

Putnam County Library Board of Trustees Minutes
July 12, 2016 4:30 pm

Meeting was called to order by Chairman Laura Clemons at 4:34 p.m.

Board Members attending: Laura Clemons, Joe Albrecht, Tricia Lawrence, Daniel Rader, Beth Thompson, Patricia Phillips

Putnam County Library staff attending: Stacie Netherton, Phil Schaller, Brian Page, Doyleene Farley

Also in attendance: Faith Holdredge (FWRRL), Matthew Kirby (FWRRL), Andrea Batson (PCLF)

Approval of the minutes: The minutes of the May 10th, meeting were approved by a motion from Joe Albrecht, seconded by Tricia Lawrence, motion carried.

Approval of Treasurer's Report: *Retirement:* Retirement contribution budgeted at 10.23%, lower than stated in the TCRS resolution (10.48%). Expected start date of participation with TCRS new percentage is October 1, 2016. *Fund Balance:* Adjusting entry received from the auditor for 2014-15, increased by \$77,198. The treasurer's report was approved by a motion from Tricia Lawrence, seconded by Patricia Phillips, motion carried.

Public Comment: N/A

Old Business: N/A

New Business: *Formal Complaint:* A formal complaint was filed against a PCL staff member. Stacie Netherton spoke to the patron registering the complaint informing them of their rights to log a formal complaint and attend board meeting where it will be addressed. Board reviewed and discussed the complaint and how it was handled and resolved.

Employee Manual: Employee manual under 7. *Sick Leave > B. General Sick Leave Rules and Procedures > 3. Exhaustion of Sick Leave* has been amended to read: *For any additional time needed, the employee will be considered on a leave without pay status unless the employee has accumulated vacation time or compensatory time available. Additional sick leave will be credited against remaining vacation or compensatory time.* This amendment was made by a motion from Patricia Phillips, seconded by Daniel Rader, motion carried.

TCRS: Stacie Netherton met with representatives from TCRS and the Tennessee Department of the Treasury. A resolution to acknowledge and agree to certain terms and conditions regarding participation in the Tennessee Consolidated Retirement System was approved by a motion from Daniel Rader, seconded by Patricia Phillips, motion carried. Another resolution to authorize a joint venture's participation in the Tennessee Consolidated Retirement System in accordance with the Tennessee Code Annotated Title 8, Chapters 34-37 was approved with a motion from Daniel Rader, seconded by Joe Albrecht. A budget amendment appropriating the funds necessary to meet such liability was passed by a motion by Daniel Rader, seconded by Beth Thompson.

Director's Report: a) The downstairs meeting room renovation has started with a 60 day timeline.

b) The Children's department of the PCL received a \$500 Macklemore Family Foundation Grant which will be used for children's items and decorations for the downstairs meeting room.

c) Patricia Phillips and Joe Albrecht have been re-appointed to the board of Trustees by the City of Cookeville and Putnam County respectively.

d) Kristin Pearson will be leaving as Algood Branch Manager. Matthew Krist has been hired as the new Algood Branch Manager.

e) PCL has received two employees from UCHRA through the Senior Community Service Employment Program with one person at the Main Branch and the other at Baxter Branch.

f) The Service Agreement and Contract to Audit Accounts for 2015-2016 has been signed.

g) The 2016-2017 library budgets for Cookeville and Algood have passed. Stacie presented the budget request for Putnam County to the Budget Committee in June. Baxter and Monterey are also still pending.

h) The PCL will host an author talk and book signing with popular Amish fiction author Beverly Lewis on September 12. This is a free event offered by Bethany House Publishing. The event will be held at Progressive Savings Bank due to lack of space. The PCL Friends will help host.

i) SRP was successful throughout the system with over 800 children registered at the Main Branch. The goal of SRP is to increase literacy and stop the summer slide in children's reading skills by encouraging reading 20 minutes every day. Teen numbers were also up with over 80 teens registered.

j) Phil Schaller will be doing an Outreach program teaching chess to a couple classes of students at the Cookeville Christian Academy. This will be every Friday in August and September for two hours.

Branch Reports: Monterey Branch manager, Doyleene Farley, gave out school supplies to over 400 children through United Way's *Stuff the Bus* event. Algood circulation is up 52% from the previous year. The City of Baxter approved a bench, bike rack, and door mural for the Library. The bike rack was purchased by the city and the bench donated by the Friends of the Depot.

FWRRL Report: October 3rd is the Trustees Workshop in Crossville. Attending gives the library points toward Tech Grant. There will be a Gaming In-service in early August.

PCL Friends Report: Dinner with an Author is September 23rd at the Leslie Town Center with author Jamie Ford. Friends are asking for sponsors and petitioned the board if they know any businesses or people who would want to be sponsors to please contact the PCL Friends.

Joe Albrecht reminded the Board that the Foundation is still coming though setbacks have occurred.

Adjournment: 5:19 p.m.