

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

November 20, 2019

Members Present: Michelle Drake
Rodney Ellis
Jim Kuhlman

Members Absent: Beena Vora
Susan Gesser

Others Present: Erin Waller, Director
Debbie Young, Business Manager
Shannon Sandefur, DCPL
Kimberly Meredith, DCPL
Charlie Castlen, Fiscal Court Liaison

The meeting was called to order by President Michelle Drake at 5:02 p.m.

Erin Waller introduced Shannon Sandefur and Kimberly Meredith from the Community Engagement Department to the Board. They made a presentation to the Board about the Library's Children's Services and Programming. The Board asked questions about the various services and programming and thanked them for the excellent presentation. Mrs. Sandefur and Mrs. Meredith then left the meeting.

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

Rodney Ellis presented the Treasurer's Report. He went over the October, 2019 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. Michelle Drake seconded and the motion carried unanimously.

Mrs. Waller reported on programs being held in November and upcoming events. Mrs. Waller discussed the following:

- The Story Walk Ribbon cutting was held on Monday. It was well attended and had good media coverage.
- The new Marketing Coordinator, Tiffani Henry, started at the Library on October 28 and is doing a great job.

- The Library is undergoing a Computer Server Audit by PCMG. They will review how the Library's servers are set up and send a report to Brian Lashbrook to review for any updates or changes that need to be made for the servers to be more secure.
- The Staff Security Training has started and about 70% of staff have completed the training.
- On December 7, the Library will host a Help-Portrait program. There will be three to four local photographers available to offer individuals and/or families an opportunity to have their picture taken free of charge.
- The Library will be the first Family Place Library in Kentucky and next week all the staff will be formally trained and will start the next steps. The Friends of the Library will be paying for some of the supplies needed to get the program up and going.
- The next Staff Presentation will be the Collection Development Department.

There was no Old Business.

Michelle Drake called for New Business – 2020-2025 Strategic Plan Discussion. Erin Waller discussed with the Board that it was time to start working on a new Strategic Plan for the Library as the current plan goes through 2020. The Marketing Department is working on videos to showcase the success of the current Strategic Plan. The next step will be to work on a Community Survey to get the areas to focus on for the new Strategic Plan. The Board discussed the areas to be included on the Community Survey and once finalized it will be on the Library's Facebook page as well as paper copies available. Once the focus areas are determined, Staff Committees will be created to work on each area. Mrs. Waller would like to get the Staff Committees set up in February and would like the Board members to be involved in this step.

Michelle Drake called for Public Comment. Mr. Charlie Castlen said he wanted to relay a message from Judge Executive Al Mattingly. Judge Executive Mattingly felt that if there was no Closed Session to be held at the monthly Board Meeting, it should not be listed on the Agenda. Also Mr. Castlen mentioned that it might be confusing to the Public because the location of the monthly Board Meeting is not listed on the Agenda along with the information that they need assistance to get access to the Third Floor. Mrs. Young mentioned that the location of the Board Meeting was included on the Library's website and Mrs. Waller said she would update this information.

There was no Closed Session

Having no further business to come before the Board, the meeting was adjourned at 6:19 p.m. The next meeting of the Daviess County Public Library Board of Trustees will be on Wednesday, December 18, 2019 at 5:00 p.m. in the Library Board Room.

