

Taylor County Public Library  
Board Meeting Minutes  
May 14, 2018

The meeting was called to order at 12:09 pm. Present were President Leigh Ann Sadler, Secretary Donna Gaddis, and Treasurer Eddie Hazelwood. Also present were Director Tammy Snyder, Office Manager Julie Sterchi, and Regional Librarian Marsha Griffith.

Approval of minutes from last regular meeting and special called meetings. Motion by Hazelwood, second by Sadler, all approved.

**Treasurer's Report**

Taylor County Bank – acct # 8002541, operating checking	\$1,098,837.69
Taylor County Bank – acct # 8601674, money market	\$ 392,093.78
Taylor County Bank – acct # 6014755, memorial fund	\$ 10,566.68
Taylor County Bank – acct # 8027625, debit card acct	\$ 3,320.52
Taylor County Bank – acct #8 027706, grant acct	\$ 6,051.29
Fort Knox Federal Credit Union – Certificate of Deposit	\$ 153,552.17*
United Citizens Bank of Central KY – Certificate of Deposit	\$ 150,000.00*
Citizens Bank & Trust – acct # 5000653, money market (3/28/18)	\$ 69,227.21
Citizens Bank & Trust – Certificate of Deposit (early withdrawal)	<u>\$ 300,000.00*</u>
Total as of 4/30/18	\$2,183,649.34

\*Face amount

**Treasurer's Report and Payment Vouchers**

Treasurer's report presented by Hazelwood. He commented that interest rates are definitely going up, so he will be researching where to move part of the funds, since the penalty for early withdrawal will be minimal. Approval of report-- motion by Sadler, seconded by Gaddis, all approved. Approval of pay vouchers—motion by Hazelwood, seconded by Sadler seconded, all approved.

**Public Comment**

Marsha Griffin informed that there will be a bookmobile meeting the end of the month. The next directors' meeting, the speaker will address protecting children from child molesters.

**Circulation Report**

Circulation report presented by Snyder. Numbers slightly down this past month, which matches with slight decrease in door count. Exceptions are Bookmobile and Outreach, both of which are showing strong growth since the programs have been divided. Staff members Hampton and Pepper are expanding each of the programs and doing a great work with them. Subscription to Comics Plus, online digital comic books, has not been renewed.

**Open Issues**

Regarding policy reviews. Snyder and Sterchi have made revisions to the various policies to bring them up to date. State suggests reviewing every 2 years. Will submit revised policies to Board for review and approval. Hazelwood asked that the revised sections be emailed to board members so they have more time to review.

Snyder informed that Taylor County Archive is hesitant to come under TCPL umbrella, but they presented idea of library renting space at the Archive Center to house our overflow of genealogical items. She also reminded that we will be donating shelves to them that another library is giving away. Sadler suggested sending all of our genealogical items to TC Archive and having our entire collection housed there. Griffith did not think that would be a problem.

Summer Reading Program kickoff is June 1 from 5-7 pm. The theme this year is Libraries Rock. Along with SRP, we will participate as a site with Taylor County Schools for the Summer Feed Program. Free lunches will be provided to children up to 18 years old Monday-Friday 11:00-noon June 4<sup>th</sup> – 29<sup>th</sup>. Staff will train on procedures in the coming weeks.

The mayor and chief of police have approved the RIO project. The jailor will give his input this week. School resource officers are proposed to be the ones who would deliver the books and audio readings to the local children.

### **New Business**

Snyder asked if board members want to review and approve each debit purchase order with their signature, in addition to the director's approval. Gaddis made a motion that as long as all receipts and purchase orders are maintained in a file for review at any time, there would be no need for a board member to sign off on them. Sadler seconded. All approved.

Snyder asked that the May minutes include statement that member David DeBrot will not be a signatory for TCPL banking, in accordance with governing regulations.

Snyder then informed that Kerr Office Plus has given quotes for the acquisition of two new copiers in the new fiscal year. Outright purchase would be \$9674.00 with trade-in of our current machines; \$195.42/month for a 60 month lease to buy. Kerr rep informed Snyder that the new agreement would provide \$179/month savings in cost. Hazelwood asked if this was just because new machines are more efficient; Snyder said yes, that seems to be the issue. Sadler questioned whether library would want to own the machines. Snyder said there was the option of a straight lease agreement with no end purchase, but then the library would have to pay personal property tax on the machines. Board will consider the options by the next board meeting.

Snyder proposed 3 new part-time hires for the summer and ongoing through the remainder of the 2018-2019 fiscal year. She proposed to hire 1 part-time worker for June and July, a CU student who was placed here this past semester in CU's work-study program. She would then return to CU work-study program in August (there is no cost to the library for work-study students; CU pays their wages). The expense for June would be \$3402; \$35,591 for the year. Hazelwood made a motion to approve; Gaddis seconded. All approved.

Gaddis asked how the online registration of library programs (Eventbrite) is being received by patrons. Snyder said fairly well. Anyone who has difficulty either stops by or calls in and we do it for them. Gaddis reiterated the suggestion of having a "Digital Universe" evening training with stations to show how to use our digital resources to assist with this issue and to encourage more patron use of all of the digital resources.

Sadler made a motion that the next TCPL Board meeting be bumped one week later—June 18th, as she will be out of town on June 11<sup>th</sup>, and the new budget will be discussed. Hazelwood seconded. All approved. Snyder will email budget draft to board members prior to meeting.

Meeting was adjourned at 12:57 p.m.

Next regular meeting date is Jun 18, 2018, at 12:00 noon.

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Donna Gaddis, TCPL Board Secretary