
Library Board Meeting Minutes, **November 27, 2023**

Library Board Meeting, November 27, 2023. Melissa called the meeting to order at 12:02pm.

Board members present were Kate Russell, James Adams, Mona Sheth, Melissa Kempa, Jamie Leinberger, Jonathon Zordel, and Delicia Palmer. Rich Liebe and Troy Body attended via Zoom. Absent were Bart Cayce and Cary Bruce. Dianne Wood represented the Friends of the Library and Tiffany Luna was the only HCCPL employee present.

No adjustments were made to the agenda.

Jonathon made a motion to approve the minutes of the October meeting. James seconded, motion passed.

Jonathon gave the financial report. Mona made the motion to approve the report, subject to audit, Kate seconded. Motion passed.

Tiffany gave the Imagination Library and Director's Reports. Of note, she reminded the board that the invitation to bid was published in the Kentucky New Era, was emailed to contractors, and was posted on the City of Hopkinsville's website. As of the board meeting, she had received five requests for project documents. A pre-bid project meeting will be held on December 5th, during which time contractors will walk through the building to determine the scope of the project and have the ability to ask questions. Bid presentations will be held on December 19th at 2pm.

The policy committee made a recommendation to update procurement procedures. Jonathon seconded, the motion passed. The committee also made a recommendation to update the handling of reserve funds in order to better illustrate for the City of Hopkinsville and Christian County Fiscal Court how such funds are utilized. Jonathon seconded, motion passed.

Tiffany reminded the board that the next meeting will be held on December 11 due to the upcoming holidays.

James made the motion to adjourn at 12:49pm, Jonathon seconded. Motion passed.