

MINUTES
MEETING OF TRUSTEES
PULASKI COUNTY PUBLIC LIBRARY
December 12, 2022

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; Cindy Kerr, Secretary; Lori Phelps, Member-at-Large; Lyndon Turpin, Contracted Accountant; 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 "Executive Session" under New Business

APPROVAL OF THE MINUTES

The minutes of the November 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 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 Lori Phelps, 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 Donna McFall, seconded by Cindy Kerr, and unanimously carried.

OLD BUSINESS

- Circuit Boards and Air Handlers: Supplies have been ordered and we are just waiting on them to come in and be installed.

NEW BUSINESS

- Disposal of Surplus Materials (474):
 - Withdrawn items from the Library's collection: A motion was made to approve the withdrawal of these surplus materials by Cindy Kerr, seconded by Jerry Claunch, and unanimously carried.
- Amazon Credit Card: Amazon is discontinuing their line of credit, which is what the Library currently uses to order through Amazon. Amazon has suggested applying for an Amazon Credit Card to replace the outgoing line of credit option. Charlotte Keeney, Mariah (Nikki) Vaught, and

Ruth Thomas will need to be authorized users on an Amazon account. A motion was made to allow an Amazon Credit card to be opened by Jerry Claunch, seconded by Lori Phelps and unanimously carried.

- **Burnside & Science Hill Checking Accounts:** Stephanie Stamper is the new Branch Manager for Burnside and she will need to be added to the Burnside bank account with Kaity Harper being removed. The signers on the Burnside Account (Account #: 8000009004) will be: Charlotte Keeney, Mariah Vaught, and Stephanie Stamper. Cassie Mounce is no longer the branch manager of Science Hill, so she will need to be removed from the Science Hill Bank account (Account #: 8000009012). The signers on the Science Hill Account will be: Charlotte Keeney and Mariah Vaught. A motion was made to approve these changes by Lori Phelps, seconded by Donna McFall, and unanimously carried.
- **Carnegie/Cooper Film Production Request:** A local filmmaker has reached out to Charlotte and the Library board about using the Cooper building for a few days as a filming location on a movie being filmed next summer. Charlotte will get details about insurance and content of the film and action will be taken at the next board meeting.
- **Policy Approval:** The following policies were presented for approval:
 - Collection Development
 - Computer Lab Policy
 - Computer Use Policy (Public Computers)The presented policies were approved with changes with a motion by Jerry Claunch, seconded by Cindy Kerr, and unanimously carried.
- **Executive Session:** A motion was made by Jerry Claunch to go into executive session, under KRS 61.810(1) (f) to discuss a personnel matter. The reason is to discuss disciplinary action taken. Motion seconded by Cindy Kerr and unanimously carried. The board went into executive session at 9:33 and came out of executive session at 9:54. No action taken.

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 9:56 am with a motion by Cindy Kerr, seconded by Donna McFall, and unanimously carried.

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

Respectfully Submitted,



Cindy Kerr, Secretary