

**The Paul Sawyer Public Library Board of Trustees  
Regular Meeting of September 14, 2021 Minutes  
5:30 p.m.  
In-person at 319 Wapping Street, Frankfort, KY**

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

Cheryl Sandefur (president/chair), called the meeting to order at 5:34 p.m.

**Attendees:** Maria Bartholomew, Patty Crittenden, Connie Crowe, Robert Kellerman, Carolyn Lynch, Bernie Mazaheri, Manoj Shanker, Cheryl Sandefur, Mark Overstreet, Jean Ruark (director)

**Not Present:** Mary Lynn Collins

**2. Approval of agenda**

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

**3. Approval of minutes of August 10, 2021 meeting**

C. Sandefur, 2nd C. Lynch. Motion passed unanimously.

**4. Treasurer's report**

Mr. Shanker gave the treasurer's report.

M. Bartholomew motioned to accept the report and expenditures. 2nd C. Sandefur. Motion passed unanimously.

**5. Director's report**

Jean gave highlights of the director's report, which included:

- Services in the time of increase in COVID numbers. The number of patrons is down, but it is felt this is a result of the community rise in COVID cases. Operating hours will remain the same. Staff are required to wear masks when on the floor or working with patrons. Patrons are encouraged, but not required, to wear masks.
- Youth Services hired a new staff member, but they are still short two employees. The part-time position has been reposted.
- The LED light project is almost finished. This should give patrons better light quality, as well as save on electric bills.
- The HVAC in the server room on the second floor is having problems keeping this room cool. Jean is working with Lusk Mechanical on a solution.
- We have been approved for the e-rate. Thanks to all who worked on this money saving project. In the process of working on this the square footage of the library has been verified as 56,184 square feet.

**6. Committee reports**

There were no committee reports.

- **Budget:** M. Shanker, chair; P. Crittenden; B. Kellerman; M. Overstreet; C. Sandefur
  - **Building:** B. Kellerman, C. Lynch
  - **Long Range:** M. Collins, chair; B. Kellerman; C. Sandefur
- **Policy/Personnel:** C. Sandefur; B. Kellerman; B. Mazaheri; M. Overstreet; M. Shanker;
  - **Technology:** M. Bartholomew, chair; M. Collins, C. Lynch

**7. New Business**

There is no new business.

**8. Old Business**

There is no old business.

**9. Adjournment**

M. Bartholomew motioned to adjourn at 6:00 p.m.  
2nd by C. Lynch

**Reminder:**

- **Next Board meeting: October 12, 2021**

**Respectfully submitted by:**

Carolyn Lynch, Secretary \_\_\_\_\_ Date \_\_\_\_\_

Cheryl Sandefur, Board President \_\_\_\_\_ Date \_\_\_\_\_