

**Putnam County Library Board of Trustees Minutes**  
**March 13, 2018**

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

Board members attending: Laura Clemons, Larry Garrett, Harry Ingle

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

Also in attendance: Pat Rottmund, PCLF Board Member, Matthew Kirby, Director of Falling Water River Regional Library and, Amanda Yother, Assistant Director of FWRRL

**Approval of Minutes:** The minutes from the January 9, 2018 meeting were approved with a motion by Larry Garret, seconded by Harry Ingle, motion carried.

**Approval of Treasurer's Report:** Phil Schaller presented the treasurer's report noting that the library is on track with 64% variance at 2/3 through the year. Daniel Rader had inquired in the January 9<sup>th</sup> meeting about the Insurance budget line being high. Phil clarified that the insurance is an estimate at the beginning of the year and has been adjusted by the bookkeeper. The treasurer's report was approved with a motion by Harry Ingle, seconded by Larry Garret, motion carried.

**Public Comment:** N/A

**Old Business:** a) *Emma LaPrade added to Fund Special Account-* Larry Garret made a motion to add Algood Branch Manager, Emma LaPrade to the Fund Special Account, Harry Ingle seconded, motion carried.

b) *Official pay for director position-* Laura Clemons stated that the personnel committee met and conducted Phil Schaller's formal evaluation, which went well. They also decided on the official pay of \$51,000/year approved pay. Larry Garret made a motion to approve the salary for the director position, seconded by Harry Ingle, motion carried.

**New Business:** a) *Amendments to Employee Manual and Computer Use Policy-* Phil Schaller discussed adding "sexual orientation and gender identity" to page 14 / item 23- *Equal Employment Opportunity*, of the Employee Manual. Phil stated that the library has an open LGBTQ+ staff member who had brought it to his attention and there was a case in the media recently where an individual had been fired based on gender identity and won the law suit against the employer. Larry Garrett suggested that Phil Schaller make a phone call to Jeff Jones to get his feedback on this suggested change to the manual. Harry Ingle made a motion to approve adding "sexual orientation and gender identity" to item 23 in the employee manual after discussion with Jeff Jones, Larry Garrett seconded, motion carried.

Phil Schaller recommended extending computer use time to two, one hour sessions per day with a one hour extension offered each session. The board discussed the possibility of people staying for four hours at a time. Administrative staff will monitor this so that it does not become an issue

for other patrons. Larry Garrett made a motion to approve the added session per day to the computer use policy, Harry Ingle seconded, motion carried.

*b) Approve 2018-2019 Budget-* Phil Schaller presented the 2018-2019 Budget. Phil explained that Randy Porter had advised everyone to focus on raises this year. The budget reflects an increase in part-time employees to start at \$9.00/hour, as well as a 2 step raise to all eligible full-time employees and a \$1 per hour raise to part time branch managers. It also incorporates the added increase of one operation hour, going from 59 to 60 hours/week. Larry Garrett moved to approve the 2018-2019 Budget, Harry Ingle seconded, motion carried.

**Director's Report:** *a) Sex Offender update-* Phil Schaller reported that all registered letters have been sent out and around 1/3 were returned, those letters are being held by the sheriff or parole board. The total cost in postage to send these letters was approximately \$350. There has been one issue with a patron in Monterey who received the letter and is unable to obtain a proxy. Monterey Branch Manager discussed this with Phil who made the decision to allow this patron to return items in the drop box and that the library would mail any materials she needed.

*b) AARP Tax Prep-* AARP has been hosting this program at the library a few days a week February-April. This program has been a great service to offer to the community and patrons have given positive feedback.

*c) Baxter Branch-* The library now has a vinyl sign. The outdoor book drop has been delivered but will need to be installed by county maintenance. Branch manager, Matthew Krist plans to have a grand opening celebration to coincide with National Library Week, April 9-15.

*d) Flooring for Cookeville and Monterey-* County maintenance is planning to work on this project soon. The Monterey branch will need to close for a number of days until everything is back in order. The Cookeville library may also have to close but only for a day at the most, if at all.

*e) Front steps-* Part of the steps out front broke off due to frost. County maintenance has fixed this.

*f) E-rate form 471-* This has been completed and the library should be in compliance with everything that goes into getting e-rate reimbursement. Monterey will be looking into switching internet providers for faster and more cost efficient service.

*g) Meeting room plaque-* The plaque honoring Joe and Connie Albrecht has been made. Library staff will be meeting with the Putnam County Library Friends to plan the reception.

Laura Clemons presented a letter from Connie Albrecht in response to the meeting room dedication: (see attached letter).

**Review of Branch Reports:** The board reviewed the branch reports. Doyleene Farley discussed the success of the VITA Tax Program at the Monterey Branch. She also stated the HC unit had went out and has since been replaced. The other unit in the building will be replaced as well.

**Falling Water River Regional Report:** Matthew Kirby discussed upcoming events hosted at the regional library and the READS statistics. Mathew and Amanda Yother met with the library administration to go over the results of the Standards Survey a few week prior. This survey had been filled out by Stacie Netherton. Mathew recommended organizing a foundation for the library and explained how they are a great way to save a large sum of money.

**PCL Friends Report:** Pat Rottmund discussed the success of the recent Coffee and Donuts with an Author events, with around 50-60 attendees. The next event will be Books and Brews hosted at Jig Head Brewery on April 10<sup>th</sup>. Their Dinner with an Author Committee will be meeting to plan that event tentatively scheduled for September 21<sup>st</sup>.

Brian Page talked about the Amazon Smile promotional event going on until March 31<sup>st</sup> which will triple the donation rate to the Putnam County Library Friends.

**Adjournment:** 5:38 p.m.

February 5, 2018

Ms. Laura Clemons  
3415 Shipley Road  
Cookeville TN 38501

Dear Laura:

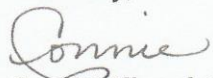
I am tearful. I am proud. I am humbled. I am thankful. Words cannot adequately express my feelings for the Resolution honoring Joe or the naming of the downstairs meeting room for us.

Our service to the Putnam County Library has been one of the ways that we could give back to our community. When I served on the Library Board as a trustee and eventually the Board Chair it was an honor to step into the position that Anne Lowe had held for many years. When I left the board I chaired the committee that organized the Putnam County Library Friends. Now I serve as the treasurer for the PCL Friends.

Joe enjoyed his role as trustee and vice chair of the Board. He took it very seriously and wanted very much to form a Foundation for the Library with the hope of being able to build a new library in the foreseeable future.

Thank you for recognizing the importance of the library in our community. Thank you for recognizing the contributions that Joe made to the library while serving on the Putnam County Library Board.

Sincerely,

  
Connie Albrecht