**Taylor County Public Library**

Board Meeting Minutes

March 11, 2024

The meeting was called to order at 12:04 pm. Present were President Suzanne Grubesic, Vice President/Secretary Donna Gaddis, Treasurer Eddie Hazelwood, new members Jennifer Johnson and Emily Snyder, Director Tammy Snyder, and Office Manager Julie Sterchi. Taylor County Judge Executive Barry Smith and KDLA Library Regional Consultant Jeff Gurnee were also present.

**Previous Meeting Minutes**

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

**Treasurer's Report**

Taylor County Bank- acct #.....541, operating checking $ 500,732.70

Taylor County Bank- acct #.....625, debit card account $ 1,778.66

Taylor County Bank- acct #.....755, Square Reader acct $ 4,963.14

TaylorCounty Bank - CD 144794 (7/17/24) $ 1,560,000.00

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

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

Citizens Bank & Trust MM ...653 $ 18,977.06

Citizens Bank & Trust - CD 30858 $ 400,000.00

Community Trust Bank ESL Grant 4004687622 $ 31.04

Community Trust Bank- money market acct #.....878 $ 2,620,899.21

 **Total as of 2/29/2024 $ 5,443,657.05**

 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 Hazelwood, second by Gaddis, all approved.

**Circulation Report**

Circulation report was presented by Director Snyder, who began by showing a short video about TCPL’s bookmobile that streamed on Spectrum News. Natasha Nall, Bookmobile Programmer, has grown our bookmobile outreach into an engaging, important resource in the community. Programming and circulation numbers continue to look strong, even with February being a short month. Our heirloom seeds catalog, which allows patrons to take 10 packets each per day, has really taken off this past month.

**Open Issues**

The fiscal court approved reappointment of Eddie Hazelwood for his second term and Jennifer Johnson and Emily Snyder as new appointees to the Board. Judge Smith swore in all of them, enabling them to participate in the Board actions.

T. Snyder reported that the introductory meeting with the Trace Creek Construction (TCC) Management Services team went well. TCC’s CEO Sam Howard will meet with architect Monica Sumner and our financial advisor, Chip Sutherland of Baird Financial, tomorrow to compile an estimate for our construction/renovation.

The updated and revised policy handbooks were approved and will be distributed to staff and Board members.

**New Business**

T. Snyder asked for approval to contact the banking institutions we do business with to update their records as to our Board members and signatories. This would involved adding E. Snyder and Johnson. There was discussion in regard to Johnson’s position as Vice President and CFO at Taylor County Bank, which might require recusing herself as a signatory for banking. Gaddis so moved, Grubesic seconded, all approved.

Next for discussion was appointing one of our new members to fill the position of Vice President which Gaddis has been holding temporarily along with her office as Secretary. Gaddis moved that, because VP is a signatory, Emily Snyder be appointed to take the office. Grubesic seconded, all approved.

T. Snyder informed the Board that the library will be upgrading to 1 Gbps fiber optic cable for internet and Voiceover IP. This is needed with the ever-increasing use and burden placed on the library’s internet. E-rate funding will cover over half of the cost for this upgrade.

Snyder then asked for the April Board meeting date be moved from the 8th to the 15th, due to her being out of state on the 8th. Jeff Gurnee mentioned that this will need to be a special called meeting. Gaddis made a motion to move the date to the 15th, Hazelwood seconded, all approved.

The director will present a draft of the 2024-2025 library budget at April’s meeting for review and possible revisions. Staff’s 2024-2025 wages and salaries will be reviewed for approval, as well.

Gaddis then moved to adjourn the meeting. Grubesic seconded, all approved.

Meeting adjourned at 12:35 pm.

Special called meeting date will be Monday, April 15, 2024 at 12:00 noon.

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 Donna Gaddis, TCPL Board Secretary