

MINUTES  
MEETING OF TRUSTEES  
PULASKI COUNTY PUBLIC LIBRARY  
January 9, 2023

**CALL TO ORDER**

A meeting of the Board of Trustees of the Pulaski County Public Library was called to order at 9:04 am pursuant to the notice sent to all Directors. The meeting was called to order by Adam Richardson, President.

**PRESENT**

Adam Richardson, President; Jerry Claunch, Vice President; Donna McFall, Treasurer; Cindy Kerr, Secretary; Lori Phelps, Member-at-Large; Lyndon Turpin, Contracted Accountant; Sam Waninger, Contracted Auditor; Charlotte Keeney, Library Director; and Nikki Vaught, Bookkeeper who recorded the minutes of the meeting.

**ABSENT**

Melissa Rueda, KDLA Consultant

**REVIEW OF THE AGENDA**

Add "Audit Report" and "Employee Pay" under New Business

**APPROVAL OF THE MINUTES**

The minutes of the December meeting were approved with a motion to do so by Cindy Kerr, seconded by Donna McFall, and unanimously carried.

**TREASURER'S REPORT**

The Treasurer's report for December was presented by Lyndon Turpin. A motion was made to accept the Treasurer's Report and it be filed for audit by Lori Phelps, seconded by Donna McFall, and unanimously carried.

**VOUCHER REVIEW**

Vouchers for December were presented by Director Charlotte Keeney. A motion to approve both petty cash and general fund vouchers was made by Jerry Claunch, seconded by Cindy Kerr, and unanimously carried.

**OLD BUSINESS**

- Carnegie Appraisal: The Library received the appraisal from Southern Appraisal. Charlotte is going to contact the Library's attorney to have some stipulations placed on the deed: Do not tear down the building, and anything going into the building must adhere to some standard of historic preservation.
- Amazon Credit Card: The Library could not apply for an Amazon credit card without putting someone's personal information on the application. Charlotte suggested that the limit be raised on her already existing Central Bank card so that it may be used on Amazon. A motion was made to raise Charlotte's Central Bank limit to \$10,000 by Cindy Kerr, seconded by Lori Phelps, and unanimously carried.

## NEW BUSINESS

- Disposal of Surplus Materials (326):
  1. Withdrawn items from the Library's collection: A motion was made to approve the withdrawal of these surplus materials by Jerry Claunch, seconded by Cindy Kerr, and unanimously carried.
- Employee Hand:
  1. How Wages & Salaries are Determined
  2. Rest Periods and Meal Periods  
A motion was made to approve the listed changes on the above policies by Donna McFall, seconded by Cindy Kerr, and unanimously carried.
- Library Director's Retirement: Charlotte has informed the board that she plans to retire. She will stay on pending a new director's hiring. A motion was made to accept Charlotte's retirement by Lori Phelps, seconded by Jerry Claunch and unanimously carried. Adam Richardson and Jerry Claunch will be on the committee to hire the new Library director.
- Audit: The Library receive a clean audit this year. A motion was made to accept the audit as presented by Jerry Claunch, seconded by Cindy Kerr, and unanimously carried.
- Employee Pay: Charlotte stated that the Library was having a hard time finding employees due to pay issues. She is going to gather information on pay scales for similar sized libraries throughout the state and bring it to the next board meeting.

## REPORTS

### Librarian's Report

- Director's Report – Report is attached.
- Circulation – (copy attached)

**KDLA Consultant Report** –Not present.

## ANNOUNCEMENTS

### ADJOURN

With no further business, the meeting was adjourned at 10:24 am with a motion by Jerry Claunch, seconded by Cindy Kerr, and unanimously carried.

**NEXT MEETING Monday, February 13 at 9:00 a.m. at the Main Branch Library.**

Respectfully Submitted,

  
Cindy Kerr, Secretary