

Putnam County Library Board of Trustees Minutes
January 9, 2018

The meeting was called to order by Chairman Laura Clemons at 4:33 p.m.

Board members attending: Laura Clemons, Larry Garrett, Bryan Payne, Pat Phillips, Daniel Rader, Alicia Senn

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

Also in attendance: Greg LaPlant, PCLF President, Matthew Kirby, Director of Falling Water River Regional Library and, Amanda Yother, Assistant Director of FWRRL

Approval of Minutes: A revision to the minutes of the November 14, 2017 meeting was recommended to reflect the correct spelling of board member, Bryan Payne. The minutes were approved with a motion by Daniel Rader, seconded by Larry Garrett, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that the library is on track with half of the budget spent half way through the fiscal year. The treasurer's report was approved with a motion by Daniel Rader, seconded by Pat Phillips, motion carried.

Public Comment: N/A

Old Business: *a) Fund Balance Request: drop box for Baxter Branch Library*– Phil Schaller presented the quote of \$2,296.11 for the outside drop box needed for Baxter Branch Library. The board decided to approve up to \$2,500 with a motion by Larry Garrett, seconded by Daniel Rader, motion carried.

b) Confirm Phil Schaller as Director- Phil Schaller expressed to the Board that he would like to formally accept the position as the director of the Putnam County Library, upon their approval. The Board discussed this. Daniel Rader moved that the Board accepts Phil Schaller as the director and that the personnel committee will set up a meeting to discuss salary retroactive to December 18, 2017. Alicia Senn seconded, motion carried.

c) Discuss Nominee for County Board Seat- The Board discussed nominee, Kathryn Wisinger, for the county Board seat. The Commission will meet next Tuesday to discuss filling this seat.

The Board nominated Larry Garrett to fill the Vice President position and Pat Phillips as the Treasurer. Daniel Rader moved to approve Larry as the Vice President and Pat Phillips as Treasurer and to add Pat to the account. Alicia Senn seconded, motion carried.

The Board discussed adding Matt Knieling to the fund special account. Pat Phillips moved to approve adding Matt to the account, Daniel Rader seconded, motion carried.

New Business: *a) 2017 Audit Report*- The Board reviewed the 2017 Audit Report. There was a discussion and questions about the Gifts and Grants section. Phil Schaller will check with the bookkeeper, Barbara Zimmerman, to find out details. Daniel Rader moved to approve the 2017 Audit Report, Pat Phillips seconded, motion carried.

b) Review Five Year Plan/2018-2019 Budget- The Board reviewed Five Year Plan. Laura Clemmons had a question about staff input on plan. Phil Schaller shared the process he used to obtain input from staff and patrons, through a SWOT analysis, patron surveys, and state standards. Phil addressed each item of the plan and informed the Board that he will review this plan with Randy Porter and work on the list of capital projects. Daniel Rader moved to approve the Five Year Plan, Pat Phillips seconded, motion carried.

Director's Report: *a) Adult Services Coordinator-* Phil Schaller introduced Matt Knieling as the new Adult Services Coordinator.

b) Canned Food for Fines- Phil discussed the success of the Canned Food for Fines program held throughout the whole month of December. The library will be donating all of the food to Helping Hands Food Pantry this week.

c) Tech Grant- The grant funds have come through and Brian Page has been replacing necessary computers throughout the system.

d) Baxter Branch Move- Baxter Branch Library moved to the new location yesterday, January 8, 2018, with plans to open at the end of the week. Sarah Lewis, the Baxter Branch manager, will be leaving, her last day being January 19, 2018. The Algood Branch manager, Matthew Krist will be taking over the Baxter Branch and the Algood Branch manager position has been offered to Emma LaPrade, a Putnam County Library employee.

e) Winter Photos- Brian Page and Chelsea Gifford hosted free winter/holiday photos on December 7th and 8th. 95 families were served.

f) Capitol Projects- The next capital project for the library will be the installation of the vinyl flooring in the Tennessee Room and the front walkway of the Adult Services, as well as new flooring at the Monterey Branch Library.

g) Regional Data Collection- Phil Schaller completed the Data Collection Survey for FWRRL for Q2.

f) Performance Evaluations- The library administration plans to complete performance evaluations for staff by the end of February.

Falling Water River Regional Report: Matthew Kirby stated that they are planning to set up meeting with library directors throughout the region to consult on the Standards Survey Report and review. Matthew also informed the Board that they have broken ground on the new state library and regional in services are starting back up.

PCL Friends Report: Greg LaPlant reported that the PCL Friends were working on planning upcoming events and finalizing authors. The Friends received a \$900 grant from the Cookeville Jr. Women's Club that they will distribute to the branch libraries for the Summer Reading Program.

The name plate for the downstairs meeting room in honor/memory of Connie and Joe Albrecht will be ordered and a reception to be planned to commemorate the installation.

Adjournment: 5:25 p.m.