

**Putnam County Library Board of Trustees Minutes**

Tuesday, February 12, 2013

4:30 p.m.

The meeting was called to order at 4:30 p.m. by Chairman Sue Pogue.

Board members attending: Ms. Sue Pogue, Mr. Ted McWilliams, Ms. Beth Thompson

Putnam County Library staff attending: Ms. Doyleene Farley, Mr. Brian Page, Mr. Clay Robertson, and Ms. Amanda Yother

Also in attendance was Ms. Faith Holdredge, Director of the Falling Water Regional Library.

Ted McWilliams made a motion to approve the minutes of the January 8, 2013 board meeting. Beth Thompson seconded the motion, motion carried.

**Treasurer's Report:** Mr. Robertson presented the treasurer's report. The treasurer's report was approved with a motion made by Beth Thompson, seconded by Ted McWilliams, motion carried.

**Old Business:** The library board reviewed landscaping plans drafted by the MasterGardeners. Sue Pogue reminded board members to be reviewing the Trustee training packets in preparation for establishing the Library Board Plan for 2013. Sue Pogue reviewed the information shared with the board members in the informal meeting between interested board members, library staff, and the Cookeville Police Department.

**New Business:** Sue Pogue shared concerns regarding creation of a formal food, drink, and tobacco policy for the library. Board members suggested that the library staff review government building standards for tobacco policies prior to the next meeting. Clay Robertson request that a weapons policy for the building be considered, as well.

**PCLS Director's Report:** Clay Robertson informed the Library Board of new incidences of vandalism in the library, isolated to the upstairs men's restroom. An official police report has been filed after one particular occurrence, in which the suspect was caught on the security cameras. Further actions were discussed on how to handle the vandalism. Ted McWilliams made a motion to send a warning letter to the suspect, after letter has been reviewed by attorney Jeff Jones. Beth Thompson seconded the motion, motion carried. Clay Robertson also discussed the carpet closure, which will begin at closing time on February 16<sup>th</sup>. The library is anticipating being closed for two weeks.

**Branch Reports:** The library board reviewed the Algood, Baxter, and Monterey Branch Library reports.

**Regional Library Report:** N/A.

**Friends of the Putnam County Library Report:** N/A.

The meeting was adjourned with a motion by Sue Pogue, seconded by Ted McWilliams.