

MINUTES  
MEETING OF TRUSTEES  
PULASKI COUNTY PUBLIC LIBRARY  
October 14, 2024

**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 Lori Phelps, Vice President.

**PRESENT**

Lori Phelps, Vice President; Jerry Claunch, Treasurer; Fonda Crawford, Member-at-Large; Lyndon Turpin, Contracted Accountant; Leslie Randall-Kidd, Director; and Nikki Vaught, Bookkeeper, who recorded the minutes of the meeting.

**ABSENT**

Adam Richardson, President; Cindy Kerr, Secretary

**REVIEW OF THE AGENDA**

No additions

**APPROVAL OF THE MINUTES**

The minutes of the September meeting were approved, with a motion to do so by Fonda Crawford, seconded by Jerry Claunch, 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 and it be filed for audit by Fonda Crawford, seconded by Jerry Claunch, and unanimously carried.

**VOUCHER REVIEW**

Vouchers for August were presented by Director, Leslie Randall-Kidd. A motion to approve both petty cash and general fund vouchers was made by Fonda Crawford, seconded by Jerry Claunch, and unanimously carried.

**BUSINESS**

- Auditor's Report: The Library received a clean audit for fiscal year 2023-2024. Audit report was presented by Sam Waninger of Craft, Waninger, Noble, & Company. A motion was made to accept the audit report as presented by Jerry Claunch, seconded by Fonda Crawford, and unanimously carried.
- Disposal of Surplus Materials: Withdrawn items from the Library's collection (1,081): A motion was made to approve the surplus materials by Jerry Claunch, seconded by Fonda Crawford, and unanimously carried.
- Update on Easement for Carnegie Building: Zach Osborne from the Heritage Council came on September 25<sup>th</sup> and took photos of the Carnegie building. These have been submitted to the proper individuals, but can be a lengthy process. No other updates.
- Security System - Branches: Shopville and Nancy Branch are not currently monitored. Modern System gave quotes to install necessary equipment at Shopville and Nancy Branch as well as installing panic buttons at all branches. A motion was made to install all necessary updates and

upgrades for branch locations security. The board also requested that the Library get quotes on installing camera security at all branch locations as well.

- **Holiday Closures:** The Library and all branches will be closed on Thursday, November 28<sup>th</sup> and Friday, November 29<sup>th</sup> for Thanksgiving; Tuesday, December 24<sup>th</sup>, Wednesday, December 25<sup>th</sup>, & Thursday, December 26<sup>th</sup> for Christmas; and Tuesday, December 31<sup>st</sup>, Wednesday, January 1<sup>st</sup>, 2025, and Thursday, January 2<sup>nd</sup>, 2025 for New Year's.
- **Fax Policy Revision:** The current fax policy pricing structure is not compatible with the new TBS system that has been installed for patron use. A revision was made to make fax pricing \$1 per page for all faxing services. A motion was made to approve the policy as presented by Fonda Crawford, seconded by Jerry Claunch, and unanimously carried.
- **Emergency Action Plan Revision:** The current Emergency Action plan had the patron computers being shut down before evacuating to basement. A revision was made to remove this stipulation. A motion was made to approve the policy as presented by Fonda Crawford, seconded by Jerry Claunch, and unanimously carried.

## REPORTS

### Librarian's Report

- Director's Report – Report is attached.
- Circulation – (copy attached)

**KDLA Consultant Report** – copy attached.

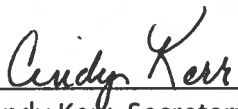
## ANNOUNCEMENTS

### ADJOURN

With no further business, the meeting was adjourned at 10:34a with a motion by Fonda Crawford, seconded by Jerry Claunch, and unanimously carried.

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

Respectfully Submitted,

  
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Cindy Kerr, Secretary