

MINUTES OF THE DAVIESS COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MONTHLY MEETING

December 13, 2017

Members Present: Michelle Drake
Rodney Ellis
Beena Vora
Jim Kuhlman
Susan Gesser

Others Present: Erin Waller, Director
Debbie Young, Accounts Manager
Charlie Castlen, Fiscal Court Liaison
Jacob Dick, Reporter – Messenger-Inquirer

The meeting was called to order by President Michelle Drake at 5:01 p.m.

Michelle Drake called for the approval of the minutes of the November meeting. Hearing no comments or corrections, Susan Gesser made a motion to approve the minutes as presented. Jim Kuhlman seconded and the motion carried unanimously.

Rodney Ellis presented the Treasurer's Report. He went over the November, 2017 financial report including the receipts and expenditures for the month. Hearing no comments or corrections, Jim Kuhlman made a motion to approve the financial report and expenditures as presented. Beena Vora seconded and the motion carried unanimously.

Erin Waller was asked to present the Director's Report. Mrs. Waller reported on programs being held in December and upcoming events. Mrs. Waller reported that Winter Reading starts on Friday, December 15 and goes through the end of February. It is available for all ages and the Library's goal is to log a total of 10,000 minutes of reading time in 45 days and patrons who log the most reading time will be entered to win small prizes. The 1,000 Books Before Kindergarten program is going good and has 815 children enrolled. The Library received Pre-School Readiness Kits to give out to children who enrolled and the kits went fast. The Library Knitting Group delivered 45 hats and scarves to OASIS. The Library is working on circulating Non-Traditional items such as Rokus, hot spots and gym passes. This should be up and going soon. Mrs. Waller reported that the Library Foundation is very close to their \$1 million goal in their investment account. This should mean they will distribute additional dollars to the Library each year. The Foundation has requested that a member of the Library Board serve on the Foundation Board as a liaison between the two boards. After discussion, Rodney Ellis agreed to serve on the Foundation Board. Mrs. Waller informed the Board that the Kentucky Retirement Systems Board approved the new employer rate for fiscal year 2018-2019. The rate will go from 19.18% to 28.05% and will have an

impact on the budget of approximately \$170,000 more in Library contributions to Kentucky Retirement Systems.

Michelle Drake called for Old Business with the first item being the Library Expansion Project Update. Erin Waller reported that there is a signed contract with Danco Construction. She said the final cost should be approximately \$200,680 from the projected amount of \$246,300 which is approximately \$46,000 less. We are still waiting on all the materials to be received. Mrs. Waller discussed that she had revised the Auxiliary Budget for additional furnishings and fixtures that would be needed for the Second Floor Remodel. She is interested in working with HBM Architects, who specialize in library design, for the Second Floor furniture and fixtures. The quote for their work is \$17,460, which would include visits to the Library, developing layout concepts as well as managing bids and ordering the furniture and fixtures. The revised Auxiliary Budget, including the fee for HBM Architects, is approximately \$275,000 which is \$25,000 less than the original budgeted amount of \$300,000. Rodney Ellis reviewed the Danco contract and had some questions about the contract. Mrs. Waller will contact Codell Construction to get the questions answered and will report at the next Board meeting.

There was no New Business.

Michelle Drake called for Public Comment and Charlie Castlen wished all the Board Members a Merry Christmas and thanked them for their willingness to serve on the Library Board.

There was no Closed Session.

Having no further business to come before the Board, the meeting was adjourned at 5:31 p.m. The next meeting of the Daviess County Public Library Board of Trustees will be on Wednesday, January 17, 2018 at 5:00 p.m. in the Library Board Room.

A handwritten signature in cursive script that reads "Michelle Drake". The signature is written in black ink and is located in the lower right quadrant of the page.