

**Putnam County Library Board of Trustees Minutes
Called Meeting
January 30, 2019**

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

Board members attending: Drew Binkley, Laura Clemons, Harry Ingle, Bryan Payne, Patricia Phillips, Cindy Putman

Putnam County Library System staff attending: Chelsea Gifford, Matt Knieling, Brian Page, Phil Schaller

Also in attendance: Logan Weaver, Stonecom

Strategic Plan Review

Laura Clemons stated that Bryan Payne did a great job leading the strategic planning meetings. Bryan gave the board an overview of the planning process that the committee went through to create the plan which included, meeting with stakeholders and developing goals and action items based on the wants/needs of the community.

The board discussed the desired outcome of the called meeting. Harry Ingle asked if the goals were listed based on priority. Library administrative staff explained that they were not listed in any certain order and they all were considered priorities. Bryan suggests doing quarterly reviews of the plan at the board meetings to talk about the progress being made to meet the action items listed. Cindy Putman asked if the items mentioned in the plan would be coming from the library budget. Phil Schaller explained that they would need to be requested or the budget would need to be rearranged to provide funds.

Laura informed the board about a local company that works with the American Library Association that could come in and offer suggestions about how to improve library space. The board agreed that this would be beneficial and Laura will proceed by scheduling a walk through with them.

Laura also suggests using fund balance to hire a company to do a redesign of the website.

Cindy suggests contracting a person to work on communications and marketing for the library.

The board discussed digital resources such as Canopy and Hoopla and how they are streaming resources proving easy access to digital content.

The library administrative staff will work on prioritizing needs and have dollar amounts for specific items at the next board meeting.

Bryan suggests condensing the plan and displaying it via power point for the board meeting.

Laura made a motion to adopt the strategic plan as presented by the strategic planning subcommittee, which will provide quarterly reviews of progress toward goals. Patricia Phillips moved to approved, seconded by Bryan Payne, motion carried.

Putnam County Library Study Room Policy

Phil Schaller explained that the policy was put together by administrative staff and developed by consulting existing policies from various libraries.

The board discussed the difference between a meeting room and a study room.

The board decided to remove the words “*and or meetings*” from the policy to help with clarity.

The study room policy was approved with a motion from Patricia Phillips, seconded by Bryan Payne, motion carried.

Meeting adjourned at 5:13 p.m.