

**Minutes of  
The Paul Sawyer Public Library Board of Trustees  
Regular Meeting of December 12, 2021  
5:30 p.m.  
In-person at 319 Wapping Street, Frankfort**

**1. Call to order and record attendance**

Cheryl Sandefur (president/chair), called the meeting to order at 5:31p.m.

**Attendees:** Maria Bartholomew, Patty Crittenden, Connie Crowe, Robert Kellerman, Carolyn Lynch, Mary Lynn Collins, Cheryl Sandefur, Mark Overstreet, Jean Ruark (director)

**Not Present:** Manoj Shanker

**Guest:** Valorie Peduto

**2. Approval of agenda**

M. Collins, 2nd C Lynch. Motion passed unanimously.

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

M. Collins, 2nd M. Bartholomew. Motion passed unanimously.

**4. Treasurer's report**

Jean presented the treasurer's report and expenditures.

M. Collins motioned to accept the treasurer's report and expenditures. 2nd by C. Sandefur. Motion passed unanimously.

**5. Director's report**

Jean presented the director's report. Some highlights include:

\* The library began opening on Sunday's on November 21.

\*The snow-and-ice-rail system installation was complete last week. The project was completed in less time than anticipated, with very little impact on access or service. We are still waiting on the second quote for replacement of the split unit in the server room, but the lower temperatures work in our favor for temperature control of that essential space.

\*PSPL has been selected to receive a sculpture, which will be installed on Friday, December 17. We will host it until October 2023. It was specially selected by the FrankARTS Committee to fit both the library space (by the front steps, on the sidewalk) and a literary theme.

\*LibraryMarket has been chosen to develop a new website for PSPL. We believe

that their extensive experience and focus on working with libraries will provide the best product for our community.

## **6. Committee reports**

- **Budget: M. Shanker, chair; P. Crittenden; B. Kellerman; M. Overstreet, C. Sandefur** - no report
- **Building: B. Kellerman, C. Lynch** - no report
- **Long Range: M. Collins, chair; C. Sandefur**

The Long Range committee conducted an annual review of the Strategic Plan. This review was presented at the board meeting. This current Strategic Plan will be in place until June of 2023, so the committee will probably begin discussing next steps in July to the current plan.

- **Policy/Personnel: C. Sandefur; B. Kellerman; M. Overstreet; M. Shanker**  
No report
- **Technology: M. Bartholomew, chair; M. Collins, C. Lynch** - no report

## **7. New Business**

- **Review and amend Section 125 Flexible Spending Plan (Health insurance) to provide for an increase in the annual FSA contributions to \$2,850 effective January 1, 2022 .**

M. Bartholomew motioned to amend Section 125 of the Health Insurance Flexible Spending Plan to provide for an increase in the annual FSA contributions to \$2,850 effective January 1, 2022. 2nd C. Lynch. Motion passed unanimously.

- **Resolution 003\_12-2021 – Adding Board President as signer to operating and savings bank accounts**

M. Bartholomew motioned to accept resolution 003\_12-2021 which would add the library board president as a signer to operating and savings bank accounts. 2nd by M. Collins. Motion passed unanimously.

## **8. Old Business**

### **Approval for LibraryMarket to develop a new website for the library**

C. Lynch motioned to approve LibraryMarket to develop a new website for the library for the quoted price of \$24,900.00. 2nd by C. Sandefur. Motion passed unanimously.

## **9. Adjournment**

C. Sandefur motioned to adjourn at 6:15 pm. 2nd by M. Bartholomew.

**Reminder:**

- **Trustee Orientation Videos - 4:45 PM**
- **Next Board meeting: January 11, 2022, 5:30 PM**

**Respectfully submitted,**

**Carolyn Lynch, secretary** \_\_\_\_\_ **date** \_\_\_\_\_

**Cheryl Sandefur, president** \_\_\_\_\_ **date** \_\_\_\_\_