

The Paul Sawyer Public Library Board of Trustees
Regular Meeting of April 12, 2022
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, Connie Crowe, Shane Hecker, Carolyn Lynch, Mark Overstreet, Cheryl Sandefur, Manoj Shanker, Jean Ruark (director)

Not present: Patty Crittenden, Robert Kellerman

Guests: Valorie Peduto,

2. Approval of agenda

M. Shanker. 2nd M. Collins

Motion passed unanimously

3. Approval of minutes of previous meeting

M. Collins, 2nd C. Sandefur

Motion passed unanimously

4. Treasurer's report

Mr. Shanker presented the treasurer's report.

Motion to accept the report and expenditures was made by M. Collins, 2nd C. Lynch.

Motion passed unanimously

5. Director's report

Jean presented the director's report. Highlights include the following:

*Starting Monday, April 4, the library will be open until 8 pm Monday thru Thursday.

*Jean discussed the budget amendment needed in order to replace circuit #2 on the original chiller. See new business.

*PSPL has unclaimed funds available through the office of the state treasurer. The board will proceed in new business to name Jean to claim this on behalf of the board.

*A chapter of the Dolly Parton Imagination Library has been established in Franklin Co. DPIL Frankfort officially launched their campaign here at PSPL on March 25. The board would like to request a representative from DPIL Frankfort to speak to the board as we consider contributing funds to this 501(c) 3 group.

6. Committee reports

a. Budget: M. Shanker, chair; P. Crittenden; B. Kellerman; M. Overstreet; C. Sandefur

The budget committee met on March 14. They discussed the following items:

-Exploring the possibility of changing auditors as a best practice.

-Review investment vehicles at future budget meetings.

-Discussed budgeting for the replacement of the cooling loops.

b. Building: B. Kellerman, C. Lynch, S. Hecker

See new business

c. Long Range: M. Collins, chair; C. Sandefur; C. Crowe; P. Crittenden, S. Hecker - no report

d. Policy/Personnel: C. Sandefur; B. Kellerman; M. Overstreet; M. Shanker

See new business

e. Technology: M. Bartholomew, chair; M. Collins, C. Lynch, C. Crowe - no report

7. New Business

a. Review and approve amended budget

M. Shanker motioned to move \$4,000 from movies/DVD and \$10,000 from contingency to facilities management in order to cover the cost of the repair of the York chiller expansion valve. 2nd by C. Sandefur. Motion passed unanimously.

b. Review, select, and approve contract for repair of coolant loop system.

C. Lynch motioned to accept the quote from Chardon for \$18,655 for the coolant loop repair. 2nd by M. Collins. Motion passed unanimously.

c. Review and approve repair of Circuit #2 on York chiller

C. Lynch motioned to approve the repair of Circuit #2 on the York chiller made by the Lusk Group, a single source provider, for \$13,298. 2nd by C. Sandefur. Motion passed unanimously.

d. Review and approve nominations to Voting Board

M. Bartholomew's term on the Voting Board expires June 30, 2022. C. Sandefur motioned to nominate M. Bartholomew for a second term on the Voting Board, with C. Crowe as alternate. This term will expire on June 30, 2026. 2nd by C. Lynch. Motion passed unanimously.

To complete the slate of officers, C. Sandefur motioned to appoint M. Collins as Vice President and C. Lynch as Secretary. 2nd by M. Shanker. Motion passed unanimously.

e. Review and approve pay raise for director

C. Sandefur motioned to approve a 3% pay raise for the library director effective July 1, 2022. 2nd by C. Lynch. Motion passed unanimously.

f. Approve director to submit claim for unclaimed funds and receive funds from the Office of the State Treasurer

M. Collins motioned to approve the director to submit a claim for unclaimed funds and receive funds from the Office of the State Treasurer. 2nd by C. Lynch. Motion passed unanimously.

8. Old Business

No old business.

9. Adjournment

C. Sandefur motioned to adjourn at 6:50 pm. 2nd by C. Lynch.

Reminder:

- **Next Board meeting: May 10, 2022, 5:30 PM**

Respectfully submitted,

_____ **Carolyn Lynch, Secretary**

_____ **Cheryl Sandefur, President**