

The Paul Sawyer Public Library Board of Trustees

Minutes of Regular Meeting on June 13, 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 5:33 p.m.

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

Guest: Stacy Stamper

- 2. Approval of agenda**

M. Bartholomew made motion to approve agenda, B. Kellerman seconded. Motion passed unanimously.

- 3. Approval of minutes of previous meeting**

M. Shanker made motion to approve May minutes, as submitted. M.L.Collins seconded. Motion passed unanimously.

- 4. Special report**

Stacy Stamper - Media Design Specialist presented a report. Highlights included: Library is currently using Savannah (software) for statistical analysis (pairs well with census data for cross-referencing), card-signing is higher than twelve months ago at the same time, software allows for efficient tracking of usage by all appropriate demographics. Analysis reveals that PSPL experienced a market penetration of 28%, in the first quarter of 2023, Franklin County (on par with comparable libraries in Kentucky, current quarter new card-holder sign-up is 46%, program can identify specific communities, usage, thereby areas to target for services.

Savannah costs about \$3,000.00/yr. M. Overstreet saw it as money well-spent. M. Collins believes it to be an excellent tool for strategic planning. M. Overstreet has recommended quarterly updates for the Board. S. Stamper to follow up.

J.Ruark noted that S. Stamper has been instrumental in developing a PSPL brand, website emphasizing cohesion of information and messaging (including newsletter, print, digital materials, and signage).

- 5. Treasurer's report**

M. Shanker presented the Treasurer's report. Highlights included: expenses are higher this year than last year at the same time due to increased spending on digital media, increased spending on kids programming (lots of children are using programs), one-time repair of kids pins equipment.

M. Overstreet recommends reviewing the terms of the CDRS CD. Budget and Personnel to follow up.

B.Kellerman made motion to approve report and expenditures. C. Lynch seconded. Motion passed unanimously.

6. Communications/Public Comment

None

7. Director's report

J.Ruark presented the Director's report. Highlights included: July library is scheduled to receive the KDLA tax rate which needs to be passed by the Board and then presented to Fiscal Court. J. Ruark to confirm process for submission.

Kitchen-a-la-carte price has increased by 37%, therefore it has not been ordered (Friends is willing to cover the cost differential).

River Room - Artz Electric has confirmed that zone three lights are not working properly - not a big issue in the summer, but is of concern for the winter months due to the lack of daylight.

Board to consider keeping Humpty Dumpty artwork (Friends willing to fundraise and supply an additional fictional character).

8. Committee reports

a. Budget - see **New Business**

b. Building - Did not meet

c. Long Range - Did not meet

d. Policy/Personnel - met to recommend the re-appointment of C. Crowe for a second term as an Advisory Board member. M.Collins made motion, C.Lynch seconded. Motion passed unanimously.

e. Technology - Did not meet

9. New Business

J.Ruark noted that insurance premiums have increased by approximately \$9,000.00. She will be able to move monies in line items, such that the budget will not be changed. M.Shanker made motion to authorize J.Ruark to make line-item changes to the 2023-2024 budget in order that the budget remains constant (unchanged). \$4000.00 to be removed from the books line, \$3000.00 to be removed from the DVD's line. Both amounts will be added to the facilities management line. B.Kellerman seconded the motion. Motion passed unanimously.

C. Lynch made motion to purchase Kitchen-a-la-carte in the amount of \$15,610.80. M.Collins seconded the motion. Motion passed unanimously.

10. Old Business

None

11. Adjourn

C. Lynch made motion to adjourn, B.Kellerman seconded.
Meeting adjourned at 7:04 p.m.

Respectfully submitted,

_____, Carolyn Lynch
President

_____, Maria Bartholomew
Secretary