

**The Paul Sawyer Public Library Board of Trustees**  
**Regular Meeting of December 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 5:30 p.m.

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

**Guest:** Melissa Strasser

- 2. Approval of Agenda**

M. Shanker made motion to approve agenda. C. Lynch seconded. Motion passed unanimously.

- 3. Approval of minutes of previous meeting**

M. Bartholomew made motion to approve the amended June 2023 Minutes - Budget date should be noted as 2022-2023, not 2023-2024. B. Kellerman seconded. Motion passed unanimously.

B. Kellerman made motion to approve the October 10, 2023 Board minutes. C. Lynch seconded. Motion passed unanimously.

C. Lynch made motion to approve the November 14, 2023 Board minutes. M. Shanker seconded. Motion passed unanimously.

- 4. Treasurer's report**

M. Shanker presented the Treasurer's report. Highlights included the following: Approximately \$1.7 million in total funds currently available as opposed to \$1.1 million the same time last year, we just received the annual tax distribution, approximately a \$1000.00 savings over last year's expenditure with regard to the Library's computer back-up systems, approximately \$1500.00 in savings in expenditure, over last year, for the Frankfort Plant Board.

Midwest Tape and Overdrive costs are approximately \$8,000.00 less this year.

Melissa Strasser (new Adult Services Manager) addressed subscription accounts (with prioritization) expenditures - 90% of which are spent as part of the state-wide consortium. M. Strasser will update the Board next month as to how the consortium works.

M. Overstreet noted that Libraries Unbound will become increasingly important. C. Lynch noted that HVAC adjustments and LED lights have helped to increase efficiency and lower costs.

M.Bartholomew made motion to approve Treasurer's report and expenditures as submitted. M.L.Collins seconded. Motion passed unanimously.

## **5. Communications/Public Comment**

None

## **6. Director's report**

J.Ruark shared that her full report has been emailed to Board members. Highlights included: welcoming Melissa Strasser as Adult Services Manager (two months), extensive background in library work, is looking forward to streamlining services in order to do more with what the Library has to offer. One positive change Ms. Strasser has already instituted is having a reference person immediately available to render assistance to anyone entering the Library.

PSPL plastic library bag "protocol" is available in Director's report

The Friends have voted to present Staff and Board members with L.L. Bean jackets as a thank you. J. Ruark will send email link.

C. Lynch highlighted that the Face Book posting response to the Lilly Cornett Chautauqua program presented by Kentucky Humanities was one of the highest ever - 821,830 people and growing.

M.L.Collins noted that three of the events she attended in the last six weeks was standing-room only in the River Room. The Library staff is doing a wonderful job in programming. Circulation is up and may be back to pre-COVID levels. J. Ruark noted that Youth Services has been doing an excellent job of tailoring resources to the interest of the community; therefore circulation has increased.

## **7. Committee reports**

- a. Budget - M.Shanker met through email. It is the committee's recommendation that the \$112,000.00 CD at First Federal Bak, maturing 12/24/2023, be re-invested with Traditional Bank at 4.75% for six-nine months.

M. Overstreet questioned the underlying purpose of the CD. J Ruark said no real purpose has been discovered. The CD was found in 2021 (at Main Source Bank). The CD was then moved to First Federal because Main Source was closing.

C. Lynch made motion to transfer CD from First Federal to Traditional Bank upon its maturation. B. Kellerman seconded. Motion passed unanimously.

Discussion ensued with regard to the best placement of monetary resources. J. Ruark has placed bulk of checks into Traditional Bank, M. Overstreet recommended placing funds into sweep accounts and decide later. B. Kellerman recommends revisiting discussion next month.

- b. Building - did not meet
- c. Long Range - M.L. Collins and J. Ruark shared that survey is not out yet, not sure of test date, Orange Boy has been sent to all, survey will run for four weeks. Survey should be done and analyzed by February 2024.
- d. Policy/Personnel - did not meet
- e. Technology - did not meet. M. Bartholomew did speak to Josh. He indicated the e-rate allotment is due. This represents a substantial, but budgeted, expense.

**8. Old Business** - none

**9. New Business** - addressed under Budget Committee

**10. Adjourn** - M. Shanker made motion to adjourn. Meeting adjourned at 6:25 p.m.

**Respectfully submitted,**

\_\_\_\_\_, **Carolyn Lynch**  
**President**

\_\_\_\_\_, **Maria Bartholomew**  
**Secretary**