

**Putnam County Library Board of Trustees Minutes
May 9, 2017 at 4:30 p.m.**

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

Board Members in attendance: Joe Albrecht, Laura Clemons, Harry Ingle, Tricia Lawrence, Danny Rader

PCL Staff in attendance: Chelsea Gifford, Stacie Netherton, Brian Page

Others in attendance: Matt Kirby, Director of the FWRRL and Amanda Yother, Assistant Director of the FWRRL

Approval of Minutes: The minutes of the April 11, 2017 meeting were approved with a motion from Joe Albrecht, seconded by Danny Rader. Motion carried.

Approval of Treasurer's Report: Director Stacie Netherton presented the treasurer's report. The treasurer's report was approved with a motion from Tricia Lawrence, seconded by Danny Rader. Motion carried.

Public Comment: N/A

Old Business: a) *Tennessee Consolidated Retirement System* - Invoices received from TCRS have been paid. The ER contributions were calculated on the current contribution rate of 10.05%. We are still waiting for the invoice for the two employees who were hired after September 2014.

New Business: a) *Board Nominations and Appointments* - Bryan Payne has been nominated for the Regional Library Board by Danny Rader, seconded by Harry Ingle. Motion passed. The request for the three year appointment to the Regional Library Board will be sent to the Putnam County Commission for approval. The Board and staff thanked Tricia Lawrence for her service.

b) *Putnam County Library Closing* – A motion to close the Putnam County Library on Saturday, July 1, 2017 for Slide CKVL due to road closure was made by Joe Albrecht, seconded by Danny Rader. Motion carried. The Monterey Branch Library will remain open.

c) *PCL Board Constitution* – The Board discussed meeting attendance and reviewing current bylaws. A motion that a committee of three board members – Joe Albrecht, Laura Clemons, and Danny Rader – review the current bylaws and bring suggestions to the July meeting was made by Joe Albrecht, seconded by Tricia Lawrence. Motion passed.

PCLS Director's Report:

- Amnesty Week – Close to \$2,000 was waived by the PCLS for Amnesty Week.
- Friends of the Library and Welcome Club assisted Children's Librarian Chelsea Gifford with Kindergarten Registration at elementary schools throughout Putnam County. In addition to providing families with information about the Library and Summer Reading Program, they provided Library Card applications to new students.
- Outreach Events – The PCLS is participating in community programs including Free Comic Book Day, Dogapalooza, Kids Matter, book clubs at our senior centers in Cookeville and Baxter, delivering outreach books to senior living centers, and doing

Summer Reading PSAs on StoneCom stations. Chelsea Gifford has also been hosting school tours and visiting schools to promote Summer Reading.

- The director's position has been posted using the guidelines set forth by the Personnel Committee.
- A manager's meeting was held to discuss planning for Summer Reading Programs. Each library's schedule can be found at pclibrary.org. The Library recognized the generous donation from the Putnam County Library Friends that makes this program possible. Appreciation for donations was also extended to area organizations and individuals.
- Mayor John Martin of Baxter has notified the library that we will receive two rooms in the proposed new location for the Baxter Branch. Stacie will visit the site again to assess the space to determine needs. She was told that Baxter's maintenance staff are currently removing items and wiring. The Board discussed school policies that will need posting and issues that still need to be addressed such as renovations by City of Baxter, patron access, wall removal by Putnam County's maintenance department, and responsibility of charges such as utilities and custodial services. The Board would like to meet with the Mayor. In addition to Stacie, Laura Clemons and Joe Albrecht will attend.

Branch Reports – The Board reviewed the Branch Reports. It was noted that the Monterey Branch Library completed over 80 income tax returns through the Volunteer Income Tax Assistance Program which is done through the IRS. Branch Managers Matthew Krist, Doyleene Farley, and Sarah Lewis as well as Chelsea Gifford met with Cindy Putman from WCTE to discuss early literacy collaboration. WCTE donated five PBS Playtime Pads to each library for patron use.

Falling Water River Regional Library Report – Director Matt Kirby presented the Regional Report. This included discussing the upcoming in-services planned and the Board certification program. He also requested that Board members fill out the Board Member Information Update form.

Putnam County Library Friends Report – NA

Meeting adjourned at 5:20.