

**The Paul Sawyer Public Library Board of Trustees**  
**Regular Meeting of November 9, 2021**  
**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 5:36 p.m.

**Attendees:** Maria Bartholomew, Patty Crittenden, Connie Crowe, Robert Kellerman, Carolyn Lynch, Mary Lynn Collins, Cheryl Sandefur, Mark Overstreet, Jean Ruark (director)

**Not Present:** Manoj Shanker

**Guest:** Valorie Peduto

**2. Approval of agenda**

M. Bartholomew, 2nd M. Collins

**3. Approval of minutes of previous meeting - Oct. 12, 2021**

C. Sandefur, 2nd M. Bartholomew

**4. Open bids and award snow and ice rail system installation project**

There was only one bid for the project. It was from Tecta.

M. Collins motioned to accept the bid from Tecta, with clarification upon the aerial platform, if it is included in the bid, and given Tecta has acquired all permits, workmans comp, and unemployment as this was not noted in the bid. 2nd by M. Bartholomew. Motion passed unanimously.

**5. Treasurer's report**

Jean presented the treasurer's report.

M. Bartholomew motioned to accept the treasurer's report. 2nd by M. Collins. Motion passed unanimously.

**6. Director's report**

Some highlights from Jean's report;

\*Sunday hours will resume on November 21st, and Friday hours will extend to 5 pm. After the holidays, the plan is to begin in-person services once again. If things continue to improve on the pandemic front, the library will return to pre-Covid operating hours after the first of the year.

\*The library management team will be choosing between two website developers - LibraryMarket and MugoWeb. The development fee for each will be \$25,000. This will be done in the next few weeks, so work could hopefully begin on this in January, with a new website design by April 2022.

\*Jean and Valorie recommend switching payroll system providers. They will be moving to Payroll Solutions for payroll and timesheet/leave accounting. Payroll Solutions does not offer an Employee Assistance Program or HR consulting. They have found another provider (Ulliance) that will offer both. The library will save approximately \$11,000 a year by switching to a new provider. Jean and Valorie believe that contracting with a provider whose focus is employee assistance will be an even greater benefit for the library's employees, far beyond the cost savings. The plan is to make the switch in February, after payroll for 2021 is complete and W-2s have been completed.

## **7. Committee reports**

- **Budget: M. Shanker, chair; P. Crittenden; B. Kellerman; M. Overstreet; C. Sandefur** - no report
- **Building: B. Kellerman, C. Lynch** - no report
- **Long Range: M. Collins, chair; B. Kellerman; C. Sandefur; Connie Crowe**  
*Will meet Nov. 30 @3:30 by Zoom or in the library*
- **Policy/Personnel: C. Sandefur; B. Kellerman; M. Overstreet; M. Shanker**  
Bernie Mazaheri has resigned from the advisory board effective November 8, 2021. The Policy and Personnel committee will recommend a replacement by the next meeting.  
*See new business - review and approve board policies*
- **Technology: M. Bartholomew, chair; M. Collins, C. Lynch, Connie Crowe**  
No report

## **8. New Business**

### **• Review and approve Board policies**

#### **Conflict of Interest**

C. Sandefur, 2nd M. Collins. Motion passed unanimously.

#### **Fiscal Responsibility**

M. Collins, 2nd C. Sandefur. Motion passed unanimously.

#### **Investment**

M. Collins, 2nd C. Lynch. Motion passed unanimously.

#### **Procurement**

C. Sandefur motioned to approve with the following changes:

-remove "Model Procurement Code Adopted" from the first heading. It should read **Procurement Policy**.

-The first paragraph is edited to read "**The Board of Trustees of the Franklin County District Public Library and the Paul Sawyer Public Library, desires to make all purchases and contracts in a transparent and competitive manner that represents the interests of the library and taxpayer.**" Remove the two sentences that follow regarding following the procurement code.

- In the third paragraph - insert "prior to" so it will read "Any purchase, lease or procurement of \$10,000 or more shall be brought before the Board **prior to** approval." 2nd by M. Collins. Motion passed unanimously.

#### **Orientation**

**Reimbursement of Expense**

M. Collins, 2nd M. Bartholomew. Motion passed unanimously.

**Library Sponsorship (new policy)**

M. Collins, 2nd M. Bartholomew. Motion passed unanimously.

**• Amend budget – for Building Maintenance**

M. Collins motioned to approve amendment of the budget to increase revenue by \$40,000, which is based upon revised tax revenue projections, and move that money into building maintenance. 2nd by C. Sandefur. Motion passed unanimously.

**9. Old Business**

No old business

**10. Adjournment**

C. Sandefur motioned to adjourn at 6:33 pm. 2nd by C. Lynch

**Reminder:**

- **Trustee Orientation Videos – first session, beginning at 5 PM before meeting on November 9**
- **Next Board meeting: December 14, 2021**

**Respectfully submitted,**

**Carolyn Lynch, secretary** \_\_\_\_\_ **date** \_\_\_\_\_

**Cheryl Sandefur, president** \_\_\_\_\_ **date** \_\_\_\_\_