

Putnam County Library Board of Trustees Minutes
September 8, 2015, 4:30 p.m.

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

Board members attending: Joe Albrecht, Laura Clemons, Leigh Flatt, Tricia Lawrence, Daniel Rader, Sue Pogue

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

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

The Board welcomed new Children's Services Coordinator, Chelsea Gifford and new board member Daniel Rader, IV.

Approval of Minutes: The minutes of the August 11, 2015 meeting were approved with a motion by Joe Albrecht, seconded by Laura Clemons, motion carried. Minutes of the August 25, 2015 called meeting were approved by Laura Clemons, seconded by Joe Albrecht, motion carried.

Approval of Treasurer's Report: Stacie Netherton presented the treasurer's report. The treasurer's report was approved with a motion by Tricia Lawrence, seconded by Laura Clemons, motion carried.

Public Comment: NA

Old Business: Sue Pogue worked with Clay Robertson regarding an agreement, which has been signed. Sue also signed the necessary paperwork to begin the establishment of the Putnam County Library Foundation. A new board will need to be established for the Foundation.

New Business: Daniel Rader made a motion to add Chelsea Gifford and Kristin Pearson to the PCL Fund Special Account and to remove Kathy Keller, Clay Robertson, and Amanda Yother from the account. Joe Albrecht seconded, motion carried.

Joe Albrecht reported that he was notified the day of the board meeting that the Clean Commission received a grant for \$4,500 to plant trees in Monterey. They would like to plant trees by the Monterey Branch Library and in ice damaged Whitaker Park. Stacie Netherton presented a schematic drawing of the proposed placement of trees at Monterey Branch. Branch Manager Doyleene Farley was concerned because the proposed area is over the septic tank. The Board requested that more research should be done before agreeing to the planting.

PCLS Director Report – Stacie Netherton reported that the Library System is celebrating National Library Card Sign Up month with special edition Peanuts library cards. The licensing agreement allows the cards to be given out through December 31, 2016. She provided the Board with the Library's program brochure for September. Chelsea Gifford has been continuing with established children's programs and has been working on creating a new outreach location with

the Upper Cumberland Family Justice Center. Library staff are currently working with an intern from TTU on the redesign of the Library's website. The update will be implemented in December. TCRS is still waiting for the actuarial study to be completed. Stacie will be working on the data collection report and the maintenance of effort document this month. Baxter Branch Library has received numerous complaints about parking. A private business in the area has blocked off their parking, leaving fewer options for individuals needing to park at City Hall, the Baxter Police Department, and the Baxter Branch Library which all share one building. The town is working to resolve this issue.

Review of Branch Reports – The Board reviewed Branch Reports. Monterey Branch Library needs to have the floors stripped and polished. After sending multiple maintenance requests, Doylene Farley was provided with a quote by an independent company recommended by County Maintenance. The Board feels that the issue should be handled by County Maintenance. Stacie Netherton will look into the situation. Algood Branch Manager, Kristin Pearson, was able to attend the annual Chamber of Commerce morning meeting in Algood on August 18, where she had the opportunity to discuss potential educational partnerships.

Falling Water River Regional Library Report – Faith Holdredge encouraged Board members to attend the Trustees workshop which will be held on October 6 in Crossville at the Art Circle Library. Topics will include library foundations, Friends of the Library, and disaster planning. Federal Funds will be released October 1. Matt Kirby announced that the next in-service will be Diffusing Difficult Situations. This will be presented by Nancy Reece of the Human Capital Group. He encouraged board members to participate in the Tennessee Trustee Certification Program.

Friends of the Putnam County Library Report – Judy Titsworth reported that the PCLF Newsletter was mailed to members this week. Denise Kiernan, author of *The Girls of Atomic City*, will be the featured author for the Friend's Dinner with an Author fundraiser. Andrea Batson has written a grant for Summer Reading Program funding for the Branch Libraries. She will be presenting it to the Cookeville Junior Women's Club. The PCLF won the Herald-Citizen's Best of the Best award this year for Best Civic Group.

Sue Pogue will be moving in November, so her last meeting will be in October.

A motion to establish a subcommittee consisting of three board members – Laura Clemons, Daniel Rader, and Larry Garret - to review personnel policy, job descriptions, and the process for hiring a new director was made by Joe Albrecht. Tricia Lawrence seconded, motion carried. The Board discussed researching policy and procedures that need to be updated.

Adjournment: 5:35 p.m.