**Taylor County Public Library**

Board Meeting Minutes

February 12, 2024

The meeting was called to order at 12:05 pm. Present were President Suzanne Grubesic, Vice President/Secretary Donna Gaddis, Treasurer Eddie Hazelwood, and Director Tammy Snyder. Jordan Constant, CPA, representing Campbell, Myers & Rutledge was also present.

**Previous Meeting Minutes**

Move for approval of minutes for the January meeting. Motion to approve by Hazelwood, second by Grubesic, all approved.

Move for approval of Special Called Board Meeting minutes by Hazelwood, second by Grubesic, all approved.

**Treasurer's Report**

Taylor County Bank- acct #.....541, operating checking $ 466,407.76

Taylor County Bank- acct #.....625, debit card account $ 2,450.11

Taylor County Bank- acct #.....755, Square Reader acct $ 4,897.12

TaylorCounty Bank - CD 144794 (1/17/23) $ 1,560,000.00

Abound - Certificate of Deposit (maturity date 1/06/2025) $ 173,837.92

United Citizens Bank of Central KY - Certificte of Deposit (6/21/25) $ 162,437.32

Citizens Bank & Trust MM ...653 $ 18,924.82

Citizens Bank & Trust - CD 30858 $ 400,000.00

Community Trust Bank ESL Grant 4004687622 $ 31.04

Community Trust Bank- money market acct #.....878 $ 2,610,478.75

**Total as of 1/31/2024 $ 5,399,464.84**

Pension Liability Fund Obligation $ - 982,000.00

Six Month Operational Reserve Obligation $ - 733,000.00

Approval of Treasurer's Report. Motion to approve by Gaddis, seconded by Grubesic, all approved.

Approval of Payment Vouchers, motion by Gaddis, second by Grubesic, all approved.

**Circulation Report**

Circulation report was presented by Snyder. Programing for Children, YA, and Outreach all showed gains. Communtiy Room Usage was up also. A credit from ProQuest will be covering four services beginning in February. They are: HeritageQuest (A site for geneology research), Scholastic BookFlix (A fiction and non-fiction eBook Library for PreK-3 Kids), Fold 3 (Access to US military records) and US Major Dailies (Access to The New York Times, Wall Street Journal, Los Angeles Times and Chicago Tribune).

**Open Issues**

The agenda was adjusted for presentation of the Annual Financial Audit findings.

Jordan Constant, CPA, presented and reviewed the Audited Financial Statements for the fiscal year ending June 30, 2023. TCPL received a clean unqualified opinion. This is a statement of Excellence and Best Practices. The audit team also noted that working with the change in Library Directors was "Seamless."

Taylor County Circuit Court will meet February 20th. Nominees for the TCPL Board of Trustees have been submitted and appointments are to be voted on at the meeting on the 20th.

Snyder reviewed repairs to the Library building for siding damage and leaks. They have been made and are satisfactory.

Review and approval of updated Library Policy Handbook. The Inclement Weather/Emergency Closure Policy was changed from employees being notified by telephone to being notified by text and email. A Section 4 was added to TCPL Payment Policy to define employee's responsibility to review their payroll stubs for accuracy of deductions. Any variances or questions are to be reported immediately to the director for correction. After 60 days incorrect deductions will not be reimbursed by TCPL. Motion to approve the Library Policy with two changes was made by Grubesic and seconded by Gaddis, all approved.

**New Business**

Snyder presented the two selections from the Request for Proposals for Construction Management (CM) Services that were received. All proposals had been inspected and reviewed by the Building Committee on February 8th. Motion was made by Grubesic to contact Trace Creek Construction as the selected apparent CM for a sample contract. Should TCC decline or be unacceptable, the same offer will be presented to Codell. The motion was seconded by Hazelwood, all approved.

Gaddis moved to adjourn the meeting. Hazelwood seconded, all approved.

Meeting adjourned at 1:10 pm.

Next regular meeting date will be Monday, March 11, 2024 at 12:00 noon.

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Donna Gaddis, TCPL Board Secretary