

**MINUTES
MEETING OF TRUSTEES
PULASKI COUNTY PUBLIC LIBRARY
October 18, 2019**

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 Shirley Dick Wolf, President.

The following trustees were present: Shirley Dick Wolf, Ray Tucker, Jr., Joseph Quinton and Donna McFall. Also in attendance was Library Director Charlotte Keeney, contracted accountant, Lyndon Turpin, Mark Ranshaw and Nikki Vaught, Bookkeeper who recorded the minutes of the meeting.

REVIEW OF THE AGENDA

No additions needed.

APPROVAL OF THE MINUTES

The minutes of the September meeting were approved with a motion to do so by Joseph Quinton seconded by Ray Tucker, Jr., and unanimously carried.

TREASURER'S REPORT

The Treasurer's report for September was presented by Lyndon Turpin. A motion was made to accept the Treasurer's Report by Ray Tucker, Jr., seconded by Donna McFall, and unanimously carried.

VOUCHER REVIEW

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

OLD BUSINESS

- New Board Member Update: The letter from KDLA regarding the new board member was mailed out last week. Charlotte is going to contact the County Judge Executive's office to see if they received it.

NEW BUSINESS

- Bond Sinking Fund Automatic Payment: With the opening of the new Bond Sinking Fund at BB&T a motion needs to be made to allow the payment to be automatically withdrawn for the account:
A motion was made to approve this action by Ray Tucker, Jr., seconded by Joseph Quinton, and unanimously carried.
- Change November Board Meeting (Veteran's Day): Since the next scheduled board meeting falls on Veteran's Day, it will need to be rescheduled. A motion was made to reschedule November's board meeting to Tuesday, November 12th by Donna McFall, seconded by Ray Tucker, Jr., and unanimously carried.

- Employee Handbook-Your Employee Benefits: A motion was made to approve the policy as presented by Joseph Quinton, seconded by Donna McFall, and unanimously carried.

REPORTS

Librarian's Report

- Director's Report – No questions regarding written report (copy attached)
- Circulation – (copy attached)

• **KDLA Consultant Report** –No additions to previously emailed report.

ANNOUNCEMENTS

ADJOURN

With no further business, the meeting was adjourned at 9:20 am with a motion to do so by Ray Tucker, Jr., seconded by Donna McFall, and unanimously carried.

NEXT MEETING Tuesday, November 12th, 2019 at 9:00 a.m. at the Main Branch Library.

Respectfully Submitted,

Donna McFall
Donna McFall, Secretary