

**Putnam County Library Board of Trustees Minutes  
October 14, 2014**

The meeting was called to order by Chairman Sue Pogue at 4:30 p.m.

Board members attending: Joe Albrecht, Laura Clemons, Sue Pogue

Putnam County Library System staff attending: Doyleene Farley, Stacie Netherton, Brian Page, Clay Robertson, Amanda Yother

Also in attendance: Faith Holdredge, Director of Falling Water River Regional Library, Matthew Kirby, Assistant Director of FWRRL, and Judy Titsworth, President of Putnam County Library Friends

The minutes of the September 9, 2014 meeting were approved as corrected with a motion by Joe Albrecht, seconded by Laura Clemons, motion carried.

**Treasurer's Report:** Clay Robertson presented the Treasurer's Report. The treasurer's report was approved with a motion by Joe Albrecht, seconded by Laura Clemons, motion carried.

**Old Business:** N/A

**New Business:** a) The June 30, 2013 audit report shows current board members and needs to be changed to show board members that were serving at that time. The audit stated that "a lack of segregation of duties was noted." The Board discussed resolving this finding by evaluating the system of checks and balances. The Board also discussed the possibility of establishing a foundation. A financial committee comprised of three board members – Jo Albrecht, Laura Clemons, and Sue Pogue - was established to review the segregation of duties, how funds are processed, and what checks and balances need to exist.

b) TN Consolidated Retirement System has determined that the Putnam County Library must file as a separate entity, since it is a joint venture organization that does not fall directly under Putnam County and is governed by a Library Board. The Board must make a resolution to authorize all employees of the Putnam County Library System to become TCRS members before continuing service. The Board would like clarification on if the Library will have to pay additional contributions on prior service credit before making the resolution. The Board will hold a called meeting concerning the resolution once TCRS has clarified the concerns of the Board.

c) The Board was presented with the Portable Electronic Device Checkout Policy and User Agreement. Laura Clemons made a motion to approve the policy as presented with the deletion of the last sentence, Jo Albrecht seconded, motion passed.

d) The Inclement Weather Policy was presented to the Board. This will replace the Snow Policy. Laura Clemons made a motion to approve the policy as presented, Jo Albrecht seconded, motion passed.

**Director's Report:** Director, Clay Robertson, reported on the resignation of Alood Branch Manager, Phil Schaller. Clay and Laura Clemons attended the Trustee Workshop at Art Circle Public Library in October. The capital outlay funds requests for the renovations to the downstairs meeting room were approved by Putnam County. Brian Page has been working with County Maintenance to establish next steps. The library has received the \$25,000 bequest which was made to the Putnam County Library by the late Julia Greer Boyd. Amanda Yother reported on the Children's Library. She has been attending school family engagement programs, hosting school field trips at the library to present library services, and working in community outreach projects with various organizations. A new community partnerships with the Putnam County School System's Pre-K Advisory Committee has been established. The Library has received the iPads for lending through the WCTE grant. Stacie Netherton reported on the library partnership with the Quawana's Coat Project with Highlands Residential Services, Teen Read Week, outreach to schools and senior facilities, the completion of the PCL Community Quilt, and the review of Library policies for needed updates and additions. Brian Page reported that computers have been ordered and are currently being installed in respective library locations.

**Branch Reports:** The Board reviewed the Algood, Baxter, and Monterey reports.

**Regional Library Report:** Faith Holdredge reviewed topics addressed at the Trustee Workshop. She encouraged that the library review policies needed for implementation. Matt Kirby announced the upcoming in-services: October 16 on Overdrive and November 7 on Graphic Novels in the Library.

**PCLF Report:** The Dinner with an Author and Donuts with an Author events featuring Vince Vawter were successful. The Friends will host an Open House on October 3, from 4-6 pm. The Friends are currently working on the Coffee with an Author series.

The board approved changing the next meeting date from November 11 to November 18, since the Library will be closed in observance of Veterans Day.

Meeting adjourned at 5:57 p.m.