# Mason County Public Library 218 East Third Street Maysville, Kentucky 41056

Mason County Library District Board of Trustees Regular Meeting Tuesday, August 11th, 2020 at 4:15 PM

# **AGENDA:**

Call to Order: Recording of Members Present, Absent, and Guests:

Architect's Report:

**Public Comments:** 

### Secretary's Report:

- Approval of previous meeting minutes action
- Correspondence Approval of payment(s) action

### Treasurer's Report:

- Approval of Expenditures action
- Approval of Financial report action

Director's Report:

Regional Director's Report:

### **Committee Reports:**

- Buildings and Grounds -
- Personnel -
- Other -

# **Unfinished Business:**

### **New Business:**

- Tax Rates for 2020
- Approval of policies (insurance, salary increases and paid sick leave)

# Adjournment:

Next Meeting: Tuesday, September 8th, 2020, at 4:15 PM

# Minutes for the Mason County Public Library Board of Trustees:

The Meeting was called to order at 4:15 PM on Tuesday, July 14th, 2020.

In attendance were: David Hord, Grant Felice, Kathleen Lofton, Alexa Colemire and Mike Ravencraft. Ellen Cartmell was in attendance via speaker phone. Guest: Jeff Pearson.

**Architect's Report:** Jeff Pearson made a report on the progress of construction. Kathleen made a motion to approve pay request from Momentum, seconded by Mike and approved unanimously.

### Public Comments: None

**Secretary's Report:** Minutes from the June 2020 meeting were read.

- Mike moved to approve the minutes from June and Grant seconded the motion. The minutes were approved unanimously.
- Grant moved to approve the corrected minutes from May and Mike seconded the motion. The minutes were approved unanimously.

### Treasurer's Report:

- Grant moved to approve the June 2020 expenditures, and Kathleen seconded. Approved unanimously.
- Mike made a motion to approve the June 2020 financial report and Grant seconded. Approved unanimously.

Director's Report: Director provided

Regional Director's Report: Director provided

**Committee Reports:** None

**Unfinished Business:** Ritchie's Cleaning Services will be hired for cleaning the library. The cleaning schedule will be Monday, Wednesday and Friday at a rate of \$75.00 a day.

### **New Business:**

- Alexa will work on policy concerning unused sick and vacation time to be brought before the board at the next meeting.
- Alexa will work on policy for insurance coverage concerning the employee's portion of dependents.

**Adjournment:** Mike Ravencraft made a motion to adjourn and Kathleen Lofton seconded the motion. Meeting adjourned at 5:21 PM.

Next Meeting: Tuesday, August 11th, 2020, at 4:15 PM

# MASON COUNTY PUBLIC LIBRARY CHECKING ACCOUNT JUNE, 2020

ACCOUNT NUMBER 493976187		BALANCE	
7/1/2020	\$	12,621.32	
Other/customer deposits	\$	5,762.36	
ACH Deposits	\$	11,010.48	
Withdrawals	\$	(16,871.22)	
Checks paid	\$	(195.00)	
** DDA BALANCE 7/31/2020	\$	12,327.94	
Account #080010726300	\$ 2	2,643,277.56	
Account #080010726302	\$	952,206.83	
Account #080010726303	\$ :	1,349,876.46	
GRAND TOTAL - ALL ACCOUNTS 7/31/2020	\$ 4	4,957,688.79	
** DDA BALANCE WILL BE TRANSFER TO #080010726300. ONLY \$1,000.00 WILL REMAIN EACH MONTH.		500.00	
Account Summary for July 1, 2020 this day of August, 2020.	- July 31	L, 2020 is hereby approve	ed
U. S. BANK - WEALTH MANAGEMENT			
Charlotte K. Hiter	Ura	nd	
Charlotte K Hilterbrand 8/4/20	020		

# **Mason County Public Library**

Type: All transactions · Status: All statuses · Delivery method: Any · Date: Last month

