

MINUTES
MEETING OF TRUSTEES
PULASKI COUNTY PUBLIC LIBRARY
November 12, 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 Adam Richardson (new board member to be sworn in), 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 October 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 October was presented by Lyndon Turpin. A motion was made to accept the Treasurer's Report by Donna McFall, seconded by Joseph Quinton, 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 Ray Tucker, Jr., and unanimously carried.

NEW BUSINESS

- Employee Handbook (Hours of Work and Pay Information): A motion was made to approve the policies as presented by Joseph Quinton, seconded by Ray Tucker, Jr., and unanimously carried.
- Branch Libraries hours: Due to ongoing issues at several branch locations, Charlotte thought it might be a good idea to consider altering the branch hours so that there will be two employees present at closing. A motion was made to change the branch hours on Tuesday and Thursday to Noon-7p with two employees being present at closing each day Monday-Friday, by Ray Tucker, Jr., seconded by Donna McFall, and unanimously carried.
- Swearing in and Introduction of new Board member Adam Richardson: New Board member, Adam Richardson, was sworn in by elected official, Mark Ranshaw.
- Appoint new board member to Member-at-Large position: A motion was made to appoint Adam Richardson to the Member-at-Large position by Ray Tucker, Jr., seconded by Joseph Quinton and unanimously carried.
- Library closing for Christmas and New Year's: Since Christmas Eve, Christmas Day, and New Year's Eve and New Year's Day fall on Tuesday and Wednesday, respectively, the Library will be

closed on these days (Tuesday, December 24th, Wednesday, December 25th, Tuesday, December 31st, and Wednesday, January 1st) with a motion by Adam Richardson, seconded by Donna McFall, and unanimously carried.

- Closing for Staff Christmas Party: The Staff Christmas Party is scheduled for Monday, December 9th at 6p at Sonny's. A motion was made to close the Library at 5p on this day to allow for staff to go the Christmas Party by Adam Richardson, seconded by Joseph Quinton, and unanimously carried.

REPORTS

Librarian's Report

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

KDLA Consultant Report –Not present.

ANNOUNCEMENTS

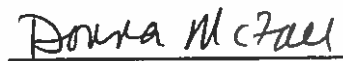
The Regional Christmas Party will be held Tuesday, December 10th at Noon at the Pulaski County Public Library. All board members are invited to attend.

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 Monday, December 9th, 2019 at 9:00 a.m. at the Main Branch Library.

Respectfully Submitted,


Donna McFall, Secretary