

ROLL CALL: Present- Eric Hoey, Arlene Alexander, Tiffany Sights and Elizabeth Quick. Absent- Nibby Priest. Also, Present-Shannon Sandefur, Library Director; Tammy DeKemper, FIN/HR Mgr., Wayne Kenney, Facilities Mgr.; Zach Fleenor, Empire; Davis Hunter, Library Attorney; Emily Quertermous, law clerk; and Amber Potts, KDLA Regional Library Consultant.

PUBLIC COMMENT: None

ZACH FLEENOR- EMPIRE: Zach is here to discuss the leaking windows situation. The following work will be done by Midwest Roofing and Sheet Metal.

Two Weeks expected for completion.

Removing up to the storefront above at 2nd floor. At this point, we believe water is slowly draining from the top side (back) of soffit panels and finding way in a small hole at the top of the storefront.

The plan is to remove all of the panels up to those windows above, re-flash, waterproof the entire area with Gold Coat (a liquid roll-on air barrier/water barrier), and reinstall the panels.

The work should start on June 17th.

Zach exits the meeting at 8:11 AM

SPRINKLER SYSTEM DISCUSSION: The following are bids to put sprinklers on the Main St. Washington St., and the Water St. sides of the library.

- a. Brandon's Lawn & Landscaping -\$14,905.00
 - b. Kraft Nursery, Inc. -\$48,280.87
 - c. Sprinkler Plus - \$17,186.50
- Elizabeth Quick made a motion to accept Brandon's Lawn & Landscaping for sprinklers for the library. Second, Arlene Alexander. All aye.

PLAYPROS (CHILDREN'S READING GARDEN): The current structures (loose nature items) that were put in the children's play area during the past renovation are now rotting and causing a hazard for the children. We would like to remove those items and update the area. PlayPros is the company that provided the play equipment and the surfacing for the area during renovation. They have

provided a quote for some new large outdoor musical instruments and a toddler play area with a sunshade. The project totals \$ 73,620.00.

- Arlene Alexander made a motion to accept the quote from PlayPros to update the Children's Reading Garden. Second, Tiffany Sights. All aye.

OFFICE ADDITION: Wayne has provided a list of contractors that he has contacted to get quotes for the conversion of space to the left of the break room into two offices.

- a. Henschman showed up for estimate. Called back twice but never received an estimate.
 - b. Swift showed up for estimate. Called back twice but never received an estimate.
 - c. Fraley. Called twice, talked to someone but never called back or showed up.
 - d. Givens. Called and texted and never showed up
 - e. Empire. This is the only estimate that we have received. \$48,895.00
- Tiffany Sights made a motion to contract with Empire for the construction of the two new offices for the library. Second, Elizabeth Quick. All aye.

Wayne exits the meeting at 8:27 AM.

APPROVAL OF MINUTES: MAY 9, 2024, REGULAR MEETING: The May 2024 Board Meeting minutes were e-mailed to the Trustees before the meeting.

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

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

- Arlene Alexander made a motion to file the May 2024 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 noted that the website design is coming along. She has been working on the new budget and the budget amendment this month. She has asked the Board if any of them would like to attend the Global Leadership conference on August 8th and 9th, they should let her know and she will get tickets. 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.

FY 24/25 BUDGET (2nd READING): Shannon reviewed the FY 24/25 budget reviewing all revenue and expenses for the next fiscal year.

- Elizabeth Quick made a motion to approve the FY 24/25 budget. Second, Arlene Alexander. All aye.

FY 23/24 BUDGET AMMENDMENT: The budget was reviewed and amended for the FY 23/24.

- Tiffany Sights made a motion to accept the amended budget as presented for FY 23/24. Second, Elizabeth Quick. All aye.

MEETING ROOM POLICY: The Meeting Room Policy has been amended to add this paragraph

□ When the Pittsburgh Tank and Tower Event Suite is rented for after-hours use, the rest of the library is not accessible after hours. By signing the Rental Agreement, the after-hours renter understands and agrees that it/they are not allowed to access the rest of the library for any reason. Further, the renter agrees to indemnify, defend, and hold the Henderson County Public Library's board and/or employees harmless of and from any liabilities, cost, penalties, or expenses, including attorney fees, court costs, including expert witness fees, arising out of and/or resulting from the renter's inaccessibility to other areas of the library after hours.

- Elizabeth Quick made a motion to approve the Meeting Room Policy with the added liability paragraph. Second, Arlene Alexander. All aye.

EMPLOYEE HANDBOOK-HOLIDAY POLICY (JUNETEENTH-EFFECTIVE 2025)- Shannon is proposing that we update the holiday policy to add Juneteenth as a paid holiday effective June 2025.

- Tiffany Sights made a motion to approve adding Juneteenth to the holiday policy effective June 2025. Second, Arlene Alexander. All aye.

BOARD APPOINTMENTS: The following names will be submitted to KDLA for appointment to the Board of Directors.

- a. Eric Hoey (2nd Term) & Susie Thurman
- b. Tiffany Sights (1st Full Term) & Amy Hutto

- Arlene made a motion to accept the names put forward to submit to KDLA for appointment to the Board of Directors. Second, Elizabeth Quick. All aye.

SOFA FUNDRAISER (6/23/24): LeAnne Banna would like to do a series of fundraising for the School of Fine Arts. She is asking to be able to use the meeting rooms and to sell tickets. She is requesting this as a blanket request with the first event taking place 6/23/24 with Greg Hale. After discussion the board decided that each event will need to be presented separately and approved.

- Arlene made a motion to approve the fundraising event on 6/23/24 for SOFA but a blanket approval will not be granted. Any other events will need to be brought individually to the Board for approval. Second, Elizabeth Quick. All aye.

Davis Hunter and Emily Quertermous exit the meeting at 9:15 AM

NEW HIRES: CORY MAGLINGER (PASSPORT/ PUBLIC SERVICES LIBRARIAN) AND DIAMOND McGUIRE (PAGE)

- Tiffany Sight made a motion to accept the new hires by library personnel. Second, Arlene Alexander. All aye.

KDLA UPDATE-AMBER POTTS: The west region's annual summations are not due until September 30th. The Directors' meeting will be on June 19th and we will be talking about the changes to the new overtime law. The annual report will be open July 1st.

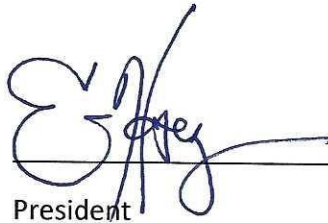
TRUSTEE COMMENT: None

ADJOURNMENT: 9:24 AM

- Elizabeth Quick made a motion to adjourn. Second, Tiffany Sights. All aye.

The next regular meeting of the Board of Trustees is Thursday, July 11, 2024.

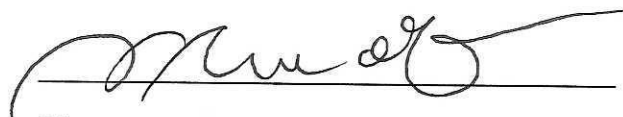
Minutes recorded by Tammy DeKemper.



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.