

The Paul Sawyer Public Library Board of Trustees
Minutes of Regular Meeting on February 13, 2024

At 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 5:30 p.m.

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

Guests: Melissa Strasser, Greg Miklavcic

- 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**

B. Kellerman made motion to approve minutes of January meeting. C. Lynch seconded. Motion passed unanimously.

- 4. Special report**

Greg Miklavcic presented the annual auditor's report. Highlights included: The Library was given an "unqualified opinion" - the highest rating that can be given, pp 1-3 no material mistakes, pp 4-9 concise management synopsis was presented, pp 10-11 not a concern for the Library, pp 12-14 approximately \$2.8 million in investments (up from last year), \$3 million in total assets, \$203,000 in total liability (in good shape), \$3.5 million in total revenue, property tax \$,25,000, investment earnings \$52,000.00 this year as opposed to \$2,000.00 last year.

Everything went well and it was great working with the Library team.

M. Shankar made motion to approve audit as submitted. M.L.Collins seconded the motion. Motion passed unanimously.

- 5. Special report**

Melissa Strasser, Adult Services Manager, presented information about Overdrive (a typed report has been submitted). Highlights included: PSPL is part of a consortium of 110 libraries that share digital materials, PSPL's usage is expected to double this year, PSPL participates in the Advantage Program allowing our patrons first access to many materials.

PSPL pays an annual fee of \$4200.00 (\$2500.00 of which is earmarked for materials to be shared), \$2500.00 is granted back to the Library as content credit, approximately \$1100.00 is spent monthly on the purchase of digital materials (more funds would be beneficial), PSPL makes independent determination of resources that address its patron population.

6. Treasurer's report

M Shankar presented the Treasurer's report. Highlights included: As of January 31, 2024 total funds show an increase of 21% over last year same time, although overall spending is down, there was \$10,000.00 spent this year due to maintenance issues, nothing extraordinary stands out, Library appears to be in good financial shape

B. Kellerman made motion to accept the Treasurer's as presented. M. Bartholomew seconded the motion. Motion passed unanimously.

7. Communications/Public Comment

None

8. Director's report

J. Ruark presented the Director's report. Highlights included: full report has been submitted to the record, statistics regarding Library program attendance and room usage will be provided as a requirement of the annual Board report.

Awaiting second quote for windows. First quote reflected \$16,000.00 for six windows, but seven windows are in need of repair.

J. Ruark will keep the Board updated on window and gutter matters.

9. Committee reports

- a. Budget - M. Shankar made motion to approve amended budget. C. Lynch seconded. Motion passed unanimously.
- b. Building - Did not meet
- c. Long Range - M.L.Collins reported that Angie, the consultant, is close to finalizing her report. Collins anticipates a draft report being available for the March meeting.
- d. Policy/Personnel - See **New Business**
- e. Technology - Did not meet

10. Old Business

None

11. New Business -

M. Shankar made motion to approve new PT Marketing/ PR associate position. C. Lynch seconded. Motion passed unanimously.

C. Lynch made motion to approve a 5% wage increase for Dalton Bennett (an outstanding employee). M.L.Collins seconded. Motion passed unanimously.

12. Adjournment

M. Shankar made motion to adjourn. Meeting ended at 6:40 p.m.

Respectfully submitted,

_____, Carolyn Lynch
President

_____, Maria Bartholomew
Secretary