

**MINUTES
MEETING OF TRUSTEES
PULASKI COUNTY PUBLIC LIBRARY
August 12, 2019**

A meeting of the Board of Trustees of the Pulaski County Public Library was called to order at 9:02 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, 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 July meeting were approved with a motion to do so by Ray Tucker, Jr., seconded by Joseph Quinton, and unanimously carried.

TREASURER'S REPORT

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

VOUCHER REVIEW

Vouchers were presented by Director Charlotte Keeley. A motion to approve both petty cash and general fund vouchers was made by Donna McFall, seconded by Ray Tucker, Jr., and unanimously carried.

BUSINESS

- Citizens Bank Account (signers on the account): The signers on the Citizens Bank account (account # 8022062) need to be updated. A motion was made to add Shirley Dick Wolf, Donna McFall, Joseph Quinton, and Charlotte Keeney as signers and to remove Heidi Shultz Powers from the account by Joseph Quinton, seconded by Donna McFall.
- Transfer Bond Sinking account from First & Farmers to new account at BB&T: The current bond at BB&T cannot pull the payment from an account at a different bank. Due to this, the Bond Sinking Account (0831781215) will need to be moved from First & Farmers into a new account at BB&T. A motion was made to close First & Farmers account and create a new account at BB&T with signers being Shirley Dick Wolf, Donna McFall, Joseph Quinton, and Charlotte Keeney by Ray Tucker, Jr., seconded by Joseph Quinton and unanimously carried.
- Employee Handbook: A motion was made to accept the following policies as presented by Joseph Quinton, seconded by Donna McFall and unanimously carried.
 1. About the Library
 2. Employment Procedures

- Teen Department Service Age Range and Limits Policy: Approval of this policy has been tabled until next meeting.
- Set Tax Rate: A motion was made to take the compensating rate and optional rate by Ray Tucker, Jr., seconded by Joseph Quinton and unanimously carried.

REPORTS

Librarian's Report

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

KDLA Consultant Report –Not present.

ANNOUNCEMENTS

- The Library is currently looking to fill the Children's Librarian position in house.

ADJOURN

With no further business, the meeting was adjourned at 9:40 am with a motion to do so by Ray Tucker, Jr., seconded by Joseph Quinton, and unanimously carried.

NEXT MEETING Monday, September 9, 2019 at 9:00 a.m. at the Main Branch Library.

Respectfully Submitted,

Donna McFall
Donna McFall, Secretary