

**Putnam County Library Board of Trustees Minutes**  
**August 14, 2018**

The meeting was called to order by Chairman Laura Clemons at 4:30 p.m.

Board members attending: Laura Clemons, Drew Binkley, Harry Ingle, Patricia Phillips, Cindy Putman, Daniel Rader, Kathryn Wisinger

Putnam County Library System staff attending: Doyleene Farley, Kaylee Gentry, Chelsea Gifford, Matt Knieling, Brian Page, and Phil Schaller

Also in attendance: Matthew Kirby, Director of Falling Water River Regional Library, Greg LaPlant, PCLF President

Lauran Clemons introduced the new board member, Drew Binkley and Vice Chair, Harry Ingle. Phil Schaller introduced new Algood Branch Manager, Kaylee Gentry.

**Approval of Minutes:** The minutes from the July 10, 2018 meeting and the called minutes from July 23, 2018 were approved with a motion by Daniel Rader, seconded by Patricia Phillips, motion carried.

**Approval of Treasure's Report:** Phil Schaller presented the treasurer's report noting that a net income of \$55,520.52 will be going into fund balance. The final amount will not be known until after the audit. The board discussed the projected net income. Brian Page mentioned that the total will be adjusted after the completion of the bathroom renovation.

The Treasure's Report was approved with a motion by Daniel Rader, seconded by Patricia Phillips, motion carried.

**Public Comment:** N/A

**Old Business:** *a) Review Strategic Planning-* Phil Schaller reported the planning committee met twice. During these meetings the committee has developed a vision statement and are currently in the process of listing stakeholders and providing them with information about the library. They will also work on setting up individual meetings to ask stakeholders where they see the library in the future. Bryan Payne has a background in strategic planning and has been facilitating the meetings.

**New Business:** *a) Fund Balance Discretionary Line-* Phil Schaller explained the idea of having a discretionary line with money accessible to the library to purchase materials without having a called board meeting. Daniel Rader mentioned that auditors may have an issue with an unbudgeted expense and that capital outlays should come in front of the board.

Phil Schaller asked if it was possible to ask the board to permit a fund transfer in the event that a line was depleted. This would be admissible.

**Director's Report:** Phil Schaller reported that budgets were passed by the county last month. The library received cost of living raises for every full time employee and a \$1.75 raise in pay for every part time employee. Starting pay for part time employees will now be \$9.00/hour. The

library will also be adding an additional open hour to be in compliance with Tennessee Library Standards. This hour will be added in September on Wednesday, closing at 8pm instead of 7pm.

The Maintenance of Effort has been signed by all parties and given back to the regional library to be allocated state and federal funds.

The bathroom renovation is in progress and near completion and the emergency door has been replaced in the children's library.

Laura Clemons stated that we are all very thankful for Randy Porter.

**Review of Branch Reports:** The board reviewed the branch reports. Doyleene Farley thanked the board for the funding and said the project is complete and looks nice. The Monterey Branch will need repainted in the future. Doyleene also mention some cosmetic damage to the outside of the building and that Dennis and Randy Porter would be willing to fix that as county maintenance in the future.

**Falling Water River Regional Report:** Matthew Kirby introduced himself for new board member. He reported that there is a grant available for technology education that could be used possibly for the hotspot lending. The application deadline is September 10<sup>th</sup>.

Assistant Director, Amanda Yother accepted a position at TTU and has resigned from the Regional Library. They are searching for a replacement.

The annual Trustee Workshop is being held on Friday, September 28<sup>th</sup> at the Art Circle Library in Crossville, TN and Secretary Hargett will be speaking there. Matthew reminded the board that the library will receive more money from the annual Tech grant when at least when trustee attends this workshop.

**PCL Friends Report:** Greg LaPlant reported that tickets for the Dinner with an Author event will be available at the end of the month. The Friends are also working on the Santa's Workshop grant to fund a library program.

Chelsea Gifford talked about the success of the PBS Kids Play and Learn Science Workshops hosted with Cindy Putman of WCTE for children ages 3-5 and their families.

Cindy Putnam shared that her and Chelsea have been asked to present on their partnership at the annual American Library Association conference in June 2019.

**Adjournment:** 4:57 p.m.