

Putnam County Library Board of Trustees Minutes
Called Meeting: December 12, 2019

Called to order by Harry Ingle at 4:30pm.

Board members attending: Harry Ingle, Patricia Phillips, Cynthia Putman, Bryan Payne, Daniel Rader IV,

Putnam County Library System staff attending: Phil Schaller, Brian Page, Matt Knieling

Old Business: Phil Schaller gave a recap of the progress on Project 1, the renovation of the Front Lobby. Painting was underway, with all furniture and accoutrements ordered, and most already on hand and ready for installation once painting finished. Bryan Payne expressed an interest in how the projections of Project 1 met the execution. Phil noted that the process was more time consuming than had been expected, but the final price was well under the projected budget.

New Business:

Project 2: To present the details of Project 2, renovation of the Upstairs Library, Matt Knieling led the group on a walkthrough of the involved spaces, discussing the planned improvements. These centered on focusing the current Reading Area on being more dedicated to quiet study by individuals; the current YA Section becoming a Group Area dedicated to space for conversations and activities; and several avenues for increasing the promotion and display of materials, including front facing shelving units to be inserted into the existing stacks and a display table to go near the front entrance. Phil went over the bid proposals and RFPs he planned to open up. Daniel Rader recommended being less specific with parameters, to allow for a greater variety of offers and prices. He also proposed the idea of splitting the large bids into smaller elements, so that a wider variety of vendors could make offers. Phil agreed with these notes and said he could easily reformat the bid proposals.

Bryan Payne requested for the project to be presented in a written format, with a clearly defined concept and projected steps for execution, as well as listing the ways in which it works toward the library's Strategic Plan. The board expressed interest in seeing the proposal in this style, and Phil agreed to reformat the project proposal, and asked for another called meeting before the holidays to allow time to get the project started before the New Year.

The board settled on the date for another called meeting on Dec. 20th at 4:30 pm.

5 Year Planning: Phil Schaller presented the PCLS 5 Year Plan. Daniel Rader and Bryan Payne inquired about the specifics of the proposed Communications Librarian position. Phil described the potential duties of such a position and discussed the need for such a position. He also explained the difference in the variety of digital services that are mentioned within the plan as possible additions to the library's online service options. While reviewing the item regarding the creation of a library foundation, Daniel asked whether that could be perceived as a conflict of interests with the PCL Friends group, Patricia Phillips assured him as the Friends representative that there would be no conflict between the two.

Daniel Rader moved to approve the PCLS 5 Year Plan as presented, Patricia Phillips seconded. The motion carried.

Bank Signatory: Phil Schaller discussed the need to add Harry Ingle to the Bank Signatory sheet now that he is the Board Chair.

Daniel Rader motioned to remove Laura Clemons from the Bank Signatory and add Harry Ingle, Patricia Phillips seconded. The motion carried.

The meeting was adjourned by Harry Ingle at 5:36pm.