HENRY COUNTY LIBRARY

BOARD OF TRUSTEES

January 30, 2024

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, January 30, 2024, at 4:00 pm in the boardroom of the Library.

Members present were, Tim Komer, Luke Edwards, Darla Hamilton, and Shelly Acosta. Absent was, Patty Dump. Also present were, Director, Debbie Jones and Administrative Assistant, Stephanie Nichols.

**CALL TO ORDER:** President, Tim Komer called the meeting to order.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** None.

**EXECUTIVE SESSION:** None.

**AGENDA:** On a motion by Luke Edwards, seconded by Darla Hamilton, it was voted to accept the Agenda as presented by Director, Debbie Jones. Voting yes were, Luke Edwards, Darla Hamilton, and Shelly Acosta.

**MINUTES:** On a motion by Shelly Acosta, seconded by Luke Edwards, it was voted to accept the Minutes of the November 28, 2023, meeting as read. Voting yes were, Shelly Acosta, Luke Edwards, and Darla Hamilton.

**TREASURER’S REPORT:**

1. **Approval of Disbursements:** On a motion by Darla Hamilton, seconded by Luke Edwards, it was voted to approve the disbursements as presented by Director, Debbie Jones. Voting yes were, Darla Hamilton, Luke Edwards, and Shelly Acosta.
2. **Transfer of Funds:** On a motion by Luke Edwards, seconded by Shelly Acosta, it was voted to transfer $50,000 to the Legacy Bank reserve account and to approve the purchase of three (3) certificates of deposit in the amount of $50,000 each from Legacy Bank for a period of 6 months at the interest rate of 5.65%. Any signer listed on the Henry County Library checking account at Legacy Bank is authorized to sign for the purchase of the certificates of deposit.

**CORRESPONDENCE:** None.

**DIRECTOR’S REPORT:** Library Director, Debbie Jones reported the following:

**Tax Funds Received:** December 2023 funds received were $94,477.35. January 2024 funds received were $584,357.42.

**Safety Deposit Box/Hawthorn Online Banking Account:** I am waiting for the paperwork to be finalized for this account. Once this is complete I will be able to purchase genealogy goods with these funds. I am waiting for the bank’s locksmith to rekey the safety deposit box.

**Newspapers.com/Future Genealogy Programming:** Once the Hawthorn account is ready to go, I will be using some of the funds to purchase a newspapers.com subscription. Stephanie and I have also started to discuss hosting some genealogy programming in the near future.

**Adult Winter Reading Program:** The Adult Winter Reading Program started January 15th and will end March 16th. So far signups are 19 in Clinton and 14 in Windsor.

**Summer Library Reading Program Grant Award Received:** The library received $1,472.00 in funds for a Summer Library Reading Program Grant These grant funds will be used to help pay part of the salaries for two part-time summer employees, for the purchase of craft supplies for the summer reading program, and will also pay for one of the summer reading program entertainers.

**Website Improvements:** Circulation Manager, Shelby Mehan, Administrative Assistant, Stephanie Nichols, and I have formed a website committee. We are working in conjunction with CISC Technician, Kai Simon to improve the website layout so it is more “user friendly”, easier to read and navigate, and to update all of the outdated information on the website.

**New Staff Members:** Two new full-time Circulation Clerks were hired and they started training on January 17th.

**Staff Meeting:** Administrative Assistant, Stephanie Nichols and I held a staff meeting for all staff members on January 11th. We went over several procedures that some of the staff have been struggling with. Everyone needed a refresher course on how to handle these tasks. The next day after the meeting, Stephanie emailed a quiz to all employees to complete and return. All staff members passed!

**Windsor Roof Leaks/Clinton Downspouts and Gutters:** Administrative Assistant, Stephanie Nichols and I have made numerous attempts to get Dickinson Roofing to come back and fix the downspouts and gutters in Clinton and repair the roof issues in Windsor. I am going to have someone else look at these issues and have them caulk the gutters, replace two or three downspouts, and reroute a downspout in Clinton. In Windsor I need them to replace a rotten board and a piece of missing metal on the West side of the building and caulk or tar where there are a couple of leaks.

**OLD BUSINESS:**

1. **2023 Final Budget Approval:** On a motion by Luke Edwards, seconded by Shelly Acosta, it was voted to approve the 2023 Final Budget as presented. Voting yes were, Luke Edwards, Shelly Acosta, and Darla Hamilton.
2. **Ventilation Report**: It was determined that no further action would be taken regarding the Ventilation Report.
3. **Policy Review – Personnel Policies:** On a motion by Luke Edwards, seconded by Shelly Acosta, it was voted to approve the amendments to Policy 5 – Computer Lab, Policy 9 – Library Services, and Policy 11 – Library Card Issuance as presented. Voting yes were, Luke Edwards, Shelly Acosta, and Darla Hamilton.

**NEW BUSINESS:**

1. **Security Camera Policy:** On a motion by Luke Edwards, seconded by Darla Hamilton, Policy 24 – Digital Video Surveillance Policy was approved as presented. Voting yes were, Luke Edwards, Darla Hamilton, and Shelly Acosta.
2. **Strategic Plans for 2024:** Director, Debbie Jones reported that the guttering and downspouts at the Clinton location need repair/replacement as recommended by the commercial insurance carrier and for existing safety concerns. Also included in the recommendation were concrete repairs to the drive-thru lane and the exit lane, along with an entrance/exit ramp being poured at the South entrance of the Friends of the Library Community Room. The outside lighting at the Clinton facility is in disrepair and needs converted to LED lighting for increased safety and efficiency. In addition, SpecPro, Inc. performed an inspection of the skylights in the Clinton facility on 12/21/2023. Due to the age and condition of the existing skylights noted in the inspection, replacement was suggested. The board requested that a bid process be undertaken to address all the above-mentioned issues.
3. **Create Documents for Insurance Bids:** Director, Debbie Jones reported that she has begun the process of creating documents to obtain bids for the library’s commercial insurance coverage which renews on June 11, 2024. On a motion by Luke Edwards, seconded by Shelly Acosta, it was voted that the library will procure bids for the commercial insurance policy every three (3) years. Voting yes were, Luke Edwards, Shelly Acosta, and Darla Hamilton.
4. **House Bill 2498:** Proposed House Bill 2498 was presented as well as an election cost estimate from Henry County Clerk, Rick Watson, and an article regarding the bill.

**ADJOURNMENT:** On a motion by Darla Hamilton, seconded by Luke Edwards, it was voted to adjourn. Voting yes were, Darla Hamilton, Luke Edwards, and Shelly Acosta.

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Tim Komer Darla Hamilton

President Secretary