

Putnam County Library Board of Trustees Minutes
November 10, 2015, 4:30 p.m.

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

Board members attending: Joe Albrecht, Laura Clemons, Tricia Lawrence, Beth Thompson, Daniel Rader

Putnam County Library System staff attending: Chelsea Gifford, Stacie Netherton, Brian Page

Also in attendance: Faith Holdredge, Director of Falling Water River Regional Library (FWRRL), Judy Titsworth, President of the Putnam County Library Friends (PCLF)

Approval of Minutes: The minutes of the October 13, 2015 meeting were approved with a motion by Joe Albrecht, seconded by Daniel Rader, motion carried.

Approval of Treasurer's Report: Stacie Netherton presented the treasurer's report making note that the telephone and internet bill will appear high until the E-rate reimbursement is filed. Stacie also mentioned that spending on supplies always tends to be high due to the amount of processing supplies and ink for printing needed. Stacie proposes to look at this further during the review of the budget. The Board discussed when to review the budget, keeping in mind the submission deadline of April, 2016. The Board discussed sales tax for public printing. Faith Holdredge advises the library to look into that because libraries should be tax exempt. Joe Albrecht and Daniel Rader suggest calling the State Department of Revenue to be sure. The treasurer's report was approved with a motion by Joe Albrecht, seconded by Beth Thompson, motion carried.

Public Comment: NA

Old Business: Stacie reported that the audit was currently not complete and there is no known timeline. She stated that she had spoken with Karen Curtis of TCRS and Karen will contact the library when she hears from the auditors. Stacie informed the Board that retirement has been withheld from library employees for 13 months. The Board discussed TCRS and the stopped account. Daniel Rader offered to write a letter to help with the progression of the process.

New Business: Stacie reported that there is a position open on the Board and asks that Board members make recommendations for nomination. The Board discussed the nomination process through the city of Cookeville.

Daniel Rader moved to remove Sue Pogue from the Trustees Account and add Joe Albrecht, seconded by Tricia Lawrence, motion carried.

PCLS Director Report – Stacie Netherton reported the success of CCAF and that she was proud of the staff members involved for their work. Stacie discussed the renovation of the downstairs meeting room and that Peter will be working on getting bids. The construction is estimated to take 4-6 weeks. Stacie reported that the handicap doors have been installed at the front entrance of the library. Stacie informed the Board about her attendance at the Department

Head meeting with Randy Porter and that she will be looking at assessing the library needs and developing a plan for the future of the library. Stacie discussed the search for an Adult Services Librarian and plans to fill the position by December. The carpets were cleaned at the Algood and Baxter Branches and a work day will be scheduled soon to clean up the gardens for winter. Stacie informed the Board of the upcoming Food for Fines Program in December where the library will waive up to \$25 in fines in hopes of getting long overdue items back in the library. Stacie reports that she will be looking at the standards and policies and working on creating a circulation policy.

Chelsea Gifford reported that the library participated in Quawana's Coat Drive and Make a Difference Day by providing an activity for the children. Chelsea informed the board about the two practicum students from TTU who are working in the library for the month. They will be helping out with programs and displays around the library.

Brain Page reported that the library has been working with an intern from TTU on the web design.

Review of Branch Reports – The Board reviewed the branch reports and there were no questions or discussion.

Falling Water River Regional Library Report – Faith Holdredge reviewed the Standards for Planning and Budget. She encourages the library to look at the image evaluation. Faith also reported that the Secretary of State is finding support for the State Library.

Friends of the Putnam County Library Report – Judy Titsworth discusses the PCL Friends Membership Meeting where Brian Page presented on 3D printing. Judy reported that they have a new president, Andrea Batson. She announced that Coffee with an Author will be on January 23, 2016 at 10:30a.m. with Dr. Michael E. Birdwell. Judy informed the Board that they are planning another event for February and they are looking for an event/publicity chair. She also reported that there will be no Friend's meeting in December. Tricia Lawrence suggests that there should be an article in the newsletter about Stacie Netherton, Laura Clemons, and Andrea Batson's new positions.

Adjournment: 5:20 p.m.