

The Paul Sawyer Public Library Board of Trustees
Minutes of Regular Meeting on July 11, 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: Jean Ruark, Maria Bartholomew, Carolyn Lynch, Robert Kellerman, Mark Overstreet, Cheryl Sandefur, Patty Crittenden, Mary Lynn Collins, Shane Hecker, Connie Crowe (V), Valorie Peduto (V)

Guest: Judge Roger Crittenden

- 2. Swearing in:** Carolyn Lynch was sworn in as new board member by Judge Roger Crittenden.

- 3. Approval of agenda:**

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

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

M.L.Collins made motion to approve June minutes, as submitted. C. Lynch seconded. Motion passed unanimously.

- 5. Treasurer's report:**

M. Overstreet presented the Treasurer's report. Highlights included: As of June 30th there was \$163,606.70 in the West Banco operating account, there is over one million in the Whitaker savings account - higher than normal due to CD maturing. M. Overstreet proposed transferring \$375,000.00 from the Whitaker account to cover monthly expenses. Expenses of note include: \$60,000.00 annual premium to KACO and \$8,300.00 to TK Elevator for annual maintenance contract. There were no other unusual expenses.

The Library received approximately \$142,000.00 more in revenue than budgeted (increases in Property Tax, Motor Vehicle Tax, and Delinquent Tax). Budgeted interest was doubled and jumped to \$50,000.00 due to the diligence of Manoj Shankar.

Printed materials and AV expenses were expected to increase, \$250,000.00 more was spent than prior fiscal year, the result of a job well-done by J. Ruark and M. Shanker.

B. Kellerman made motion to accept expenditures and report as presented by M. Overstreet. M.L.Collins seconded the motion. Motion passed unanimously.

- 6. Public Comment:** None

7. Director's report:

J. Ruark presented the Director's report. Highlights included: currently waiting to have P.A. system installed (represents a security improvement and is a relatively easy upgrade).

Approval for Out-of-State travel needed for the following people: 1. Two trips for Stacey Stamper \$660.00 and \$1200.00, 2. Paula Vaught - \$1450.00, and 3. Jean Ruark \$1250.00 (L.J.Summit is highly recommended for Library Directors).

Although Vaught and Ruark travel is for later in the year, approval now affords a cheaper rate. C. Lynch made motion to approve proposed travel. M.L Collins seconded. Motion passed unanimously.

M.Overstreet commented positively on the new functionality of the card catalogue which can provide data as far back as five years. (M.Overstreet recently visited the library while in Newton, MA. When visiting their homepage, he discovered that there were four times as many printed items checked out than digital items - very different than the PSPL experience.)

M.L.Collins shared that a VA family visiting PSPL raved about the Library, a woman who had been away from the library for sometime commented on how pretty the Library is , and a gentleman who moved back to the area since 1991 noted that the Library was his favorite place.

C.Lynch noted the creativity of the advertising campaign for the Library of Things.

8. Committee reports:

- a. **Budget** - M. Overstreet said the committee met to discuss better ways to handle surplus funds currently in Whitaker Bank. The account pays 0.7% on a substantial amount of money -representing very little return. M. Shanker spoke to Traditional Bank which offers a money market account at 4.25% (about 6400% greater than current rate). That rate would be guaranteed through the end of the year, then re-set with full FDIC insurance for the total amount. Traditional Bank prides itself on investing locally.

The budget committee recommends closing out the Whitaker Bank account and investing in the money market account as offered by Traditional Bank.

M.L.Collins made motion to make the transfer of funds as recommended by the Budget committee. C.Lynch seconded. Motion passed unanimously.

- b. **Building** - Did not meet

c. Long Range- Has not met, but Angie will meet with the committee August 22nd at 5 p.m. She plans to meet with the staff prior to the strategic planning committee. This meeting needs to be advertised as a special-called meeting.

d. Policy/Personnel- C. Lynch presented the slate of officers for 2023-2024:
President - C. Lynch
Vice President - B. Kellerman
Secretary - M. Bartholomew
Treasurer - M. Shanker

C. Lynch made motion to accept Officer slate as presented. B. Kellerman seconded. Motion passed unanimously.

J. Ruark attended a Fiscal Court session to explain the appointment process. Spoke before Judge Mueller, Squire Tanner, and Fiscal Court team. She believes the meeting went well and plans to attend as her schedule will allow. Will talk about tax rates in August;

e. Technology- Did not meet

9. Old Business - none

10. New Business - none

11. Adjournment - M.L. Collins made motion to adjourn. Meeting adjourned at 6:14p.m.

Respectfully submitted,

_____, Carolyn Lynch
President

_____, Maria Bartholomew
Secretary