Staff Development 7745 KY State Police 7734 Ciarderd Compensation 7734 Ciarderd Compensation 7734 Ciarderd Point Large Print 7734 Ciarderd Compensation 7735 Correlation 7736 Correlation 7737 Amidwest tape 7736 Correlation 7737 Lindwest tape 7737 Lindwest tape 7736 Correlation 7737 Lindwest tape 7737 Lindwest tape 7737 Lindwest tape 7738 Lindwest tape 7738 Lindwest tape 7739 Lindwest tape 7739 Lindwest tape 7730 Lindwest tape 7731 Lindwest tape 7732 Lindwest tape 7734 Lindwest tape 7735 Lindwest tape 7736 Correlation 7737 Lindwest tape 7736 Correlation 7737 Lindwest tape 7737 Lindwest tape 7738 Lindwest tape 7738 Lindwest tape 7739 Lindwest tape 7739 Lindwest tape 7730 Lindwest	\$0.00 \$342,373.95	\$0.00\$	application #11 July 2020	Constitution in Flogiess	ivionicum Consultention, LLC	
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O. Payee         Category         Memo         Balance           9 State Electric         Construction in Progress         pay application 3 july 2020         \$0.00           7750 US Bank         Split-         mvoice no. 225841 july 2020         \$0.00           7734 Okandard Quick Print         Library supplies         invoice no. 225841 july 2020         \$0.00           7739 Baldwin CPAs         Accounting and Legal         invoice no. 122798 july 2020         \$0.00           7739 Baldwin CPAs         ILS         invoice no. 8828 july 2020         \$0.00           7739 Baldwin CPAs         Local II Support         invoice no. 8829 july 2020         \$0.00           7739 Baldwin CPAs         ILS         invoice no. 8828 july 2020         \$0.00           7739 Baldwin CPAs         Invoice no. 8828 july 2020         \$0.00           7738 Baldwin CPAs         Invoice no. 8828 july 2020         \$0.00           7739 Baldwin CPAs         Invoice no. 8828 july 2020         \$0.00           7739 Baldwin CPAs         Invoice no. 8828 july 2020         \$0.00           7739 Baldwin CPAs         Invoice no. 8828 july 2020         \$0.00           7730 Baldwin CPAs         Invoice no. 99133991, 99075444, 99057498 july         \$0.00           7730 Baldwin CPAs         Split-         Invoice no. 99133991, 99075444,	\$369.68	\$0.00	payment application 11 July 2020	Construction in Progress	Worly Plumbing Supply Inc	07/15/2020 Check 55
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Io.         Payee         Category         Memo         Balance           9         State Electric         Construction in Progress         pay application 3 july 2020         \$0.00         \$0.00           17720 US Bank         Split-         credit card july 2020         \$0.00         \$1           1734 Ostandard Quick Print         Library supplies         invoice no. 223841 july 2020         \$0.00         \$1           1739 Baldwin CPAs         Accounting and Legal         invoice no. 8828 july 2020         \$0.00         \$2           1739 Baldwin CPAs         LS         Invoice no. 8828 july 2020         \$0.00         \$2           1739 Baldwin CPAs         LS         Invoice no. 8828 july 2020         \$0.00         \$2           1736 Courika Solutions LLC         IT Support         invoice no. 8828 july 2020         \$0.00         \$0.00           1734 midwest tape         -Split-         invoice no. 8828 july 2020         \$0.00         \$0.00           1734 midwest tape         -Split-         invoice no. 8828 july 2020         \$0.00         \$0.00           1734 midwest tape         -Split-         invoice no. 99133991, 99075244, 99057448 july         \$0.00         \$0.00           1734 midwest tape         -Split-         credit card july 2020         \$0.00         \$0.00	35 154 92		pay application 11 iuly 2020	Construction in Progress	Schiller	07/15/2020 Check 57
lo.         Payee         Category         Memo         Balance           9         State Electric         Construction in Progress         pay application 3 july 2020         \$0.00           9750 US Bank         Split-         reciti card july 2020         \$0.00           9740 Standard Quick Print         Library supplies         invoice no. 12798 july 2020         \$0.00           9732 Overdrive         Split-         July 2020 E-media         \$0.00         \$0.00           9738 Biblionix         LS         content cafe2 upgrade july 2020         \$0.00         \$0.00           9738 Biblionix         LS         content cafe2 upgrade july 2020         \$0.00         \$0.00           9738 Biblionix         LS         content cafe2 upgrade july 2020         \$0.00         \$0.00           9738 Biblionix         LS         content cafe2 upgrade july 2020         \$0.00         \$0.00           9738 Biblionix         LS         content cafe2 upgrade july 2020         \$0.00         \$0.00           9738 Biblionix         LS         lanitorial Supplies         celeaning service july 2020         \$0.00           9732 Ribinos         Lagual         split-         invoice no. 99133991, 99073544, 99057498 july         \$0.00           98000         Split-         recitit card jul	\$4,870.00	\$0.00	architectural services july 2020		Pearson & Peters Architects PLC	07/15/2020 Check 60
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Category         Memo         Balance           Construction in Progress         pay application 3 july 2020         \$0.0	\$55.00	\$0.00	pest control july 2020	Exterminator - Pest Control	31 T & M Pest control	07/20/2020 Check 3673
Category         Memo         Balance           Construction in Progress         pay application 3 july 2020         \$0.00         \$0.00         \$1           Library supplies         invoice no. 225841 july 2020         \$0.00         \$1           Library supplies         invoice no. 225841 july 2020         \$0.00         \$1           Split-         July 2020 E-media         \$0.00         \$2           Accounting and Legal         invoice no. 122798 july 2020         \$0.00         \$2           ILS         content cafe2 upgrade july 2020         \$0.00         \$2           IT Support         invoice no. 8828 july 2020         \$0.00         \$2           IT Support         invoice no. 8828 july 2020         \$0.00         \$2           -Split-         invoice no. 8828 july 2020         \$0.00         \$0           -Split-         invoice no. 99133991, 99075544, 99057498 july         \$0.00         \$0           -Split-         credit card july 2020         \$0.00         \$0           -Split-         books july 2020         \$0.00         \$0           Staff Development         July 2020         \$0.00         \$0           Staff Development         July 2020         \$0.00         \$0           Company, Utilities         <	\$87.82	\$0.00	invoice no. 1775392, 1776957, 1775811 july 2020	Large print books	33 Center Point Large Print	07/20/2020 Check 3673
Category         Memo         Balance           Construction in Progress         pay application 3 july 2020         \$0.0	\$494.05	\$0.00	newspaper ads july 2020	Marketing	37 Ledger Independant	07/20/2020 Check 3673
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o. Payee Category Memo Balance State Electric Construction in Progress pay application 3 july 2020 \$0.00 \$9	\$1,419.30	\$0.00	credit card july 2020	-Split-	50US Bank	07/23/2020 Check 3675
Type No. Payee Category Memo Balance	\$900.50	\$0.00	pay application 3 july 2020	Construction in Progress	State Electric	07/27/2020 Check 79
	Total	Balance	Memo	Category	-	Type

