

The Paul Sawyer Public Library Board of Trustees
Regular Meeting of January 9, 2024
5:30 p.m.
In-person at 319 Wapping Street, Frankfort

- 1. Call to order and record attendance:** Carolyn Lynch, president, called the meeting to order at 5:30 p.m.

Attendees: Mary Lyn Collins, Robert Kellerman, Cheryl Sandefur, Mark Overstreet, Shane Hecker, Connie Crowe (V), Patty Crittenden (V)

Not in attendance: Maria Bartholomew, Manoj Shanker

Minutes recorded by Jean Ruark, standing in for Secretary Bartholomew.

- 2. Approval of agenda**

R. Kellerman moved to accept the agenda. M.L. Collins seconded the motion. Motion was approved unanimously.

- 3. Approval of minutes of previous meeting**

R. Kellerman moved to approve the minutes from the December meeting, with no revisions. The motion was seconded by M.L. Collins. Motion was unanimously approved.

- 4. Treasurer's report**

The Treasurer's Report was presented by J Ruark, standing in for M. Shanker. The Library is in good financial shape – expenditures remain in pace with budgeted allocations. Earned interest is significantly ahead of budget projections; an amended budget may be needed to accurately reflect this revenue. We may also need to allocate more funds to cover an increase in the employer's share of our health insurance. Ruark also gave an update on the reinvestment of funds at Frist Federal. The CD, which matured on December 24, 2023, was slated to be closed out, but due to the lack of the second signatory, it could not be closed before the deadline of January 3. Ruark was able to reinvest the funds (\$112,356.68) with First Federal, at the rate of 5.38% APY for 10 months. The new CD will mature in October 2024.

R. Kellerman moved to accept the Treasurer's Report, motion was seconded by M.L. Collins. Motion passed unanimously.

- 5. Communications/Public Comment**

None.

- 6. Director's report**

J Ruark presented highlights of the provided Director's Report:

Focus on 5 emails, a new promotion tool implemented by Stacy Stamper (who took this idea away from a conference she attended last fall), which are proving to be very effective. The email, focusing on five things, from programming to services to resources, goes out every Friday. Engagement with the topics in the

email increases after each email.

M. Overstreet had questions about the unverified authorities, mentioned by V. Greenwell, Cataloging and Processing Manager, in the report. Ruark did not have sufficient information to answer these questions efficiently. She will consult with V. Greenwell and report back to the Board in February.

7. Committee reports

- a. Budget: did not meet.
- b. Building: did not meet.
- c. Long Range: M. L. Collins reported that the planning process is still proceeding, the survey will end on January 12, after which, the data will be given to consultant A. Taylor who will add it to the information already compiled. Taylor will then provide a complete draft of the report and the plan to the committee.
- d. Policy/Personnel: did not meet
- e. Technology: did not meet.

8. Old Business

The Board reviewed the proposal for out-of-state travel for employees attending the Public Library Association's National Conference in Columbus Ohio, April 2-5, 2024. M.L. Collins moved to approve the proposal. Motion was seconded by C. Lynch. Motion passed unanimously.

9. New Business

No new business.

10. Adjourn R. Kellerman presented the motion to adjourn. Meeting adjourned at 5:53 p.m.

Respectfully submitted,

_____, Carolyn Lynch
President

_____, Jean Ruark,
standing in for Secretary Bartholomew