

## Minutes of the HCCPL Board Meeting, September 28, 2020

A regularly scheduled meeting of the Board of Trustees of the Hopkinsville-Christian County Public Library was held on Monday, Sept. 28 at 5:30 p.m. Those present were James Adams, Jerry Gillum, Amy Craig, Bart Cayce, Melissa Kempa, Slone Cansler, Laura Waldron, Mathew Handy, Jonathan Zordel, Chris Dudley, library director DeeAnna Sova, Tiffany Luna, Meghan Marsh, Diane Wood and Margaret McDonald.

The meeting was called to order at 5:30 pm.

James Adams made a motion to approve August minutes and Zordel provided a second. August minutes were approved.

Jonathan Zordel shared that there were no new financials to approve.

McDonald, with Friends of the Library, shared that mobile hot spots purchased for HCCPL through a donation from Friends of the Library were on the way.

Sova gave the HCCPL Director's Report. Sova announced that the Book A Bike program will reopen at the library. Sova also shared that statistics for patron use of the library were also on an upward trend. HCCPL provided 95 grab-n-go activity packets assembled by Youth Services. Packets are for patrons of all ages and can be picked up curbside on Saturdays beginning in October. Packets will also be available at the Oak Grove Community Center. Passport issuance available through HCCPL is also slated to reopen.

Craig shared that a new committee established by the City Council is looking at fund distributions that could potentially benefit HCCPL. Sova reported that the Sanctuary Mural project is moving forward with provisions in place to ensure maintenance of the mural over time. In addition, the new RFID book security system is expected to arrive in November. Mobile shelving units have arrived and all books have been reshelfed on the first floor.

A recent water leak has been repaired with minimal damage to carpet on the lower level. A second story water fountain caused the leak. No books were damaged and the damaged carpet has been replaced.

HCCPL will offer a Haunted Library experience on Oct. 23<sup>rd</sup>. Social distancing and other COVID 19 safety guidelines will be followed.

Marsh reported that Imagination Library deliveries have resumed. Marsh has been working with local businesses to explore partnerships and fundraising opportunities. Imagination Library has also received a \$1000 grant from Wal Mart. Appeal Letters sent on behalf of Imagination Library have generated approximately \$6000 thus far. A Bourbon Nigh fundraiser at The Mixer should raise approximately \$2000 in revenue for IL.

Waldron gave the policy committee report outlining a policy related to the installation of the Sanctuary Mural which will include board input on mural design, maintenance terms, etc.

### Card Policies

Sova presented the board with information regarding a new, temporary and restricted use library card. The new temporary card will be valid for three months. Proper documentation and identification will be required within three months if the card holder wishes to make the card permanent. Temporary use will

give holders access to Libby and Overdrive, HCCPL's two virtual services. Sova also shared information about a student card through a partnership with CCPS. Next year's onboarding packet will include information regarding HCCPL student cards. Parents will be able to sign students up for a library card without having to physically visit the library. First Financial will sponsor the initiative for three years. Dudley provided the second to approve the new card policies. Policy was approved

#### Video Game Policy

Luna shared that video games may be checked out of HCCPL by an adult for a two-week period and those games are not eligible for interlibrary loan. There will be a 50 cent fine per day for late games. The games may be renewed for checkout one time. HCCPL will start lending games as soon as the RFID system is in place. Zordel provided the second to approve the video game checkout policy. Policy was approved.

#### Hot Spot Policy

Sprint Hot Spots will be available for checkout from the library. HCCPL will not be liable for a patron's use of the device. Devices may be checked out for 21 days per household and the patron must be 18 years of age. Hot Spots may not be renewed after the 21 day period. The Hot Spot will be turned off when it is one day overdue. Damage to or failure to return the device will result in fines and charges. Failure to return the device will lock a patron's access to all library checkouts. Adams made a motion to amend the fine to 50 cents per day and cap the fine at \$5. A loss or damage fee will be the cost of the device which is \$50. Zordel provided the second to the amended motion. Policy was approved.

#### Controversial Materials Policy

Luna proposed a committee of two board members (1 city and 1 county), the director, and two staff members be chosen to make determinations about controversial materials available at HCCPL. Handy provided the second to approve the controversial materials policy. Policy was approved. Adams made a motion to accept an amendment regarding the appointment of the city and county members. Those members will be appointed by the chair of the board. Zordel provided the second to amend the motion. The amended policy was approved.

Zordel inquired about whether the water leak and damage were turned in to HCCPL's insurance. Sova reported that all necessary claims had been filed.

In new business, Luna reported that library cards will be used to log on to and use HCCPL computers. Computers will be automatically turned off at a predetermined time. HCCPL will also begin using a Print Management Service which will alleviate printing of unwanted materials. Patrons will receive an automated estimate of printing costs before they select the print option. Patrons may also elect to take advantage of a remote printing option that will allow printing to be picked up at the library. Money can be loaded onto cards to cover the costs of printing or overdue library fees. The system will be completely self-contained and self service with a coin change option as well as a card reader. A document stations with a flatbed scanner with a book edge will also be available. It will also have image restoration options which is important for genealogy research. Adams made a motion to approve the new printing system. A second was provided by Waldron. Motion was approved.

The meeting adjourned at 7 p.m.