

The Paul Sawyer Public Library Board of Trustees
Regular Meeting of March 8, 2022 Minutes
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 5:31 p.m.

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

Guests: Valorie Peduto, Greg Miklavcic

2. Approval of agenda

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

3. Approval of minutes of previous meeting

M. Shanker, 2nd M. Collins, motion passed unanimously

4. Presentation of 2021 Audit – Greg Miklavcic

Board members had a copy of the audit to review prior to the meeting.

C. Sandefur motioned to approve the audit, 2nd M. Collins. Motion passed unanimously.

5. Treasurer's report

Mr. Shanker presented the treasurer's report.

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

6. Director's report

Jean presented the director's report. This included the following:

-National Library Week is April 3-9 and is a time to celebrate our nation's libraries, library workers' contributions and promote library use and support.

-The pressing issue is the replacement of the cooling units in the server room, but another problem has come up. The cooling and heating loops, for the chillers and the boilers, respectively, need attention. They should be tested regularly, to ensure that the liquid in the sealed loop is performing as it should – able to cool and heat the air appropriately. We have no record of the last time any of the loops – we have two cooling and one warming loop – were tested or augmented with necessary chemicals. Charles had a contractor come in to do that last week. We found that all of the loops need attention, but the cooling loops are reaching a critical stage. Because there is no record of what chemicals were added or when, the tank for the original system in the main part of the building needs to be drained and cleaned before chemicals and water can be added. The estimate for this project is approximately \$20,000; the chemicals needed are the biggest part of this expense. Glycol, the main chemical needed for cooling, is running at approx. \$27 per gallon; we may need 380 gallons. This is another unanticipated expenditure. The system is working, although not as well as it would with this repair/replacement. We hope to be able to schedule this for the beginning of FY 2022-23, so that we can include this in the FY2022-23 budget.

7. Committee reports

- **Budget:** M. Shanker, chair; P. Crittenden; B. Kellerman; M. Overstreet; C. Sandefur - no report
- **Building:** B. Kellerman, C. Lynch - *see new business, 8.b*
- **Long Range:** M. Collins, chair; C. Sandefur; C. Crowe; P. Crittenden - no report
- **Policy/Personnel:** C. Sandefur; B. Kellerman; M. Overstreet; M. Shanker
See new business 8.a The committee will need to meet to determine voting members.
- **Technology:** M. Bartholomew, chair; M. Collins, C. Lynch, C. Crowe - no report

8. New Business

a. Review and approve updated Special Collections Policy

C. Lynch motioned to approve the updated special collections policy. 2nd by C. Sandefur. Motion passed unanimously.

b. Review and approve contract for replacement of AC units in Server room

Two bids were submitted, and the lower bid was accepted for the amount of \$19,755.70 from The Lusk Group. This is option 1, which is the A/C condenser only. M. Collins motioned to accept option 1, for the installation of 2 30,000 BTU mini split units for the 2nd floor server room for the sum of \$19,755.70. 2nd by M. Shanker. Motion passed unanimously.

9. Old Business

No old business

10. Adjournment

C. Lynch motioned to adjourn at 6:13 pm. 2nd by C. Sandefur

Reminder:

- **Next Board meeting: April 12, 2022, 5:30 PM**

Respectfully submitted,

Carolyn Lynch, Secretary

Cheryl Sandefur, President