

**Putnam County Library Board of Trustees Minutes**  
**January 10, 2017, 4:30 p.m.**

The meeting was called to order by Chairman Laura Clemons at 4:31 p.m.

Board Members in attendance: Laura Clemons, Joe Albrecht, Harry Ingle, Tricia Lawrence, Patricia Phillips

PCL Staff in attendance: Stacie Netherton, Brian Page, Philippe Schaller, Chelsea Gifford, Doylene Farley

Others in attendance: Matthew Kirby (FWRRL), Amanda Yother (FWRRL), Andrea Batson (PCL Friends)

**Approval of Minutes:** Minutes for the October 11<sup>th</sup> Board meeting were approved with a motion from Joe Albrecht, seconded by Tricia Lawrence, motion carried. Minutes for the December called meeting were approved with a motion from Joe Albrecht, seconded by Tricia Lawrence, motion carried.

**Approval of Treasurer's Report:** The movement of \$1,105 into the Adult Books line of the budget and \$1,000 into the Adult AV line of the budget from the Adult Lease line of the budget was approved with a motion from Tricia Lawrence, seconded by Harry Ingle, motion carried. The Treasurer's Report was approved with a motion from Joe Albrecht, seconded by Tricia Lawrence, motion carried.

**Public Comment:** Chris Qualls has requested the use of the library after hours to make a narrative film connected to the library, with distribution planned for social media outlets. The use of the library after hours pending the approval of Library Director and Library Board before release of film was approved by a motion from Tricia Lawrence, seconded by Harry Ingle, motion carried.

**Old Business:** N/A

**New Business:** a) *Fund balance requests* – County Executive Randy Porter recommended the Monterey Library needs a storage building. Quotes for this building are as follows: \$3,700 for a metal building with a one year warranty, \$4,119 for a wooden building with an eight year warranty (recommended). Stacie has requested up to \$5,000 for a new storage building. Current computer chairs in PCL are 10 years old and irreparably stained and need to be replaced. PCL is requesting the same chairs purchased for Algood and Baxter. Quote for these chairs is \$191 each for 40 chairs Total with shipping is \$8,410.80. \$13,410.80 from fund balance for storage building and new chairs was approved by a motion from Patricia Phillips, seconded by Tricia Lawrence, motion carried.

b) *Circulation Policy* – Stacie would like to remove the sentence, “The charge is \$.25 per day to a maximum of \$2.00” from the circulation policy. This statement could cause confusion in patrons charged more for returning Book Club Kits or other materials with a different fine

structure. An amendment to the policy was approved with a motion from Patricia Phillips, seconded by Joe Albrecht, motion carried.

c) *2016 Audit* – Findings were the same as all previous audits, “segregation of duties to the extent possible”. Statement letter must be signed by Laura Clemons and Larry Garrett. 2016 audit was approved with a motion from Joe Albrecht, seconded by Pat Phillips, motion carried.

d) *5 year plan/2017-2018 budget* – The Board discussed the 5 year plan and budget to 2017-2018.

**Director’s Report:** *TCRS* – Spreadsheet to submit all employees was received and submitted on 11/11/2016 by Barbara Zimmerman. Karen Curtis, of TCRS, has entered all information for prior service/salary to accounting department, county will receive an invoice for the ER and EE contribution. Expected completion is the end of January.

*Roof* – As of December 2, 2016, the Notice to Proceed was given to Porter Roofing Contractors with work to commence on December 12, 2016. Agriculture building is Schedule I and Library is Schedule II. Both projects to be completed by February 9, 2017.

*HVAC* – Putnam County Maintenance is working with Carwile to reconfigure the current HVAC control system.

*Tech Grant* – Brian Page received the Tech Grant from the state. In addition to desktops, PCL was able to purchase two tablets for READS training and literacy program use for patrons and staff.

*Meeting Room Renovation Grant* – All necessary paperwork has been submitted to the state for reimbursement.

*Food for Fines* – Over 500 lbs. of food was collected and donated to Helping Hands and other local food banks during our annual Food for Fines Program.

*Professional Development/Outreach* – PCL had their annual staff training day on November 11<sup>th</sup>. Professional development and community partnerships/committees include: Eyes of Diversity (Stacie), TLA Leadership Conference (Chelsea attended, Stacie presented), Bridges out of Poverty hosted by WTCE (Chelsea, Doyleene, Stacie), Regional In-Services. Chelsea Gifford also promoted early literacy programs on WTCE during Tech Men’s Basketball game.

PCL staff is now preparing for Summer Reading Program (SRP). Staff members involved will be attending YA/Family Roundtable hosted by FWRRL, as well as SRP conference at Art Circle Library February 28, 2017. Phil Schaller will be presenting on his gaming/literacy approach to teen programming at both Art Circle conference and the following day in Sevierville, TN.

*Performance Evaluations* – All PCL employees will be receiving performance reviews by January 31, 2017.

*Putnam County Library Friends* – PCL Friends have approved \$3,500 in purchases for library needs. Also approved Donations to fund SRP at all libraries.

*Games in Circulation* – Due to a grant received by the PCL Friends and generous donation from our community, PCL will soon be adding games to our circulation.

**Falling Water River Regional Library Report:** Amanda Yother was introduced as the new FWRRL Assistant Director. She will be hosting roundtable events at the regional library as well as assisting with Continuing Education, Tech Grants, and E-Rate.

Matthew Kirby plans on revitalizing regional board meetings and has new monthly report for Library Boards in the region. Included in these monthly reports are READS numbers, a calendar of upcoming events, and a comparative report for standards.

**Friends of the Putnam County Library Report:** Membership renewal season is going on. Friend's budget was approved at last Friends Board meeting. "Coffee with an Author" series is kicking off on the 21<sup>st</sup> of January with "Donuts with an Author" featuring Megan Trotter. The next Author event is February 11 featuring Jeanette Keith, then March 4 at the Home Show with author Timothy Charles Davis. The *Kids Create at the Art Jam* Event Fundraiser will be February 11 at the Art Jam.

**Branch Reports:** Monterey building is in need of a facelift. Security cameras have been effective so far.

**Adjournment:** 5:37 p.m.