HENRY COUNTY LIBRARY

BOARD OF TRUSTEES

May 28, 2024

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, May 28, 2024, at 4:00 pm in the boardroom of the Library.

Members present were, Tim Komer, Patty Dump, Shelly Acosta, and Darla Hamilton. Absent was, Luke Edwards. Also present were, Director, Debbie Jones and Administrative Assistant, Stephanie Nichols. Also in attendance were Mike Keith, Christian Delozier, and Logan Modlin representing Mike Keith Insurance, Inc. Thom Knott and Nicole Pusch were in attendance representing Thom Knott Agency, LLC.

**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 Shelly Acosta, seconded by Darla Hamilton, it was voted to accept the Agenda as presented by Director, Debbie Jones. Voting yes were, Shelly Acosta, Darla Hamilton, and Patty Dump.

**MINUTES:** On a motion by Darla Hamilton, seconded by Patty Dump, it was voted to accept the Minutes of the April 30, 2024, meeting as read. Voting yes were, Darla Hamilton, Patty Dump, and Shelly Acosta.

**TREASURER’S REPORT:**

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

**CORRESPONDENCE:** A thank you card received from the Greater Clinton Area Chamber of Commerce for the library’s support of Academic Excellence was presented.

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

**Tax Funds Received:** $7,808.87 in tax funds was received in May.

**Equalization Funds Received:** $3,842.77 in Equalization funds were received. This was for quarters three (3) and four (4) of 2023.

**State Aid Funds Received:** $7,823.91 in State Aid funds were received. This was for quarters three (3) and four (4) of 2023.

**Athletes and Entertainers (A&E) Funds Received:** $9,017.19 in Athletes & Entertainers (A&E) funds were received. This was for quarters three (3) and four (4) of 2023

**Summer Clerks:** One (1) full-time summer clerk and two (2) part-time summer clerks were hired to work temporarily during the summer reading program. We plan to have one of the part-time summer clerks start working after school once summer is over. The current clerk in that position will be leaving to start college.

**Summer Reading Program Kick-Off:** This event is scheduled for Saturday, June 1st. It will start at 10:00 am and end at 12:00 pm.

**Staff Development Day:** This annual event is mandatory for all library staff members. It will be held Friday, May 24th. In the morning we will go over the new policy manual and emergency preparedness. The afternoon session will be all about the 2024 Summer Reading Program and the Summer Reading Program Kick-Off.

**Replacement Phone System:** Currently, the library’s phone service is provided by Brightspeed. However, for some unknown reason, the Dial-A-Story program is failing to forward calls to the assigned Dial-A-Story number. A new phone system was in the strategic plan for 2025. Since we are experiencing issues a new phone service has been purchased from CISC. This phone system will save us over $100.00 a month and we will be able to run Dial-A-Story on our own without the Stories in the Cloud database. We will save almost $1,000.00 annually by this switch. We will also only need one phone line for the entire library system instead of a line for Clinton, a line for the Clinton fax, a line for Dial-A-Story, a line for Windsor, and a line for the Windsor fax. Windsor will now be an extension like the different areas of the Clinton building instead of a long-distance phone call. This system will also allow library staff to make weather and safety announcements, announce library news and program bulletins, provide the ability to play Christmas music during the holiday, and much more.

**Replacement of Servers, Routers, and Fire Wall:** The server has needed to be replaced for several years and was brought to the former Director’s attention. The decision was made to go ahead and replace the server and its components not only because of the antiquity but also because there was no more room for storage with the previous system.

**OLD BUSINESS:**

1. **Skylight Contract:** It was reported that the Skylight Contract has been signed by both parties, and the work will commence upon receipt of the materials (approximately 8 – 12 weeks).
2. **Concrete Projects Contract:** It was reported that the Concrete Projects Contract has been signed by both parties, and the work will commence upon notification by the contractor.
3. **HVAC Replacement:**Director, Debbie Jones presented a quote from Logan’s Heating and Cooling for the replacement of the HVAC unit supporting the library’s reference area in the amount of $16,500.00 to be completed in four (4) phases of $4,125.00 each. On a motion by Shelly Acosta, seconded by Darla Hamilton, it was voted to approve the HVAC replacement in two (2) phases of $8,250.00 each. Voting yes were, Shelly Acosta, Darla Hamilton, and Patty Dump.

**NEW BUSINESS:**

1. **Insurance Bids:** President, Tim Komer opened sealed insurance bids fromMike Keith Insurance, Inc. and Thom Knott Agency LLC. Representatives from each company reviewed their proposals. Mike Keith Insurance, Inc. provided a bid in the amount of $21,942.00. Thom Knott Agency, LLC provided a bid in the amount of $21,287.00. The board requested additional time to review the proposals. On a motion by Patty Dump, seconded by Shelly Acosta, it was voted to hold a telephone vote on May 31, 2024, to determine bid acceptance. Voting yes were, Patty Dump, Shelly Acosta, and Darla Hamilton.

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

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Tim Komer Darla Hamilton

President Secretary