

**HENDERSON COUNTY PUBLIC LIBRARY DISTRICT  
BOARD OF TRUSTEES  
REGULAR BOARD MEETING  
THURSDAY, JANUARY 9, 2025**

**CALL TO ORDER: 8:04 AM.**

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

**PUBLIC COMMENT:** None

**APPROVAL OF MINUTES: DECEMBER 12, 2024, REGULAR MEETING:** The December 2024 Board Meeting minutes were e-mailed to the Trustees before the meeting.

- Tiffany Sights made a motion to accept the December 2024 Regular Meeting minutes. Second, Nibby Priest. All aye.

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

- Nibby Priest made a motion to file the December 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 informed the Board she spoke to Chris Bischoff from KDLA regarding the sale of the old bookmobile. Since the old bookmobile had value, the funds that were received should have stayed with the library rather than going to the Friends of the Library. The Friends of the Library have agreed to return the funds to the library. She also reviewed the statistical report. The trend of an increase in online circulation stats replacing the decrease in print circulation stats is still holding. All other stats remain steady.

**STRATEGIC PLAN QUARTERLY REPORT:** Shannon reviewed the report for year 3 of the strategic plan covering each focus area including Engagement, Programming, and Communication. She reported that we created a small library at the WARM center, partnered with the high school for the Wicked event, the staff rang bells over the holidays for the Salvation Army as part of the engagement portion of the plan. For programming we had Lawrence Butler for an author event, we incorporated literacy/education throughout several programs such as Turkey Bingo, Central Academy Resource Fair, HCS ESL Night, Bend Gate Family Literacy Night, CAT Center, and Christmas

at the Library. For Communication we have developed a list in Library Aware of all churches to contact to send a calendar of events for the library, we were notified we will receive a grant from KDLA for the new website, and we promoted the library services through video on social media sites. For Experience we are working on weeding our collection to make it more browsable and have added a new DVD display and are looking for intentional ways to connect the patrons to specific programs.

**LIBRARYMARKET QUOTE:** This is a quote from LibraryMarket, vendor for the new library website. This was not in the original budget. They are KDLA approved for the grant received.

Library website design and development –	24,900.00
Library website maintenance and hosting (annual) --	2000.00
Total cost	26,900.00

- Nibby Priest made a motion to accept bid as presented to us from LibraryMarket. Second, Tiffany Sights. All aye.

**MOU WITH THE CITY OF HENDERSON:** We received the signed memorandum of understanding back from the city signed and approved for the story walk installation in Atkinson Park. The library will purchase the supplies, and the city will install it in the park.

- Tiffany Sights made the motion to accept the MOU with the City of Henderson for the Storywalk in the Park. Second, Nibby Priest. All aye.

**DRUG AND ALCOHOL-FREE WORKPLACE POLICY:** This policy will keep us compliant with the federal regulations so the library can apply and receive grants, and it provides second chances for employees who test positive on a drug test.

8:24 AM-- Arlene Alexander enters the meeting via Zoom.

The specific revised and new sections of the policy are as follows:

The library exercises its right under KRS 218B.040 not to accommodate medicinal cannabis in the workplace by amending paragraph (6)b.:

- (6) Prohibited substances addressed by this policy include the following:
  - b. The appropriate use of legally prescribed drugs and nonprescription medications is not prohibited. However, pursuant to KRS 218B.040, the library as an employer exercises its right under the statute to not permit or accommodate the use of medicinal cannabis. Therefore, an authorized cardholder is prohibited from utilizing medicinal cannabis while employed by the library.

The library also repeals its zero-tolerance policy as to a positive drug and/or alcohol test by the following amendments to paragraphs (14), (15), and (16):

(14) Consequences of a positive alcohol or drug test include:

- a. As soon as practicable after receiving notice of a verified positive drug test result, a confirmed alcohol test result, or a test refusal, the DER will contact the employee's supervisor to have the employee removed from the workplace.
- b. The employee will be referred to an SAP/EAP for an assessment. The SAP/EAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited drug use or alcohol misuse.
- c. A positive drug and/or alcohol test will also result in disciplinary action as specified herein.
- d. For the first instance of a verified positive test from a sample submitted as the result of a random test, reasonable suspicion test, return-to-duty test, post-accident test, or follow-up drug/alcohol test (0.04 BAC or greater), disciplinary action against the employee will include:
  1. Mandatory referral to an SAP/EAP for assessment, formulation of a treatment plan, and execution of a return-to-work agreement. Failure to execute or remain compliant with the return-to-work agreement will result in termination from employment.
  2. Compliance with the return-to-work agreement means that the employee has submitted to a drug/alcohol test immediately prior to returning to work; the result of that test is negative; in the judgment of the SAP/EAP the employee is cooperating with their SAP/EAP-recommended treatment program; and the employee has agreed to periodic unannounced follow-up testing.
  3. Refusal to submit to a periodic unannounced follow-up drug/alcohol test will be considered a direct act of insubordination and will result in termination.
  4. A periodic unannounced follow-up drug/alcohol test which results in a verified positive will result in termination from employment.
- e. The second instance of a verified positive drug or alcohol (0.04 BAC or greater) test result including a reasonable suspicion test, return-to-duty test, post-accident test, or follow-up drug/alcohol test provisions herein will result in termination from employment.



- f. A confirmed alcohol test result of 0.02 to 0.039 BAC will result in the removal of the employee from duty for eight hours, or the remainder of the workday, whichever is longer. The employee will not be allowed to return to duty for their next shift until they submit to an alcohol test with a result of less than 0.02 BAC. If the employee has an alcohol test result of 0.02 to 0.039 two or more times within a six-month period, the employee will be removed from duty and referred to the SAP/EAP for assessment and treatment consistent with this policy.
- g. The cost of any treatment or rehabilitation services will be paid directly by the employee or their insurance provider. The employee will be permitted to take accrued sick leave or administrative leave to participate in the SAP/EAP-prescribed treatment program. If the employee has insufficient accrued leave, the employee will be placed on leave without pay until the SAP/EAP has determined that the employee has successfully completed the required treatment program and releases them to return to duty.

(15) Return-to-duty testing will be done as follows:

- a. All employees who previously tested positive on a drug or alcohol test or refused a test, must test negative for drugs, alcohol (negative being below 0.02 BAC), or both and be evaluated and released by the substance abuse professional (SAP) or Employee Assistance Program (EAP) before returning to work.
- b. For an initial positive drug test, a return-to-duty drug test is required and an alcohol test is allowed. For an initial positive alcohol test, a return-to-duty alcohol test is required, and a drug test is allowed.
- c. Following the initial assessment, the SAP/EAP will recommend a course of rehabilitation unique to the individual. The SAP/EAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety.

(16) Employees will be required to undergo frequent, unannounced drug and alcohol follow-up testing upon return to duty. All employees will be required to undergo drug testing for a period of once per quarter for one year after the employee's successful completion of the EAP. Follow-up testing is separate, and in addition to, the random testing, post-accident testing, reasonable suspicion testing and return-to-duty testing.

- Nibby Priest made a motion to accept the changes to the Drug and Alcohol-Free Workplace policy. Second, Arlene Alexander. All aye.

**TRUSTEE COMMENT:** None

**ADJOURNMENT: 8:34 AM**

- Tiffany Sights made a motion to adjourn. Second, Arlene Alexander. All aye.

The next regular meeting of the Board of Trustees is Thursday, February 13, 2025.

Minutes recorded by Tammy DeKemper.

  
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President

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Secretary

  
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Director

The Henderson County Public Library provides access to information and opportunities to pursue lifelong learning, economic and cultural enrichment, and recreational enjoyment.