

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

May 16, 2018

Members Present: Michelle Drake
Rodney Ellis
Jim Kuhlman
Susan Gesser

Members Absent: Beena Vora

Others Present: Erin Waller, Director
Debbie Young, Business Manager
Austin Ramsey, Reporter – Messenger Inquirer
Charlie Castlen, Fiscal Court Liaison

The meeting was called to order by President Michelle Drake at 5:04 p.m.

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

Rodney Ellis presented the Treasurer's Report. He went over the April, 2018 financial report including the receipts and expenditures for the month. Hearing no comments or corrections, Susan Gesser made a motion to approve the financial report and expenditures as presented. Jim Kuhlman seconded and the motion carried unanimously.

Michelle Drake stated that the Board would need to go into Closed Session to continue discussions that may lead to the appointment, dismissal or disciplining of an individual employee. Michelle Drake made a motion to go into Closed Session. Rodney Ellis seconded and the motion carried unanimously. Jim Kuhlman made a motion to end the Closed Session and go back into Open Session. Susan Gesser seconded and the motion carried unanimously. Michelle Drake stated that the Board had completed Library Director Erin Waller's review and her salary for the new fiscal year was discussed. Rodney Ellis made a motion to increase Erin Waller's salary to Step 6 on the Director pay scale with the same raise percentage as other Library employees. Susan Gesser seconded and the motion carried unanimously.

The Budget for the fiscal year 2018/2019 was presented by Rodney Ellis and Erin Waller. They went over the proposed revenue, expenditures as well as capital projects. It was noted that the Budget included capital project allocations for the Children/Teen 2nd Floor Remodel, Furniture, Fixtures and Equipment, and Fees/Inspections/Contingencies. This was needed because while the construction

project has begun, it is unlikely that it will be completed and billed before the end of the current fiscal year. After the Board reviewed and discussed the Budget, Michelle Drake made a motion to approve the 2018/2019 Budget as presented. Jim Kuhlman seconded and the motion carried unanimously.

Michelle Drake made a motion that the Agenda be amended to move New Business to the next item on the agenda. Susan Gesser seconded and the motion carried unanimously. Mrs. Waller reviewed with the Board the new policies for the Children's Room and Teen Room. These policies are needed since we are creating the enclosed areas for both Children and Teen. There will be a second reading and approval of these policies at the next Board Meeting.

Erin Waller was asked to present the Director's Report. Mrs. Waller reported on programs being held in May and upcoming events. Mrs. Waller reported that everyone at the Library has been busy with the expansion project. The staff relocated all the books on one side of the second floor to the first floor where they are still accessible for the patrons. Mrs. Waller discussed that Sarah Jacobs, Teen Programming Coordinator, had launched a new subscription box for teens in grades 6-12 called LibCrates. These boxes have different themes and include books and goodies for the teens to keep. This was announced on Monday and within a few hours all boxes were taken. Mrs. Waller announced that Summer Reading starts on June 1 and the staff has been creative with the space for programs and we are using one of the Library's rental houses for program space this year. She also discussed with the Board that Kara Schroader and Mike Dunn had created Off the Books, which are videos showcasing long term businesses in Owensboro such as the Messenger-Inquirer and Rolling Pin Bakery. We have gotten good responses from the videos. The Library also has a new Event Calendar on the website as well as E-Commerce which allows patrons to pay fees online. Mrs. Waller reported that she had graduated from Leadership Owensboro.

Michelle Drake called for Old Business with the first item being the Library Expansion Project Update. Erin Waller reported that the construction project started on May 3. The Library rented carts to move the books on the second floor to the first floor. The flooring has been removed, and new walls are up and drywall has been installed. The new flooring installation and painting should start at the end of May. The project is estimated to last 10 weeks.

Jim Kuhlman discussed and reviewed with the Board the proposed updates to the Library By-Laws. Mr. Kuhlman reported he had reviewed the Kentucky Revised Statutes (KRS) in the By-Laws and there were no changes in the By-Laws. Jim Kuhlman made a motion to approve the Library By-Laws as presented. Michelle Drake seconded and the motion carried unanimously.

Michelle Drake called for Public Comment and Charlie Castlen inquired on the 2018/2019 Budget if the line item for Contributions/Memorials was just for the Friends of the Library money. Rodney Ellis explained that the majority of the money was from the Friends but we do receive some contributions and memorials from the public.

Having no further business to come before the Board, the meeting was adjourned at 5:47 p.m. The next meeting of the Daviess County Public Library Board of Trustees will be on Wednesday, June 20, 2018 at 5:00 p.m. in the Library Board Room.

Muriel Deeth