

**The Paul Sawyer Public Library Board of Trustees
Minutes of Regular Meeting on September 12, 2023**

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 5:31 PM.
Attendees: Carolyn Lunch, Robert Kellerman, Manoj Shanker, Mary Lynn Collins, Patty Crittenden, Shane Hecker, Mark Overstreet, Cheryl Sanderfur, Valorie Peduto (V)
M. Bartholomew was unable to attend; J. Ruark recorded
2. **Approval of agenda:** M. L. Collins made motion to approve agenda. Motion seconded by M. Shanker. Motion passed unanimously.
3. **Approval of minutes of previous meetings (August regular and special meeting):** M. Shanker made motion to approve the minutes of the regular meeting held on August 8, motion was seconded by C. Lunch: motion passed unanimously. C. Lynch made motion to approve the minutes of the special board meeting held on August 22, with one edit – to spell out Angie Taylor’s name on item #10, instead of listing just the initials “A.T.” R. Kellerman seconded the motion; it was approved unanimously.
4. **Treasurer’s Report:** M. Shanker presented the Treasurer’s Report. Highlights included: we have no revenue yet this year, not expected until tax distribution in December. Last month a money market account was opened at Traditional Bank, after closing the sweep account at Whitaker Bank. We have a half-million dollars more in the bank than we did at this time last year. Board members discussed developing reserve policies, to designate usage for accumulated but not encumbered funds. It was decided that the Budget Committee should meet to address this. There was nothing remarkable in expenditures.
M. Overstreet pointed out and questioned a \$5,000 discrepancy between the transfer from the Whitaker Bank account to the new Traditional Bank ICS account. This will be researched and rectified by V. Peduto and J. Ruark. R. Kellerman made motion to accept the treasurer’s report with the adjusted deposit amount; motion was seconded by M.L. Collins. Motion was unanimously approved.
5. **Communications/Public Comment:** J. Ruark shared two positive public comments, in the form of thank you notes for staff from Nancy Osborne and Dusty Nelson, with the Board.
6. **Director’s Report:** M. Overstreet suggested sending out only one Board packet, the day before the Board meeting; after discussion, this suggestion was dropped. The process of sending out one packet several days in advance and sending an updated packet the day of the Board meeting will continue.

S. Hecker asked about a possible correlation between lockers, number so fusers, and the increase in checkouts, looking at a possible opportunity for outreach engagement.

J. Ruark mentioned the upcoming salary review with Monique Kahkonen at HR on Q, which is in process and should be completed by the end of the year.

J. Ruark shared personnel updates with the Board, including the hiring of Kale Nickens (part-time Yuoth Services Programmer) and the resignation of Matthew Gilley (Circulation Co-manager).

7. Committee reports

- a. **Budget:** Committee did not meet, but will set a meeting soon to review a reserve policy.
- b. **Building:** did not meet.
- c. **Long Range:** did not meet, but will as soon as needed for the Strategic Plan.
- d. **Policy/Personnel:** did not meet, but will set a meeting soon. The Board discussed the reconfiguration of the full-time position left vacant on the resignation of Matthew Gilley. J. Ruark proposed eliminating one of the Circulation Co-manager positions, changing the title to Circulation Manager and re-aligning the responsibilities of that position to reflect an increase of professional duties, and maintaining the wage for that position at the rate that M. Gilley was earning. Board members discussed the new position, and determined that it would be best for the Personnel Committee to meet and review the job description for the new position. C. Lynch made a motion that this new position could be advertised, contingent on approval of the job description by the Personnel Committee, with ratification at the next Board meeting. M.L. Collins seconded the motion, it passed unanimously.
- e. **Technology:** did not meet.

8. Old Business: None.

9. **New Business:** The Board discussed the potential donation of Paul Sawyer 11 original paintings to the Library, by S. Headley Shouse. Mr. Shouse would donate the paintings upon his death, if the Board approves. Members discussed the possibility of having the paintings appraised at some point; Bill Coffey's name was mentioned as a good resource for this appraisal when it might be needed. C. Lynch made a motion to accept the offer of 11 original Paul Sawyer paintings from Mr. Shouse. M. Shanker seconded the motion, it was approved unanimously. J. Ruark will notify Mr. Shouse of the Board's action.

M.L. Collins shared information about the Friends of PSPL's campaign to raise funds to keep the Humpty statue ("Eggcited" bronze sculpture by Kimber Fiebiger), which was very successful. The full amount of \$20,000 was raised in approximately five weeks. The Friends will be hosting a celebration on October 15, from 2-4 PM, in the Librry's River Room. The Friends will be inviting local elected officials; M.L. Collins suggested it \will be a good opportunity for Board members to talk with our local officials, which is important for building a positive

relationship. Shew also shared the story of a young boy who read about Humpty in the paper, then brought in his money to donate to the campaign.

10. **Adjournment:** M.L. Collins made motion to adjourn, motion was seconded by C. Lynch. Meeting was adjourned at 6:10 PM.

Respectfully submitted,

_____ **Carolyn Lynch**
President

_____ **Jean Ruark,**
Director, standing in for Secretary