

**Putnam County Library Board of Trustees Minutes
Called Meeting on June 20, 2019**

The meeting was called to order by Chairman Laura Clemons at 4:32 p.m.

Board members attending: Laura Clemons, Harry Ingle, Brian Payne, Patricia Phillips, Kathryn Wisinger.

Putnam County Library System staff attending: Phil Schaller, Doyleene Farley, Matt Knieling.

Also in attendance: Jeanne Schmitzer.

New Business: a) *Social Media Policy:* Phil Schaller presented the proposed Social Media Policy for the library system and its employees, stating that it was created with counsel from the county attorney and utilizing much of the same wording as the State of Tennessee's policy. During discussion, he read the following statement:

Having looked over the documentation provided by both Ms. Crawford and Mr. Penkoski, and receiving counsel from our county attorney. I have had an official talk with Ms. Crawford informing her of the social media policy that will be enacted to regulate personal use of social media for employees that may be considered to represent the library. I have also informed her that she or any other employee is in no way to ever be perceived as speaking for the library on personal social media accounts. A signed copy of the memo stating this has been put in her personnel file.

In this specific instance, at no time did the documentation show that Ms. Crawford ever used her personal accounts on library property or during work hours. Her personal posts did not reflect the views or thoughts of the PCLS and were her own 1st amendment protected use of free speech. More importantly, the PCLS had not yet had a social media policy for Ms. Crawford to look to in order to know and understand the proper use of social media on personal accounts as a library employee.

Jeanne Schmitzer inquired about listing Gender Identity as one of the protected classes enumerated in the policy. Kathryn Wisinger proposed that we follow the recent changes made in the employee handbook for a similar section and have both policies use the same wording. Matt Knieling brought up a concern that this policy may discourage staff members from promoting library services and events to their own social networks, losing a valuable outlet to the community. During discussion, it was decided that the wording of the policy does not prevent interacting with library social media in the same fashion that any other community member could, employees should simply refrain from connecting themselves to the library in postings. Matt and Doyleene Farley also mention concerns regarding admin staff having to use personal accounts and devices to access and utilize social media for professional promotions, upon discussion an addendum of "outside official duties" is decided upon.

Brian Payne motions to pass the policy with the addendums of “sexual orientation, gender identity, or gender expression” on Item 3 and “outside of official duties” on Item 6. Kathryn Wisinger seconds, the motion passes.

b) Video Policy: Phil presents the Photography/Audio/Video/Security Camera Policy, noting that it was also written with the help of the county attorney. This policy is an amendment to the existing Security Camera Policy. Brian Payne asks how the public will be made aware of the policy, signage at the entrances is discussed. Kathryn Wisinger asks that the wording reflecting that the meeting room is exempt from the policy be added. Matt Knieling has concerns regarding patrons not being allowed to tape interactions with staff that they are being handled unfairly, upon discussion it is decided that the current policy allows the patron to either request permission to record or cease the interaction until a later point.

Pat Phillips motions to pass the amendment to the policy with the addition of “with the exception of public meeting rooms” to the opening sentence. Kathryn Wisinger seconds, the motion passes.

c) July 6th Closing: Phil Schaller requests formal permission for the Cookeville library to be closed on July 6th, as the library will be inaccessible due to road closures for “Slide CKVL.”

Pat Phillips motions to close on the 6th. Harry Ingle seconds, the motion passes.

Adjournment: 5:18 p.m.