

The Paul Sawyer Public Library Board of Trustees  
**Minutes of Regular Meeting on May 14, 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 5:31 p.m.

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

2. **Approval of agenda**

M. Bartholomew made motion to approve agenda. B. Kellerman seconded. Motion passed unanimously.

3. **Approval of minutes of previous meeting**

M.L. Collins made motion to approve minutes of previous meeting. M. Shanker seconded. Motion passed unanimously.

4. **Treasurer's report**

M. Shanker presented the Treasurer's report. Highlights included: Library currently has approximately \$4.1 million in funds - ahead of the same time as last year by 22%, Property taxes have been coming in, the funds at Traditional Bank will mature by the next Board meeting, therefore need to discuss options, invoice expenses are as expected.

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

5. **Communications/Public Comment**

None

6. **Director's report**

Jean Ruark presented the Director's report. Highlights included: There was discussion about the Garden Club's desire to fund and place a statue in memory of Lillian Lindsey. An artist has been secured. There, currently, is no design available. The Library is open to having input on placement of the statue, approval of the design, and does not plan to be involved in the fundraising portion. J. Ruark will keep the Board updated.

C. Lynch noted that Columbia Gas expenses were down 42%. Well done.

7. **Committee reports**

- a. **Budget:** M. Shanker shared that \$13,792.00 is needed for the purchase of chairs for the River Room. The Board needs to vote on amending the

budget for the approval of the purchase of the chairs. The current budget will not be affected. Funds will be moved to create a line item.

Committee recommends the approval of the 2024-2025 budget.

Discussion ensued about best options for investing in the CDARS note which matures June 8, 2024. M. Overstreet will follow up with Chip Banks to explore options.

- b. Building:** B. Kellerman shared that the committee met by email to discuss gutter repair. Charles and J. Ruark are in favor of using Tecta America. The Library has used them previously and has been very satisfied with their work. Their bid for gutter repair is approximately \$21,000.00. Questions were raised as to the nature of their warranty. J. Ruark will follow up.

A second bidder was declined because they did not provide requested information. They were unable to provide a bid without first being paid to do a cleaning (\$3,500.00).

See emails for additional details

B. Kellerman made motion that Board approve contract with Tecta America for gutter cleaning and sealing work, in the amount of \$21,000.00. M. L. Collins seconded. Motion passed unanimously.

- c. Long Range:** M. L. Collins shared that the committee met and is pleased with the draft of the strategic plan for 2024-2027. It is recommended that what we are currently doing be separated from ideas for the future. Draft has been sent to the Board.

M. Overstreet recommended exploring strategies for increasing circulation of DVD's and audio recordings before canceling purchases. He also questioned how the draft relates to what the Library is currently doing.

Discussion ensued about the feasibility of offering a library card to teens (under 18). J. Ruark talked about a "3-Books Card" implemented by her in a previous system. These would give teens a measure of autonomy especially when parents do not come to the library. C. Lynch raised concern about potential challenges from the Library allowing students to check out materials of which a parent doesn't approve. J. Ruark indicated parents will be able to cancel the card or sign a waiver of awareness. J. Ruark will research feasibility for PSPL.

M. Overstreet questioned the meaning of “story branding”. Is it not better for marketing to focus on vision and message? Story branding does not need to be included in the strategic plan, yet it still can be done.

Discussion followed about the need for a sensory lab, an asset map-ensuring that local businesses do not receive unevenly applied advertising, and the need for developing strategies that will increase staff retention and reduce turnovers.

It was noted that Dalton has done a very good job of creating and teaching small classes online. The Library may consider using the computer lab for staff training and other activities as it is currently underutilized.

Strategic plan draft will be open for more Board feedback and recommendations before the next meeting.

J. Ruark and V. Peduto were excused to discuss wages. They returned and the following was suggested:

**d. Policy/Personnel**

The Personnel/Policy committee recommended a wage increase of 3.5% for J. Ruark, based on input from the Budget Committee. C. Lynch made the recommendation on behalf of the Personnel/Policy Committee. It is recommended that the Board be provided with a wage increase range prior to meeting and deciding on raises. J. Ruark mentioned that the Board did set the range last year and will do so moving forward.

Please consult the documents sent to the Policy/Personnel Committee. The Director’s raise recommendation has been adjusted downward from the original 4% recommendation.

**e. Technology:** Will meet next month.

**8. Old Business**

See Tecta America motion under Budget Committee meeting.

**9. New Business**

M. Shanker has recommended approving wage increase of up to 3.5%-maximum allowable, based on merit, for all staff, a 3.5% for J. Ruark (reflecting maximum allowable and adjusted downward from 4%).

M.L. Collins seconded. Motion passed unanimously.

M. Shanker made motion to adjust current fiscal year’s budget by moving funds from contingency and other line items to furnishings and equipment to cover the cost, as previously discussed, for new chairs in the River Room. M.L. Collins seconded. Motion passed unanimously.

M. Shanker made motion to authorize the purchase of 62 chairs, in the amount of \$13,792.01. C. Lynch seconded. Motion passed unanimously.

Approval of new fiscal budget is to be voted on at the next meeting after a review of final figures.

M.L. Collins made motion to adjourn meeting.

Meeting was adjourned at 7:06 p.m.

Respectfully submitted,

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President Carolyn Lynch

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Secretary Maria Bartholomew