

MINUTES
MEETING OF TRUSTEES
PULASKI COUNTY PUBLIC LIBRARY
September 13, 2021

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 Shirley Dick Wolf, President.

PRESENT

Shirley Dick Wolf, President; Jerry Claunch, Vice President; Donna McFall, Treasurer; Adam Richardson, Secretary; Cindy Kerr; Member-at-Large; Charlotte Keeney, Library Director; Lyndon Turpin, contracted accountant; Nikki Vaught, Bookkeeper who recorded the minutes of the meeting.

ABSENT

Melissa Boulton, KDLA Consultant

REVIEW OF THE AGENDA

Add "Annual Report" under New Business

APPROVAL OF THE MINUTES

Jerry Claunch's title is incorrectly listed as "Secretary" in two places in the minutes. These need to be corrected to say "Vice President"

The minutes of the August meeting were approved (with corrections) with a motion to do so by Jerry Claunch, seconded by Donna McFall, and unanimously carried.

TREASURER'S REPORT

The Treasurer's report for August was presented by Lyndon Turpin. A motion was made to accept the Treasurer's Report and it be filed for audit by Dona McFall, seconded by Cindy Kerr, 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 Cindy Kerr, seconded by Adam Richardson, and unanimously carried.

NEW BUSINESS

- Maggie Miracle Science Hill Branch Manager: Not present
- First & Farmers Bank Account Signatures: Maggie Miracle needs to be removed from the Science Hill Branch Bank account (Account # 8000009012) at First & Farmers Bank with Charlotte Keeney and Mariah Vaught remaining as signors on the account. A motion was made to remove Maggie Miracle while leaving Charlotte Keeney and Mariah Vaught by Jerry Claunch, seconded by Donna McFall, and unanimously carried.
- Book Surpluses (2,292)
 - Weeding at all branches

- Policies:
 - **Service Animals in Public Places:** A motion was made to accept the policy as presented by Jerry Claunch, seconded by Donna McFall, and unanimously carried.
- Carnegie Community Arts Center: The County Judge Executive contacted Charlotte and asked if the Library would pay half of the cost to repair the Carnegie's air conditioning if the County Government paid the other half. Charlotte and Dustin are going to have a meeting with him to discuss what needs to be done with the Carnegie. No action taken.
- Payroll System: The Library would like to switch from their current payroll company, Evans, Harville, Atwell & Co, CPAs, to Payroll Solutions, Inc. located in Lexington. The current payroll company processes payroll only for the Library. The new company, Payroll Solutions, would process payroll, give us an updated, digital time-keeping system, as well as keeping track of employee's vacation and sick accruals. The yearly fee for the new company would be approximately \$4,200. The current expenses for EHA CPAs for July and August was over \$1,000. A motion was made to approve this switch in payroll processing companies by Jerry Claunch, seconded by Cindy Kerr, and unanimously carried.
- Executive Session: A motion was made to go into executive session, per KRS 61.810(f), to discuss personnel issues, by Adam Richardson, seconded by Donna McFall, and unanimously carried. At 9:47, the Board returned from Executive Session. Board members present for the Executive session were Shirley Dick Wolf, President; Jerry Claunch, Vice President; Donna McFall, Treasurer; Adam Richardson; Secretary, Cindy Kerr; Member-at-Large; and Charlotte Keeney, Library Director.
- Annual Report: A motion was made to accept the Annual Report as presented by Donna McFall, seconded by Adam Richardson, and unanimously carried.

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 10:02 am with a motion by Jerry Claunch, seconded by Cindy Kerr, and unanimously carried.

NEXT MEETING Monday, October 11, 2021 at 9:00 a.m. at the Main Branch Library.

Respectfully Submitted,



Adam Richardson, Secretary