HENRY COUNTY LIBRARY

BOARD OF TRUSTEES

March 26, 2024

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, March 26, 2024, at 4:00 pm in the boardroom of the Library.

Members present were, Tim Komer, Patty Dump, Luke Edwards, Shelly Acosta, and Darla Hamilton. 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 Patty Dump, it was voted to accept the Agenda as presented by Director, Debbie Jones. Voting yes were, Luke Edwards, Patty Dump, Shelly Acosta, and Darla Hamilton.

**MINUTES:** On a motion by Shelly Acosta, seconded by Darla Hamilton, it was voted to accept the Minutes of the February 27, 2024, meeting as read. Voting yes were, Shelly Acosta, Darla Hamilton, Patty Dump, and Luke Edwards.

**TREASURER’S REPORT:**

**APPROVAL OF DISBURSEMENTS:** On a motion by Patty Dump, seconded by Luke Edwards, it was voted to approve the disbursements as presented by Director, Debbie Jones. Voting yes were, Patty Dump, Luke Edwards, Shelly Acosta, and Darla Hamilton.

**CORRESPONDENCE:** Correspondence was presented from the Henry County R-I School District regarding its Academic Excellence Banquet. The library sent a $100.00 donation in support of this event. An email was also shown from Lenora Blackmore Branch Circulation Clerk, Amavi Tayaotao to Director, Debbie Jones thanking her on behalf of their patrons for ordering new DVDs for the branch.

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

**Tax Funds Received:** February tax funds received $13,397.94

**Friends of the Library Funds Received:** Funds received in the amount of $4,927.88 for the outdoor furniture.

**30-Year Party:** On Thursday, April 25, 2024, from 2:00-3:30 pm the library will host a party to celebrate the 30th anniversary of the current building. Cake and punch will be served. The staff will be wearing their “Support Your Local Library” shirts. Please plan to attend and wear your shirt too!

**Eclipse Viewing Party:** On Monday, April 8, 2024, from 12:15-3:15 pm the library will host an “Eclipse Viewing Party” on the north side of the parking lot. Free eclipse glasses will be available. Bring your lawn chair and watch the solar eclipse with us!

**National Library Week:** National Library Week is April 7-13, 2024. As noted above we will kick off this week with the solar eclipse. A historical library display is being created for the gallery display case. Circulation Manager, Shelby Mehan is working on other activities to celebrate during the week. The Lenora Blackmore Branch will be hosting a scavenger hunt for library materials with prizes awarded to the winners.

**Advertisements and Press Releases:** We will be advertising the library and its services just in time for National Library Week. Press releases, flyers, and advertisements will be going out about the following items: Eclipse Watch Party, Newspapers.com database, Fold3 database, Value Line database, outdoor furniture, National Library Week, Building 30th Anniversary, Book Express, Book Sale and Book Sale Preview, and Friends of the Library Group Membership Drive.

**Adult Winter Reading Program Final Statistics:** We had 110 patrons sign up for the Adult Winter Reading Program. Thirty-three (33) patrons completed single-line bingos, twenty-three (23) completed blackout bingos, and 8 blackout bingos were grand prize winners.

**OLD BUSINESS:**

1. **Approval of Personnel Policies:** On a motion by Luke Edwards, seconded by Patty Dump, it was voted to approve all Personnel Policies of the Henry County Library and to include the addition of President’s Day as a closed, paid holiday for all eligible employees in the *Holidays* policy. Voting yes were, Luke Edwards, Patty Dump, Darla Hamilton, and Shelly Acosta.
2. **Friends of the Library Spring Book Sale and Membership Drive:** Director, Debbie Jones relayed that the Friends of the Library Spring Book Sale is being held from April 29th – May 4th from 8:00 a.m. – 5:00 p.m. daily. The sale will include the addition of a pre-sale on April 27th from 9:00 a.m. – noon. A Friends of the Library membership drive is also being held during the book sale as all member accounts have lapsed due to lack of a membership coordinator within the group.
3. **Outdoor Furniture:**The Friends of the Library group purchased new outdoor seating for the grassy area north of the parking lot. This included a metal bench, three round metal picnic tables with umbrella stands, and two trash bins.

**NEW BUSINESS:**

1. **Approval of Skylight Bid Packet:** On a motion by Luke Edwards, seconded by Patty Dump, it was voted to approve the Skylight Bid Packet as presented by Director, Debbie Jones. Voting yes were, Luke Edwards, Patty Dump, Darla Hamilton, and Shelly Acosta.
2. **Approval of Concrete Bid Packet:** On a motion by Luke Edwards, seconded by Patty Dump, it was voted to approve the Concrete Bid Packet as presented by Director, Debbie Jones. Voting yes were, Luke Edwards, Patty Dump, Darla Hamilton, and Shelly Acosta.
3. **Approval of Outdoor LED Lighting Bid Packet:** On a motion by Luke Edwards, seconded by Patty Dump, it was voted to approve the Outdoor LED Lighting Bid Packet as presented by Director, Debbie Jones. Voting yes were, Luke Edwards, Patty Dump, Darla Hamilton, and Shelly Acosta.
4. **Approval of Insurance Bid Packet:** On a motion by Luke Edwards, seconded by Patty Dump, it was voted to approve the Insurance Bid as presented by Director, Debbie Jones. Voting yes were, Luke Edwards, Patty Dump, Darla Hamilton, and Shelly Acosta.
5. **Director Evaluation and Salary Review:** The Evaluation of Executive Director 2024 forms were distributed to the board to be completed and returned to the April 30, 2024, meeting to perform Director, Debbie Jones’ annual review.
6. **Presentation of the 2023 Annual Report:** The 2023 Annual Report was distributed to and reviewed with the board.

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

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Tim Komer Darla Hamilton

President Secretary