

The Paul Sawyer Public Library Board of Trustees
Minutes of Regular Meeting on February 14, 2023

At 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 5:32 p.m.

Attendees: Cheryl Sandefur, Manoj Shanker, Mark Overstreet. Jean Ruark, Maria Bartholomew, Mary Lynn Collins, Patty Crittenden, Carolyn Lynch, Bob Kellerman, Valorie Peduto (V.), Connie Crowe (V.), Shane Hecker (V.)

Guest: Greg Miklavcic

- 2. Approval of Agenda**

M. Bartholomew made motion to approve the agenda, M. Shanker seconded. Motion passed unanimously.

- 3. Approval of minutes of previous meeting:**

B. Kellerman made motion to approve January minutes, with corrections (add M. Shanker, B. Kellerman, Mary Lyn Collins). M. Collins seconded. Motion passed unanimously.

- 4. Guest presentation:**

G. Miklavcic of **Charles T. Mitchell CPA** presented audit report. Highlights of report included: there were no notable recommendations or control issues, the income statement is without debt, revenue is approximately \$3,700,000.00, and V. Peduto does a great job. G. Miklavcic indicated everything is in good standing. M. Overstreet questioned the disclaimer. Miklavcic said it is standard in every audit report, affirming that the firm was doing the best job possible.

M. Shanker made motion to accept the audit report as presented, M. Collins seconded. Motion passed unanimously.

- 5. Treasurer's report**

M. Shanker presented the Treasurer's report. Highlights included: savings is up 11.5% over last year, total revenue collected by this time last year was 95% versus 84% this year - difference may be due to the tangible tax rate (only 26% has been collected this year versus 96% by this time last year). M. Shanker is not sure what is causing the delay. He will follow up and update the board.

B. Kellerman noted that interest from Whitaker Bank was up significantly. V. Peduto indicated that Library budgeted low due to COVID and rates have recently - all to the Library's benefit. (M. Shanker added that until Thursday February 9, 2023 the interest rate was .8%, the Library budgeted lower, and the current rate is 1.5%.)

M. Collins made motion to accept report as submitted, B. Kellerman seconded. Motion passed unanimously.

6. Communication/Public Comment

None

7. Director's report

J. Ruark presented the Director's report. Highlights included: she learned, through attending a sales tax webinar, libraries are subject to paying sales taxes on 35 new services. While payment is on an honor system, Ruark indicated it would be difficult to collect 6% tax on 10 copies and proposes paying a yearly amount between \$500.00 - \$600.00. M. Overstreet recommended tracking of annual sales amount as it may not be enough to warrant a monthly, but rather a quarterly submission.

Solar report discussion. It is not evident where the Library can make the cuts to realize the benefit of installing solar panels. Airhandlers are more efficient than ever due to effective monitoring. M. Overstreet offers that it may be more prudent to have an energy audit done by the Frankfort Plant Board **FPB**(there should be no charge). The **FPB** may have ideas to increase energy efficiency that may be better than the solar panel project.

8. Committee reports

- a. Budget - M. Shanker noted that the change in the interest rate from .8% to 1.5% represents an additional \$7,000.00 in income. That money needs to be properly invested and being a public entity, significant restrictions apply. B. Kellerman indicated there may be better investment sources available.

M. Collins proposed that the Board authorize M. Shanker to explore, select, and invest in alternatives consistent with statutory investment guidelines to hold the Library's unused funds such that those funds will become available in the due course of business. C. Lynch seconded. Motion passed unanimously.

- b. Building - J. Ruark - Glycol Letter - under New Business

- c. Longe Range - M. Collins reported that the committee is working on the strategic plan for 2024 - 2027. J. Ruark played a webinar by consultants for nonprofits. Collins shared that the presentation was quite informative and should not be shelved. Collaborating with an outside consultant will bring value to the recommendations. J. Ruark has been directed by the committee to look for and negotiate for an outside consultant to help develop the strategic plan.
- d. Policy/Personnel - M. Shanker and C. Lynch met with J. Ruark to discuss the results of the director's evaluations. The Board was thanked for its input.
- e. Technology - M. Bartholomew reported things are going well, no major concerns. Several upgrades are due (i.e. UPS, switches, anti-virus programs), but these are budgeted and expected items. Awaiting the e-rate bidding, which Josh believes will cover about 50% of the expenses. Josh is testing a more robust version of the current Ninja Antivirus program - free through June. If purchased, it will be about 50% more than what we are currently paying. The benefits of aggressive virus deterrence will be greatly enhanced.

9. Old Business

None

10. New Business

J.Ruark recommended we use Shardin (sp,?) to add glycol to the cooling system. They have already done quality work for the Library and they submitted a significantly lower bid.

B. Kellerman moved to approve Shardin, M. Collins seconded. Motion passed unanimously.

11. Adjournment

M. Shanker made motion to adjourn.

Meeting adjourned at 6:40 p.m.

Respectfully submitted,

_____, Carolyn Lynch
President

_____, Maria Bartholomew
Secretary