

**The Paul Sawyer Library Board of Trustees  
Regular Meeting of Dec. 10, 2019 Minutes  
5:30 pm in library board room**

**1. Call to Order/Record Attendance**

Natalie Wilkerson (chair), called the meeting to order at 5:36 pm.

**Attendees:** Natalie Wilkerson, Maria Bartholomew, Robert Kellerman, Mary Lynn Collins, Alison Cuentas, Carolyn Lynch, Cheryl Sandefur, Jean Ruark (director).

**Not Present:** Connie Crowe, Patty Crittenden, Bernie Mazaheri

**2. Public Comment**

No public comment.

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

B. Kellerman, 2nd C. Lynch. Motion passed unanimously.

**4. Treasurer's Report**

B. Kellerman submitted the revenue and expenditure report as of 11/30/2019. Mr. Kellerman noted that the first of the tax disbursements had been received. M.L. Collins moved to accept the report, with a second from M. Bartholomew. Motion passed unanimously.

**5. Communications**

Jean shared communications from Focus on Race Relations.

**6. Report of Librarian**

Jean shared highlights from the month of November at Paul Sawyer Library. Some noteworthy events include, Ellen Glasgow, who presented the program on Mail Art, also did the display case at the front of the building. Also, some staff will be meeting with KSU to discuss possible collaborative opportunities.

**7. Committee Reports**

**Budget:** no report

**Building:** no report

**Long Range:** no report

Jean added she had shared the Strategic Plan with managers. They will be working on a marketing plan as well as measurable goals.

**Policy/Personnel:** no report

**Technology:** no report

**Ad Hoc Art:** no report

**8. Unfinished business**

**Review of Personnel Policy Manual - Personnel Committee**

Jean would like to meet with Policy/Personnel Committee to discuss some areas of the Policy Manual. This will probably be in January.

**9. New Business**

**Meet the New Director - Friday, Jan. 10, 4-6 pm in the River Room**

Cheryl discussed the plan for this event.

**10. Adjourn**

M.L. Collins moved to adjourn at 6:26 pm. 2nd by M. Bartholomew.

**Next board meeting will be 5:30 pm, Jan. 14, 2020 in the library board room**

Respectfully submitted by

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

Natalie Wilkerson, President \_\_\_\_\_ Date \_\_\_\_\_

