

The Paul Sawyer Public Library Board of Trustees
Regular Meeting of October 10, 2023
5:30 p.m.
In-person at 319 Wapping Street, Frankfort

- 1. Call to order and record attendance:** Carolyn Lynch, president, called the meeting to order at 5:32 p.m.

Attendees: Mary Lynn Collins, Cheryl Sandefur, Manoj Shanker, Mark Overstreet, Jean Ruark, Maria Bartholomew, Bob Kellerman, Valorie Peduto (V), Connie Crowe (V), Patty Crittenden (V)

- 2. Approval of agenda**

M. Bartholomew made motion to approve agenda. M. Collins seconded. Motion passed unanimously.

- 3. Approval of minutes of previous meeting**

M. Shanker made motion to to approve September minutes with the following change; C. Crowe did not attend the September meeting. B. Kellerman seconded. Motion passed unanimously.

- 4. Treasurer's report**

M. Shanker presented the Treasurer's report. Highlights included: last month's \$5,000.00 discrepancy did not impact the bottom line, as of September 30, 2023 (not August) the balance is 30% higher than this time last year. It was noted that expenditures for the first three months of the current fiscal year are \$325,000 versus \$285,000 for the same period last fiscal year. This is reflective of increases in prices everywhere.

J. Ruark noted that a budget amendment will have to be undertaken in January 2024. Annual healthcare costs had been budgeted for 8%, but the Library was recently informed that the increase will be 16% instead. This additional cost is to be absorbed by the employer and is at no additional cost to the employee.

C. Sandefur noted improvement over Youth Services numbers - better than 2019.

J. Ruark noted that people are responding positively to the replacement of older materials with newer selections.

The top of the Revenue report should say "2023-2024" not "2022-2023".

B. Kellerman made motion to approve the Treasurer's report with the change. C. Lynch seconded. Motion passed unanimously.

5. Communications/Public Comment

None

6. Director's report

J. Ruark presented the Director's report. Highlights included: The Library's auditors have requested confirmation of documentation of actions taken by the Board regarding personnel matters (i.e. hiring, firing, etc updates). J. Ruark will submit personnel updates in a separate report for the Board's documentation of approval.

Things are going well at the Library, no real concerns at this time.

C. Lynch noted that gate clicker numbers are down by half, not sure if there is a problem. J. Ruark indicated that there is a problem with the clicker and she will follow-up in the effort in making sure there is as accurate a number as possible of Library usage.

Discussion ensued as to the breadth of the Board's input with regard to personnel issues. It is the Board's understanding that the Director has been entrusted with actual hirings and firings, the Board has complete confidence in the Director's ability to do so, and the Director (not the Board) has intimate knowledge of the needs of the Library and the quality of the interviewees. M. Overstreet has recommended that clarification be sought from Charles T. Mitchell if the current arrangement is not satisfactory.

J. Ruark shared updated personnel information- four new hires, two resignations, one title change (now submitted as a report).

M. Collins made motion to approve salary change (from \$2508.00 to \$2758.00) and title change to Full -Time Circulation Manager for Alex Sandefur. M. Shanker seconded. Motion passed unanimously.

7. Committee Reports

- a. **Budget** - Did meet. Reserve Fund Policy was discussed. M. Shanker shared that there are two reserve funds (Emergency Reserve and Capital Facility Reserve with a combined total of a bit over \$200,000. It was recommended that in February 2024 specific line-item requirements will

be defined. The Library Board will continue to determine from which fund emergency expenditures will be drawn.

C. Lynch made motion to approve Reserve Fund Policy. M. Shanker seconded. Motion passed unanimously.

b. Building - Did not meet

c. Long Range - Did not meet. J. Ruark shared that Dr. Taylor still needed complete her survey and review/analyze the results - a process that could take several more weeks. It is anticipated that her report will be available by the end of November.

d. Policy/Personnel - Did meet

1. Full-time Circulation Services Coordinator job description has been submitted to and approved by the Board.
2. There has been a request for a review a Reconsideration and New Collection Development forms (see **New Business**).

e. Technology - Did not meet

8. Old Business

None

9. New Business

C. Lynch made motion to approve item two under **Policy/Personnel**. M. Collins seconded. Motion passed unanimously.

Discussion ensued about concerns relating to appropriate use of staff time and the efficient functioning of the library. Analyzing forms should not override other duties. The concern shall be monitored and boundaries shall be established, if indicated. The Board shall consider amending the policy next month.

10. Adjournment

M. Bartholomew made motion to adjourn. C. Lynch seconded. Meeting adjourned at 6:13 p.m.