

The Paul Sawyer Public Library Board of Trustees
Regular Meeting of November 14, 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 5:44 p.m.

Attendees: Cheryl Sandefur, Mark Overstreet, Carolyn Lynch, Jean Ruark, Patty Crittenden, Mary Lyn Collins, Shane Hecker, Maria Bartholomew, Conie Crowe (V).

Guest: Anna Marie Rosen

- 2. Approval of agenda**

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

- 3. Approval of minutes of previous meeting**

Will be approved at the next regular meeting.

- 4. Treasurer's report**

J. Ruark presented the Treasurer's report. Ruark shared that M. Shanker indicated that everything appeared to be in order. Spending is on track for this time of year and there was nothing to call attention to spending.

M.L. Collins questioned the Courts Credit card expenses. J. Ruark said those were expenses incurred as a result of background checks.

M.L.Collins made motion to accept the Treasurer's report as submitted. C. Lynch seconded. Motion passed unanimously.

- 5. Communications/Public Comment**

Anna Marie Rosen, a committee member of Franklin County's Solid Waste Management Team, shared her concern. She has monitored the trash container outside of the library and has retrieved several bags with the PSPL logo. She estimates that there are at least three plastic bags a day being deposited in the receptacle. She reminded the Board of the damage to the environment plastic bags cause and urged the board to consider other ways of meeting patron needs.

M. Overstreet raised the possibility of paper bag usage. M.L. Collins noted the benefit of plastic on rainy days. A. Rosen suggested only offering bags if

requested and to recycle used bags. J. Ruark said the library will adjust how bags are offered and will look into alternate forms of material.

M. Overstreet has asked J. Ruark to submit a proposal next month.

6. Director's report

J. Ruark shared that her report has been emailed to us. It has been a good month so far and there is nothing of concern at this time.

7. Committee reports

- a. Budget - Did not meet
- b. Building - Did not meet
- c. Long Range - M.L. Collins shared that the survey information has been included in the Director's report. Once the surveys have been completed and returned, the results (including staff in-put) will be compiled and a report will be drafted.
- d. Policy/Personnel - M. Overstreet indicated that the term "seasonably" in the "Request for Reconsideration" form, should stand as written.

C. Lynch made motion to approve the amended "Collection Development Policy" form and the "Reconsideration of Materials" forms as submitted.

M.L. Collins seconded. Motion passed unanimously.

Discussion ensued on the Librarian I Community Engagement job description (previously emailed to Board members). Clarification was provided. The Librarian II, positions held by Ernie, with a technology focus and Diane, with a community engagement focus, will serve as mentors to the Librarian I position.

M. Overstreet questioned the use of the word "incumbent" in the job description, but agreed to leave it as is. Overstreet also inquired as to the type of background checks the library does and if every position is held to the same standard. J. Ruark indicated that the library does the background checks as required by law (no financial inquiries). The same standard is applied, regardless of job descriptions.

M.L. Collins made motion to approve Library I Community Engagement position, as submitted. C. Lynch seconded. Motion passed unanimously.

- e. Technology - Did not meet.

8. Old Business - none

9. New Business - none

10. Adjournment - meeting adjourned at 6:08 p.m.

Respectfully submitted,

_____, Carolyn Lynch
President

_____, Maria Bartholomew
Secretary