

The Paul Sawyer Public Library Board of Trustees
Minutes of Regular Meeting on May 9, 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 5:30 p.m.
Attendees: Carolyn Lynch, Cheryl Sandefur, Manoj Shanker, Jean Ruark, Mark Overstreet, Mary Lynn Collins, Patty Crittenden, Robert Kellerman, Maria Bartholomew, Valorie Peduto (V), Connie Crowe (V)
Visitor: Anna Marie Rosen
- 2. Approval of agenda**
M. Shanker made motion to approve agenda, M. Bartholomew seconded. Motion passed unanimously.
- 3. Approval of minutes of previous meeting**
M. Collins made motion to approve April minutes as submitted, C. Lynch seconded. Motion passed unanimously.
- 4. Treasurer's report**
M. Shanker presented the Treasurer's report. Highlights included: In total funds the Library is \$485,000 (17%) ahead of the same time as last year, there appears to be continual left-over revenue which the Library will analyze for long term needs usage. The Library is doing well.
M. Collins made motion to accept expenditures and Treasurer's report, B. Kellerman seconded. Motion passed unanimously.
- 5. Communications/Public Comment**
Anna Marie Rosen asked for an update on where the Library stands in terms of its energy review and potential use of solar energy. J. Ruark indicated that a Northern Kentucky consultant has been selected to complete the review. A. Rosen indicated that energy will cost even more in the future. It is important find efficient ways as quickly as possible.
- 6. Director's report**

J. Ruark presented the Director's report. Highlights included: Overall metrics are good, but DVD checkouts are lower and are not expected to recover. The Library will maintain a minimal DVD collection. The Census Bureau maintains direct contact with the Library and will keep the Library updated.

Josh Hedden and Zach Kokorovic have requested funding for out-of-state travel to attend Spice World Technology conference (an industry-wide IT conference). M. Overstreet recommended that a written report be submitted after the conference. J. Ruark will follow up.

C. Lynch made motion to approve travel for Hedden and Kokorovic in the amount of \$2748.00 (excluding meals), M. Collins seconded. Motion passed unanimously.

M. Overstreet recommends publicizing the use of STOCARDS. Statistics report should include 2019. It was noted that lots of libraries in the Northeast have passes to local attractions. As part of PSPL library outreach, can we partner with the History Center, the military museum, and elsewhere? J. Ruark will follow-up.

M.Collins has requested an update from Stacey in order to help with strategic planning.

J.Ruark noted that Friends will generously fund the purchasing of eighteen visual art panels (with the flexibility of showcasing displays from sixteen to one hundred forty-four feet). This is seen as being of great benefit to the community.

C. Lynch has recommended the possibility of the Library house tourism brochures. The Library is often the only place open , especially on Sundays and could function as a valuable source of information for people who may be traveling from out of town.

7. Committee reports

a. Policy/Personnel - C. Lynch recommends that the Board approve the creation of two positions in Youth Services (one - a reclassification for work already being done and the second position for a part time Youth Services programmer. (See proposal as developed by J. Ruark).

M. Shanker made motion to approve the creation of positions in the Youth Services Division, M. Collins seconded. Motion passed unanimously.

C. Lynch has made a recommendation that the Library staff receive raises up to 6%, the director to receive 6% (note: even with these increases, the budget will still come in lower than last year).

M. Shanker made motion to approved salary increases, C. Lynch seconded. Motion passed unanimously.

J. Ruark noted that starting wages will be raised to \$12.00/hr (completing an incremental increase process initiated two years ago).

b. Budget - M. Shanker noted that total personnel cost was down 1.4% as compared to last year, utilities was moved from the automation line to the telephone line and therefore reflects \$30,000 increase in telephone usage. The overall 17% decrease in utility expenditures is a reflection of Charles being able to keep things running efficiently,

c. Building - Did not meet

d. Long Range - Did not meet

e. Technology- Did not meet

8. Old Business - None

9. New Business - None

10. Adjournment

M. Bartholomew made motion to adjourn, C. Lynch seconded

Meeting adjourned at 6:04 p.m.

Respectfully submitted,

_____, Carolyn Lynch
President

_____, Maria Bartholomew
Secretary