Date Type No. Payee	7	Memo	Balance	Total
07/15/2020 Check 58 Thoroughbred Engineering	Construction in Progress	invoice no.001694 july 2020 \$0.0	0	\$1,200.00
07/06/2020 Check 36717 US Bank	-Split-	credit card may 2020	\$0.00	\$1,582.03
07/06/2020 Check 36718 ATT	Telephone, Telecommunications	plans and services july 2020	\$0.00	\$124.07
07/06/2020 Check 36720 KY League of Cities	Medical insurance (KLC)	medical, dental, vision and basic life july 2020	\$0.00	\$0.00 \$3,871.81
07/06/2020 Check 36721 Animal Tales LLC	Youth Services programming	invoice no. 072920MCPL july 2020	\$0.00	\$300.00
07/06/2020 Check 36725 KY Utilities	Utilities	library electric july 2020	\$0.00	\$1,831.40
07/06/2020 Check 36727 KY Utilities	Utilities	garage electric july 2020	\$0.00	\$97.46
07/06/2020 Check 36719 Standard Quick Print	-Split-	invoice no. 225748, 225526, 225596 july 2020	\$0.00	\$1,626.35
07/06/2020 Check 54 Thoroughbred Engineering	-Split-	invoice no. 001622, 001565 july 2020	\$0.00	\$7,067.50
07/06/2020 Check 36722 Millennium Capital	Leased equipment	invoice no. 31327 july 2020	\$0.00	\$151.60
07/06/2020 Check 36723 T-Mobile	T-Mobile Hotspot service charge	hotspot data July 2020	\$0.00	\$91.20
07/06/2020 Check 36724 City of Maysville	Utilities	library water july 2020	\$0.00	\$961.28
07/06/2020 Check 36726 Biblionix	$\overline{ ext{LS}}$	apollo annual subscription july 2020	\$0.00	\$2,800.00
07/06/2020 Check 36728 KY Deferred Compensation	Deferred compensation	colemire july 2020	\$0.00	\$45.00