

The Paul Sawyer Public Library Board of Trustees
Minutes of Regular Meeting on March 12, 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 5:34 p.m.

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

- 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 and special-called meeting**

M.L. Collins made motion to approve the February 13, 2024 minutes as amended (substitute “er” for “ar”). M. Shanker seconded. Motion passed unanimously.

B. Kellerman made motion to approve the minutes of the February 15, 2024 Special-called meeting, as amended (reflecting the correct spelling of B. Kellerman’s name). C. Lynch seconded the motion. Motion passed unanimously.

J. Ruark noted that bid had been resubmitted as requested by the Special-called meeting. It now contains the specifications as requested by Lauren and is now in compliance with E-Rate requirements.

- 4. Treasurer’s report**

M. Shanker presented the treasurer’s report. Highlights included: As of February 29, 2024, total funds are 8.3% over the same time last year, CDARs are doing well, expenditures are commensurate with the same time frame as last year, current buffer has doubled to \$200,000.00 over last year, revenue is a little less than last year but is not of concern.

J. Ruark noted that there may be a delay for incoming property taxes. The Library received a letter from the Clerk of Courts detailing that they have received new software and are behind in their distribution.

M. Shanker noted that Tangible taxes have not come in as yet, but there is currently enough of a buffer to cover, a formulaic error was identified in the reimbursements line.

M. Overstreet has requested that there be a separate column in Revenue Categories that highlights each current month's information. V. Peduto should be able to follow up.

Fines are charged for movies. Lost books are charged. If lost material is returned, patrons will be reimbursed.

B. Kellerman made motion to approve expenditures and the Treasurer's report. M.L. Collins seconded the motion. Motion passed unanimously.

5. Communications/Public Comment

None

6. Director's report

J. Ruark presented the Director's report. Highlights included: The Library will have to produce a special report to reflect meeting room usage and library programs statistics, library is almost back to pre-COVID levels, some areas are even better; audiobooks will no longer be ordered due to lack of use and the expense involved. As a comparison, M. Overstreet would like to continue to see the 2019 statistics and then 2021 onward.

Information was presented about Unique, credit given to Alex Sandefur for preparing the report. Unique has maintained an overall profit margin of 5:1 based on a 22-year average, 7:1 for the last 2 years. The staff considers it worthwhile to keep.

Automatic renewals are good for making some overdue materials return, the waiver fee of \$10.00 can be applied in extenuating circumstances. M. Overstreet recommended charging the full \$10.30 that Unique charges the Library.

M. Overstreet inquired about the Library's liability regarding a recently fired employee. J. Ruark indicated there is probably a low liability, but will remain vigilant.

7. Committee reports

a. Budget - M. Shanker shared that CDARS investment at 4.75% is doing well and recommends allowing the additional amount of \$750,000.00 remain invested for the next three months (short term), then decide what to do with it.

b. Building

Did not meet

- c. **Long Range** - M.L. Collins reported that there was no meeting due to the volume of responses to the survey. Angie Taylor, our consultant, and the staff are working hard to make sure all responses are being considered. It is hoped that the draft of the report will be available prior to the April Board meeting.
- d. **Policy/Personnel** - C. Lynch reports all director evaluations have been turned in. M. Shanker and C. Lynch met with J. Ruark. It is unanimously agreed that J. Ruark is providing excellent leadership and all are pleased with her work - it shows in how well the Library is doing.
- e. **Technology** -
Did not meet

8. Old Business

None

9. New Business

None

It was noted that National Library begins in April.

10. Adjourn - M. Shanker made motion to adjourn. Meeting was adjourned at 6:17 p.m.

Respectfully submitted,

_____, **Carolyn Lynch**
President

_____, **Maria Bartholomew**
Secretary