

Putnam County Library Board of Trustees Minutes
July 14, 2015

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

Board members attending: Joe Albrecht, Laura Clemons, Alicia Eldridge, Leigh Flatt, Larry Garrett, Tricia Lawrence, Sue Pogue, Beth Thompson

Putnam County Library System staff attending: Doyleene Farley, Stacie Netherton, Brian Page, Clay Robertson

Also in attendance: Faith Holdredge, Director of Falling Water River Regional Library and Matthew Kirby, Assistant Director of FWRRL

Approval of Minutes: The minutes of the May 12, 2015 meeting were approved with a motion by Joe Albrecht, seconded by Beth Thompson, motion carried.

Approval of Treasurer's Report: Clay Robertson presented the treasurer's report. The current fund balance includes the employee and employer deductions that were taken out for TCRS. These will be deposited into employee accounts once an account for Putnam County Library is finally established with TCRS. The treasurer's report was approved with a motion by Laura Clemons, seconded by Tricia Lawrence. Motion passed.

Public Comment: NA

Old Business: a) *Board Nominations and Appointments* – The Putnam County Library Board of Trustees presented a slate of nominees for the position left vacant by Ms. Alma Anderson. The slate of nominees included Mr. Michael Lupo who was nominated by the City of Cookeville, Ms. Patricia Phillips who was nominated by Ms. Tricia Lawrence, and Mr. Daniel Rader, IV who was nominated by Mr. Joe Albrecht. Following discussion the board voted unanimously in favor of Mr. Daniel Rader. The Board will request that the Cookeville City Council appoint Mr. Daniel Rader to the Putnam County Library Board of Trustees for a three year term.

b) *Tennessee Consolidated Retirement System* – Stacie Netherton presented the resolution for the actuarial study for the Board to review (*Resolution for Actuarial Study-New Participation PCLS*). Larry Garrett made a motion that the Board authorize to spend a maximum amount of \$5,000 for the actuarial study. Joe Albrecht seconded. Motion passed.

c) *D&O Insurance* – The Board requested information on insurance. Brian Page reported that he checked with the County Executive's office and found that the Board has Error and Omissions Insurance with BB & T Insurance.

d) *Audit Bid Process* - The Board requested information on the audit bid process at the last meeting. Stacie Netherton reported that a CPA must create an account for *CARS – Contract and Report System* through the Comptroller's office. Once the account has been approved, the CPA may submit an audit contract for the organization. The board stated that they would keep the current auditor for the 2014-2015 fiscal year. They may pursue a contract with someone else if the audit is not filed by December 31, 2015.

New Business: *a) Elect Officers* – Joe Albrecht made a motion that Sue Pogue remain Chair and Larry Garrett remain Treasurer of the Putnam County Library Board of Trustees. Leigh Flatt seconded, motion carried. Tricia Lawrence made a motion to elect Laura Clemons as Vice Chair. Beth Thompson seconded. Motion carried. Joe Albrecht made a motion that Laura Clemons be added to the Putnam County Library Board of Trustees financial accounts with the Bank of Putnam County. Beth Thompson seconded. Motion carried.

b) Audit Contract – Joe Albrecht made a motion to approve the audit contract. Alicia Eldridge seconded. Motion carried.

c) Review of Bylaws – The Board agreed to strike the sentence, “Not more than five members shall be of the same sex,” and amend a section of the bylaws to state, “no less than seven, not to exceed nine” in regards to members.

d) Fund Balance Requests – Joe Albrecht made a motion to approve the expenditure of the fund balance requests totaling \$26,060 assuming this will take care of the Library’s needs for a reasonable amount of time. Beth Thompson seconded. Motion carried. Item requests include the following: Microfilm Reader/Computer (\$9,614), Servers for the integrated library system, TLC (\$12,018), people counters for public entrances (\$450), and end panels for shelving (\$3,978).

PCLS Director Report –Clay Robertson reported the Library will re-advertise the Children’s Services Coordinator position and change the wording from ALA accredited degree required to ALA accredited degree preferred. Two of the eight applicants were interviewed.

Review of Branch Reports – The Board reviewed Branch Reports.

Falling Water River Regional Library Report – Faith Holdredge announced that state and federal funds have been released for the first quarter for acquisition of materials. Registration for the Tennessee Trustee Certification Program is available as of July 1. Trustees have one year to complete ten courses. Each course is approximately 20 minutes each.

Friends of the Putnam County Library Report – The Friends are working on updating the staff breakroom. An author has not been confirmed for the 2015 Dinner with an Author. The Friends received a grant from the Friends of Tennessee Libraries that will be used to create a brochure to encourage membership.

– Sue Pogue reported that a subcommittee has been established to evaluate the director in response to Amanda Yother’s resignation as Children’s Services Coordinator. Sue has been gathering information and met with attorney Jeff Jones. The subcommittee will meet with Jones at a later date.

Adjournment: 5:28 p.m.