

MINUTES
MEETING OF TRUSTEES
PULASKI COUNTY PUBLIC LIBRARY
December, 2023

CALL TO ORDER

A meeting of the Board of Trustees of the Pulaski County Public Library was called to order at 9:00 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; Lori Phelps, Member-at-Large; Lyndon Turpin, Contracted Accountant; Jeff Gurnee, Regional Consultant to KDLA; Charlotte Keeney, Director; and Jennifer Reynolds, HR Manager, who recorded the minutes of the meeting.

ABSENT

Cindy Kerr, Secretary

REVIEW OF THE AGENDA

No additions needed

APPROVAL OF THE MINUTES

The minutes of the November meeting were approved, with a motion to do so by Lori Phelps, seconded by Donna McFall, and unanimously carried.

TREASURER'S REPORT

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

VOUCHER REVIEW

Vouchers for November were presented by Director, Charlotte Keeney. A motion to approve both petty cash and general fund vouchers was made by Lori Phelps, seconded by Donna McFall, and unanimously carried.

NEW BUSINESS

- Disposal of Surplus Materials:
Withdrawn items from the Library's collection (1,705): A motion was made to approve the surplus materials by Jerry Claunch, seconded by Lori Phelps, and unanimously carried.
- Roof at Main Library: Bids are going to be taken to repair the Main Library roof for one month. Charlotte is going to run an ad in the newspaper.
- Water Pumps at Carnegie Building: The water pumps at the Carnegie/Cooper were discussed. It would cost over \$10,000 to replace the current pumps, so Jeremy bought some pumps locally and got the water issue taken care of.
- Operational Policies to Approve:
 1. Pest Control Policy
 2. Petitions, Surveys, and Political Literature

3. Photo Permission and Release Form
4. Photocopying, Printer, and Email Policy
5. Procurement Policy
6. Public Relations Policy
7. Record Retention Checklist for Libraries
8. Safe Child and Unattended Children Policy
9. Security Camera Policy
10. Service Animals in the Library Policy
11. Social Networks Policy (Public)
12. Social Networks Policy (Employees)
13. Square Register Payment Policy (Credit Card)
14. Teen Department Service Age Range and Limits
15. Travel Policy
16. User Behavior – Rules of Behavior for Library Patrons
17. Volunteer Policy

A motion was made to approve these policies as presented by Jerry Claunch, seconded by Donna McFall and unanimously carried.

- Executive Session – Carnegie Building: Donna McFall made a motion that the Pulaski County Public Library Board of Trustees proceed into closed session under KRS 61.810, Section One, Subsection b to discuss the method of sale of Library property, Jerry Claunch seconded the motion, and unanimously carried. The Board of Trustees of the Pulaski County Public Library will now go into closed session at 9:35 to discuss the method of sale of Library property. The Board of Trustees will now return to regular session at 10:05.
- A motion was made by Jerry Claunch to put the Cooper/Carnegie building up for auction, with deed restrictions. This motion was seconded by Lori Phelps and unanimously carried.

REPORTS

Librarian's Report

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

KDLA Consultant Report – copy attached

ANNOUNCEMENTS

ADJOURN

With no further business, the meeting was adjourned at 10:30 with a motion by Jerry Claunch, seconded by Donna McFall, and unanimously carried.

NEXT MEETING Monday, January 8, at 9:00 a.m. at the Main Branch Library.

Respectfully Submitted,



Cindy Kerr, Secretary