

Putnam County Library Board of Trustees Minutes

March 8, 2016, 4:30 p.m.

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

Board Members attending: Laura Clemons, Alicia Eldridge, Joe Albrecht, Tricia Lawrence, Larry Garrett, Pat Phillips

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

Also in attendance: Faith Holdredge of Falling Water River Regional Library (FWRRL), Andrea Batson; President of the Putnam County Library Friends (PCLF)

Approval of Minutes: The minutes of the January 12th, 2016 meeting were approved with a motion by Joe Albrecht, seconded by Alicia Eldridge, motion carried.

Approval of Treasurer's Report: Stacie Netherton presented the treasurer's report. Fund balance does not reflect 2014-15 fiscal year adjustments from audit. Treasurer's reports was approved by a motion from Pat Phillips, seconded by Tricia Lawrence, motion carried.

Public Comment: N/A

Old Business: A.E.I. Architects have sent the notice for bidders for the meeting room construction to Randy Porter. The crack in the front of the Library causing leakage has been sealed by Herring Glass.

New Business: a) *PCLS 2016-17 Budget* – Library is requesting \$8,000 increase in budget for materials. This is a 12% increase for the addition of e-books owned solely by the PCLS. Library is also asking for an increase of \$6250 in the Supply line of budget. This figure is approximately what Library goes over every year for supply purchases. Costs for supplies have increased, budget line has remained flat. The remainder of request increase is for step raises for full time employees and approximately 3% raise for Algood and Baxter Branch Managers is being made to their respective cities. Budget was approved by a motion from Joe Albrecht, seconded by Alicia Eldridge, motion carried. Draft budget will be submitted to county.

b) *PCL Fund Special Account* – Phil Schaller was added to the Fund Special Account with a motion by Larry Garrett, seconded by Tricia Lawrence, motion carried.

c) *Circulation Policy* – New circulation policy put together for board approval. The policy was approved with the condition that amendments for special cases be made for next month by Pat Phillips, seconded by Larry Garrett, motion carried.

Director's Report: Stacie reported that some staff attended the annual Summer Reading Conference and will be having a Branch Managers Meeting next week. Also some full time staff members attended ALICE training by the Putnam County Sheriff's Office, violent intruder/active shooter training. Other staff members will be attending later this month. Staff will also be attending TLA conference in Kingsport, TN in April.

Putnam County Library Friends purchased a new bench for Monterey Branch Library.

Library will be putting a new cleaning bid out in April, Stacie asked for board recommendations about potentially contracting for multiple years. Board recommended to bid out for two years and to make sure the wording on contract is very specific as to duties required and contains an escape clause.

A meeting was had with maintenance in regards to gutting and redoing the public restrooms. This project should be able to be accomplished during the 2016-2017 fiscal year.

A draft of an advocacy pamphlet was made for distribution by the Library and Board.

Children's Services Report: Chelsea noted that Leisure Services donated 12 yoga mats to PCLS to keep for programming. She also did advocacy and promotion on the radio for PCLS and SRP.

Adult Services Report: Phil reported that partnership relationship with Cummins Filtration is coming along. There is a potential for \$3,000-\$5,000 grant for a robotics program to be started in time for SRP as well as STEM classes taught by Cummins employees. Phil also announced the successful beginning of the Chess.

Branch Reports: Doyleene relayed the fate of the old picnic table and the acquisition of a new bench by the PCLF. Doyleene will be speaking at the TLA conference. Monterey met VITA goal of 50 tax returns prepared, they have done 54 so far.

Falling Water River Regional Library Report: Faith relayed that the budget committee has again approved a new state library & archive. Plans are ready to go, now it must go before the governor to get passed.

Putnam County Library Friends Report: Andrea relayed the facts of the last 3 Coffee with an Author events. They are now working on the Dinner with an Author event planned for October.

Adjournment: 5:21 p.m.