

The Paul Sawyer Public Library Board of Trustees

Minutes of Regular Meeting on June 11, 2024

At 5:00 p.m.

In-person at 319 Wapping Street, Frankfort

- 1. Call to order and record attendance:** Carolyn Lynch, president, called the meeting at 5:30 p.m.

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

- 2. Approval of agenda**

M. Bartholomew made motion to approve the agenda. C. Lynch seconded. Motion passed unanimously.

- 3. Approval of minutes of previous meeting**

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

- 4. Treasurer's Report**

J. Ruark presented the Treasurer's report. Highlights included: expenditures are on track for this time of year, print materials budget is a little behind - and am working toward making those expenditures a bit more even throughout the year, the flurry of expenditures on the credit card are as a result of the summer reading needs.

C. Lynch made motion to approve report and expenditures. M. Bartholomew seconded. Motion passed unanimously.

- 5. Communications/Public Comment**

None

- 6. Director's Report**

J. Ruark provided the Director's report. Highlights included:

- Window and gutter repairs to start - June 13, 2024
- Chairs for the River Room will arrive next week
- Statistics reveal that, although CD and DVD usage is down, overall usage is very close to 2019 (pre-COVID) numbers
- Electronic usage is up, although the waitlist can be long

- Checkout the wonderful exhibit presented by the Asia/Pacific community in honor of Asian/American month. Three pieces of art remain to be placed once the windows are repaired. C. Crowe shared that she saw it last weekend and it was very impressive. The next and different exhibit is scheduled for August.
- B. Kellerman inquired about a chiller system leak. J.Ruark said that it is located near the Men's Room on the second floor, it is difficult to repair and is not sure when those repairs will be possible. She will continue following up on this issue, as it helps to regulate the building temperature in the summer.
- C. Lynch called attention the quality of summary work done by Vickie Greenwell'

7. Committee Reports

- a. Budget - CD matured on Saturday. J.Ruark will check on investment decision
- b. Building - Did not meet
- c. Longe Range - Will address Strategic Plan in New Business
- d. Policy/Personnel - Did not meet
- e. Technology - Did meet, a proposed budget has been submitted. While there are no general concerns, but the Board should take note of the following expenses:
 1. Check-out kiosks are 10 -12 years old, it will be necessary to replacement one this fiscal year and two next year
 2. \$19,000 had been budgeted toward unexpected expenses - expenses for unexpected equipment breakdown (IPads, etc...)
 3. \$22,000 budgeted to VMware contract - It was cheaper to agree to a three year contract
 4. \$40,000 has been budgeted for the Uninterruptible Power Supply (UPS) equipment. The expectation is that the E-Rate will cover a majority of the expense, but the letter of commitment will not be available until August 1
 5. Firewall update and renewal was designated for next budget year, but, there is a three-month window of non-coverage that will occur prior to the July 1, 2025 date. The Library should consider updating the coverage information coverage now, as there are funds already allotted for the service

8. Old Business - none

9. New Business

The proposed budget was discussed. Highlights included: J.Ruark noted that many libraries do invest in T-Bills and other notes, but that is usually handled by a

broker. The census of the Budget committee is to proceed with the current course for the CDARS note that matured Saturday (6/15). J.Ruark concurred and noted that although there has been a 6% increase in the payroll due to accounting fees (approximately an additional \$300.00) it is still prudent to move ahead with the committee's recommendation.

C. Lynch made motion to approve the budget as submitted. M.L. Collins seconded. Motion passed unanimously.

M.L. Collins noted that the Board has had time to examine the ambitious Strategic Plan. There have been no additional questions. M.L. Collins made motion to approve the Strategic Plan of 2024-2027 as presented. C. Lynch seconded. Motion passed unanimously'

M.L. Collins recommended reviewing the plan in January 2025 and every six months thereafter.

10. Adjournment

M'L.Collins made motion to adjourn. Meeting adjourned at 5:53 p.m.

Respectfully submitted,

President

Carolyn Lynch

Secretary

Maria Bartholomew