

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	BALANCE
493976187 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	\$ 2,643,277.56
Account #080010726302	\$ 952,206.83
Account #080010726303	\$ 1,349,876.46
 GRAND TOTAL - ALL ACCOUNTS 7/31/2020	 \$ 4,957,688.79

** DDA BALANCE WILL BE TRANSFERRED
TO #080010726300. ONLY \$1,000.00 TO \$1,500.00
WILL REMAIN EACH MONTH.

Account Summary for July 1, 2020 - July 31, 2020 is hereby approved
this _____ day of August, 2020.

U. S. BANK - WEALTH MANAGEMENT

Charlotte K. Hilterbrand

Charlotte K Hilterbrand

8/4/2020

Mason County Public Library

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

Date	Type No.	Payee	Category	Memo	Balance	Total
07/27/2020	Check 79	State Electric	Construction in Progress	pay application 3 july 2020	\$0.00	\$900.50
07/23/2020	Check 36750	US Bank	-Split-	credit card july 2020	\$0.00	\$1,419.30
07/20/2020	Check 36740	Standard Quick Print	Library supplies	invoice no. 225841 july 2020	\$0.00	\$43.10
07/20/2020	Check 36732	Overdrive	-Split-	july 2020 E-media	\$0.00	\$2,274.97
07/20/2020	Check 36739	Baldwin CPAs	Accounting and Legal	invoice no. 122798 july 2020	\$0.00	\$140.00
07/20/2020	Check 36738	Biblionix	ILS	content cafe2 upgrade july 2020	\$0.00	\$190.00
07/20/2020	Check 36736	Courika Solutions LLC	IT Support	invoice no. 8828 july 2020	\$0.00	\$50.00
07/20/2020	Check 36735	Ritche's Cleaning Services	Janitorial Services	cleaning service july 2020	\$0.00	\$75.00
07/20/2020	Check 36734	midwest tape	-Split-	invoice no. 99133991, 99075544, 99057498 july 2020	\$0.00	\$510.82
07/20/2020	Check 36729	US Bank	-Split-	credit card july 2020	\$0.00	\$269.73
07/20/2020	Check 36749	Petty Cash	Janitorial Supplies	petty cash july 2020	\$0.00	\$96.96
07/20/2020	Check 36748	B&T	-Split-	books july 2020	\$0.00	\$3,044.10
07/20/2020	Check 36747	Annies	General Fiction	book july 2020	\$0.00	\$21.14
07/20/2020	Check 36746	KY State Police	Staff Development	request for conviction records for Amanda Oetzel july 2020	\$0.00	\$20.00
07/20/2020	Check 36745	KY State Police	Staff Development	request for conviction records for Brandi Feagan july 2020	\$0.00	\$20.00
07/20/2020	Check 36744	Rumplek Transportation Company, LLC	Utilities	invoice no. 0212893 july 2020	\$0.00	\$29.83
07/20/2020	Check 36743	Millennium Business Systems	Marketing	invoice no. 283404 july 2020	\$0.00	\$82.04
07/20/2020	Check 36742	KY Deferred Compensation	Deferred compensation	colentre july 2020	\$0.00	\$45.00
07/20/2020	Check 36737	Ledger Independant	Marketing	newspaper ads july 2020	\$0.00	\$494.05
07/20/2020	Check 36733	Center Point Large Print	Large print books	invoice no. 1775392, 1776957, 1775811 july 2020	\$0.00	\$87.82
07/20/2020	Check 36731	T & M Pest control	Exterminator - Pest Control	pest control july 2020	\$0.00	\$55.00
07/20/2020	Check 36730	ATT	Telephone, Telecommunications	one net july 2020	\$0.00	\$2.49
07/20/2020	Check 36741	Cincinnati Landmark Productions	Children's programming	invoice no. INV-0005 july 2020	\$0.00	\$195.00
07/15/2020	Check 60	Pearson & Peters Architects PLC	Construction in Progress	architectural services july 2020	\$0.00	\$4,870.00
07/15/2020	Check 57	Schiller	Construction in Progress	pay application 11 july 2020	\$0.00	\$25,154.92
07/15/2020	Check 56	Kemper Supply	Construction in Progress	payment application 11 july 2020	\$0.00	\$369.68
07/15/2020	Check 55	Worthy Plumbing Supply Inc	Construction in Progress	plumbing fixtures july 2020	\$0.00	\$946.06
07/15/2020	Check 59	Momentum Construction, LLC	Construction in Progress	application #11 july 2020	\$0.00	\$342,373.95

Date	Type No.	Payee	Category	Memo	Balance	Total
07/15/2020	Check 58	Thorougbred Engineering	Construction in Progress	invoice no.001694 july 2020	\$0.00	\$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	\$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	Thorougbred 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	ILS	apollo annual subscription july 2020	\$0.00	\$2,800.00
07/06/2020	Check 36728	KY Deferred Compensation	Deferred compensation	cole mire july 2020	\$0.00	\$45.00