

Putnam County Library Board of Trustees Minutes
March 14, 2017, 4:30 p.m.

The meeting was called to order by Chairman Laura Clemons at 4:30 p.m.

Board Members in attendance: Laura Clemons, Patricia Phillips, Joe Albrecht, Tricia Lawrence, Alicia Eldridge, Larry Garrett, Beth Thompson

PCL Staff in attendance: Doylene Farley, Brian Page, Phil Schaller, Stacie Netherton, Chelsea Gifford

Others in attendance: Matt Kirby (FWRRL), Amanda Yother (FWRRL)

Approval of Minutes: The minutes of the January 10th meeting were approved by a motion from Joe Albrecht, seconded by Patricia Phillips, motion carried.

Approval of Treasurer's Report: Stacie reported that the PCL had received the storage building for Monterey and the 40 new chairs for use throughout the system, with a new remaining fund balance of \$138,486. The treasurers report was approved with a motion from Patricia Phillips, seconded by Joe Albrecht, motion carried.

Public Comment: N/A

Old Business: N/A

New Business: *PCLS 2017-18 Budget* – PCLS is not requesting increases from Baxter, Algood, Cookeville, or Monterey. Requesting \$15,750 from Putnam County to make the Baxter Branch Manager, Sarah Lewis, full-time at 32 hours. Currently, hourly wages are paid by city of Baxter. Estimated cost is \$27,035-\$33,095, based on current hourly pay. Range is dependent on insurance chosen. The 2017-18 budget was approved as submitted by a motion from Alicia Eldridge, seconded by Tricia Lawrence, motion carried.

Director Search Committee Report – The minutes for the called meeting in February for the search committee were approved by a motion from Joe Albrecht, seconded by Patricia Phillips, motion carried. Director Search Committee consists of Laura Clemons, Joe Albrecht, Larry Garrett, Matthew Kirby, Andrea Batson, and Gail Fowler (City of Cookeville HR). Changes have been made to the job description from ALA accredited MLS as minimum requirement to preferred. Application deadline will be June 1st, with the hopes of starting interviews by June 15th. The search committee will screen applicants and hold initial interviews, with finalists interviewing before the full board of Trustees. The personnel committee's revision to the director's job description and qualifications as well as salary range, advertising timeline,

screening of applicants and conducting initial interviews before recommending candidates for interviews with full board was approved with a motion from Patricia Phillips, seconded by Joe Albrecht, motion carried.

Fund Balance Request – PC Maintenance has received quotes on bathroom renovation. Quote is for materials only, maintenance will be providing all the labor. Stacie requested the use of fund balance not to exceed \$21,500. The use of fund balance not to exceed \$21,500 was approved by a motion from Joe Albrecht, seconded by Alicia Eldridge, motion carried.

Director's Report: Baxter Branch Library – Laura and Stacie visited proposed site and presented photo to board of proposed site. Renovation to space will be made, new parking will be provided, and exterior will be landscaped by city of Baxter. No hard timeline currently, but move expected to happen late summer/early fall. Additional site visits necessary.

5 Year Plan – Page 4 of the 5 year plan has been updated to reflect the removal of landscaping (Potential landscaping lies within the budget) and to update quote for Hotspot lending.

National Library Week – From April 10-15, PCL will be offering amnesty to all patrons that return overdue or lost materials. Fines already paid will not be refunded. Damaged items will not be waived.

TCRS – Back service from 2014-2016 has been entered and is now under review. Invoice to Putnam County will be generated after review.

YALSA/DG Grant – Phil received \$1,000 from YALSA and Dollar General to go towards the young adult Sumer Reading Program.

SRP Presentations – PCL Staff had the opportunity to present at the Summer Reading Conference held at Art Circle Library in Crossville, TN. Chelsea Gifford and Sarah Crawford presented on “Low Budget Crafting” and Phil Schaller presented on “The Battle for Lybreria” a program he created that combines literacy and gaming. He also presented at the Summer Reading Conference in Sevierville, TN.

Kindergarten Registration – PCL would like to thank the PCLF for once again offering to represent the library at elementary schools across the county for kindergarten registration on April 11th.

Library Services Survey – Survey is on the website. Used to help with future planning, board was asked to take the time to complete the very short survey.

Library Roof - Roof is currently under repair. Entire roof including skylights is being replaced.

Branch Reports: Doylene thanked the board for the new storage building which has been installed and is working great.

Falling Water River Regional Library Report: There is an in-service on cataloging next Thursday and grant writing workshop on the 20th of April. Matthew Kirby presented on Hotspot contracts, this is a direction libraries are headed. Currently no library in region is lending hotspots and the region is making a push to do so. Trustee Certification is coming up in June.

Friends of the Library Report: Andrea was not in the meeting and the report was given by proxy by Phil Schaller. The Library Friends have been busy with Coffee with an Author events. Next will be Books and Brews at Red Silo Brewery from 6:30-8:30 pm on April 4th. Speakers will be Calvin Dickenson and Kent Dollar. Spring newsletter was mailed last week, thanks to Pat Phillips for editing it. Connie and Joe Albrecht, Chelsea Gifford, and Andrea Batson will represent the PC Library at the annual FOTL conference in Sevierville, TN on March 24th and 25th. Progressive Savings Bank has selected the PCL Friends as their 2017 designated recipient of the annual Eat Local fundraiser held on June 8th.

Adjournment: 5:14 p.m.