

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

September 15, 2021

Members Present: Michelle Drake
Rodney Ellis
Susan Gesser (arrived 5:09 pm)
Harry Pedigo

Members Absent: Beena Vora

Others Present: Erin Waller, Director
Debbie Young, Business Manager
Charlie Castlen, Fiscal Court Liaison

The meeting was called to order by President Michelle Drake at 5:00 p.m.

Michelle Drake called for the approval of the minutes of the August meeting. After review and hearing no comments or corrections, Rodney Ellis made a motion to approve the August minutes as presented. Harry Pedigo seconded and the motion carried unanimously.

Rodney Ellis presented the Treasurer's Report. He went over the August, 2021 financial report including the receipts and expenditures for the month. Hearing no comments or corrections, Michelle Drake made a motion to approve the financial report and expenditures as presented. Harry Pedigo seconded and the motion carried unanimously.

Rodney Ellis asked Debbie Young to discuss with the Board the June 30, 2021 Audited Financial Statements. Mrs. Young reminded the Board that she had emailed out the audited financial statements to the Board members to save on copying costs. Mrs. Young noted that she, Erin Waller, Michelle Drake and Rodney Ellis had met virtually with the auditors on September 13 for the Audit Exit Conference and went over the report in detail. The auditors were at the Library for their fieldwork during the last week of July. The Library received a clean report with no deficiencies or weaknesses found during the audit. After discussion, Michelle Drake made a motion to accept/approve the June 30, 2021 Audited Financial Statements as presented. Rodney Ellis seconded and the motion carried unanimously.

Mrs. Waller presented the Director's Report and discussed the following:

- The Library has been busy despite the community COVID surge. We are seeing a lot of teens during the week after school. The Library is still doing limited participation in programs as well as doing virtual and passive programs. The staff is wearing masks when working on the floor.

- The Friends of the Library Annual Book Sale is being held the week of September 27 – October 3. A \$5.00 bag can be purchased and filled with books.
- September is Library Card Sign-Up Month and the Library is doing some promotions with prizes for signing up.
- Mrs. Waller reported that she is participating in the Civic Engagement Institute which is comprised of Leadership Owensboro alumni. The goal is to grow as leaders as well as implement new ideas for the community.
- There is a new Bus Stop Bench being installed on Frederica Street. We believe this is sponsored by the Lion's Club but will check to see if there is any potential for Library advertisement.

Michelle Drake called for Old Business – Parking Lot Expansion Project. Mrs. Waller went over the contract from Richard Tutt at American Engineers, Inc. The contract amount is for \$17,750 and is a standard contract to move forward with the parking lot expansion project. After discussion, Susan Gesser made a motion to give Erin Waller authority to sign the contract and move forward with the next steps in the project. Harry Pedigo seconded and the motion carried unanimously.

Michelle Drake called for New Business – Election of Board Officers. After discussion, Susan Gesser made motion to nominate the following Board Officers:

President	Michelle Drake
Treasurer	Rodney Ellis
Secretary	Susan Gesser

Harry Pedigo seconded and the motion carried unanimously. Debbie Young mentioned that she is working on the Board Member webpage update and had emailed out a draft of the bios to the Board Members and asked everyone to review and get changes back to her.

Michelle Drake called for Public Comment. Mr. Castlen commented that during the Audit discussion he heard KACo's name mentioned as the lending vendor and wanted to let the Library know that KACo also offers competitive property and casualty insurance and the Library should qualify for this.

Having no further business to come before the Board, the meeting was adjourned at 5:19 p.m. The next meeting of the Daviess County Public Library Board of Trustees will be on Wednesday, October 20, 2021, at 5:00 p.m. in the Third Floor Board Room.

Michelle Drake