

**The Paul Sawyer Public Library Board of Trustees Regular
Meeting of October 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 5:32 p.m.

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

Not Present: Connie Crowe

Guest: Valorie Peduto

2. Approval of agenda

M. Shanker, 2nd M. Bartholomew

3. Approval of minutes of previous meeting

C. Sandefur, 2nd M. Shanker

4. Treasurer's report

Mr. Shanker presented the treasurer's report.

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

5. Director's report

-AT&T will be installing a new fiber optic line, at their expense, sometime in November. Once that's in place, we will be able to segregate public and staff bandwidth, allowing both to fully utilize much faster connections and increasing the security of both.

- AV updates are finished in the boardroom, so that room will be available for use soon.

-The library is working with Thorn Hill learning center to host GED classes at the library.

- Last year, we began working with Orangeboy, a provider of social engagement software called Savannah. Stacy Stamper used Savannah for this campaign, crafting directed emails to our inactive and occasional users, to try to re-engage them with the library. With six emails, we saw an increase of 1005 patrons engaging with the library, in some way. This will be very useful as we work toward getting our patrons back into the library as the pandemic wanes.

- The library continues to operate on limited hours. Jean would like to continue this until Franklin Co. is no longer in the red due to the number of cases. Mr. Overstreet asked about resuming Sunday hours soon, and Jean replied that this would be the first day to be resumed, and it is hoped this will

occur in the near future.

-Jean requested that she, and three members of staff be able to attend the PLA (Public Library Association) in Portland, Oregon in March of 2022. If they register now, the cost is reduced. The board supported this professional development opportunity for Jean and the staff.

C. Sandefur also motioned to approve Jean Ruark and three employees to attend the PLA conference in Portland, OR March 2022. 2nd by M. Collins. Motion passed unanimously.

6. Committee reports

No committees had a report.

- **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**

Set meeting time to review/revise Board Policies

Time set for meeting - Tuesday, Oct. 26 @ 5 pm

- **Technology: M. Bartholomew, chair; M. Collins, C. Lynch**

7. New Business

Review and approve RFP for installation of new snow and ice rails for the roof of the original library building.

C. Sandefur motioned to give Jean the authority to issue a request for proposals for installation of new snow and ice rails for the roof of the original library building. 2nd by M. Bartholomew. Motion passed unanimously.

8. Old Business

No old business.

9. Adjournment

M. Shanker motioned to adjourn at 6:21 pm. 2nd by C. Lynch

Reminder:

- **Next Board meeting: November 9, 2021**

Respectfully submitted,

Carolyn Lynch, secretary _____ **date** _____

Cheryl Sandefur, president _____ **date** _____