

Putnam County Library Board of Trustees Minutes

January 12, 2016, 4:30 p.m.

The meeting was called to order by Chairman Laura Clemons at 4:28 p.m.

Board Members attending: Laura Clemons, Joe Albrecht, Leigh Flatt, Beth Thompson, Alicia Eldridge, Daniel Rader, Tricia Lawrence

Putnam County Library System staff attending: Stacie Netherton, Doyleene Farley, Phil Schaller, Brian Page

Also in attendance: Matt Kirby of Falling Water River Regional Library (FWRRL), Andrea Batson; President of the Putnam County Library Friends (PCLF)

Approval of Minutes: The minutes of the November 10th, 2015 meeting were approved with a motion by Joe Albrecht, seconded by Alicia Eldridge, motion carried.

Approval of Treasurer's Report: Stacie Netherton presented the treasurer's report. The discussion from last meeting was revisited about taxes on copies. Taxes must be paid on copies in compliance with the Sales and Use Tax Notice #15-16 as well as TN Department of Revenue Letter Ruling #07-01. The Library has already been paying taxes on copies and is in compliance. A motion to approve the treasurer's report was brought forth by Tricia Lawrence, seconded by Beth Thompson, motion carried.

Public Comment: NA

Old Business: The idea of an article in the paper was brought up and noted that this is still in discussion.

New Business: *a) Board Appointment* - Beth Thompson made a motion that Patricia Phillips be appointed to the Putnam County Library Board of Trustees to fill the vacancy left by Sue Pogue with a term to expire in June 2016. Seconded by Tricia Lawrence, motion carried. The Board will request that the Cookeville City Council appoint Ms. Patricia Phillips to the Putnam County Library Board of Trustees.

b) Audit Report – Stacie Reported that the audit was received on time, accurate, and in compliance with all laws. Recommendation from the report was for a larger segregation of duties, which is currently being done to the best extent possible with available personnel.

c) Fund Balance Request – Stacie reported that the Library received a quote of \$6,477 from Herring Glass to replace glass above the doors in the North lobby. A motion to authorize the use of \$6,477 from fund balance for this was put forward by Joe Albrecht, seconded by Daniel Rader, motion carried.

d) 2016-2017 Budget – Stacie informed the Board of requests being made to funding bodies, draft of budget must be submitted to the County by February 26th. Board discussed renovation of the bathroom facilities, and whether funding for this project should come from Capital Outlay or Fund Balance. Board determined library staff should review with county maintenance and do informal walkthrough with Randy Porter before moving forward.

e) Board Packets – A discussion was held between online vs. print packets, and what should be contained in the packets.

PCLS Director's Report:

a) Phil Schaller was hired as new Adult Services Librarian.

b) Personnel Committee Update – The committee met in December and are in the process of creating updated employee manual.

c) TCRS – Stacie contacted Karen and this is still in the audit phase.

d) Meeting Room Renovation – Waiting for final plans from A.E.I. Once acquired, bids will go out for one month. Labor is expected to take 2 weeks to one month.

e) Future Putnam – Stacie will be meeting with Randy Porter again this month to discuss *Future Putnam*. Topics include ADA accessible door for North entrance, addition of new full-time librarian, space needs, digital materials. And new building for Algood Branch.

f) Building Security Plan – This is for county buildings, submitting plan for Putnam County Library and Monterey Branch using provided templates to Putnam EMS. Separate plans will be made for Algood and Baxter branches.

g) Donations to Branches – PCLF donated approximately \$1000 for new computer chairs to Algood Branch. A bike rack was donated to Monterey Branch from Stone Steel. Will be evaluating needs and addressing Boyd memorial.

h) In-services Attended – Brian and Stacie attended Planning Libraries for the 21st Century. Phil, Stacie, Sarah Lewis, Kristen Pearson, and Doyleene Farley attended weeding in-service.

i) Leaks – Base of Putnam County Library is leaking. This will be addressed by maintenance this spring.

j) VITA Program – Program starts January 29th at the Monterey Branch and Putnam County Library.

Assistant Director's Report: Phil reported that he is in the process of putting together robotics programming. He has a meeting with Cummins Filtration to discuss possible grant opportunities.

IT Report: R.E.A.D.S. numbers have skyrocketed.

Branch Reports: Stacie confirmed that Baxter Branch had replaced door and resolved parking issue. No other questions or discussions arose.

Falling Water River Regional Library Report: Matt Kirby reported that Faith will officially be out for the next 6 weeks and he was becoming Mad with Power! He stated he would come back to the standards issue in the next meeting. He also encouraged everyone to check out magazines on R.E.A.D.S. Reminded Board of next in-service meeting; February 16th (SRP in-service) and March 10th (Book Repair).

Friends of the Putnam County Library Report: Andrea Batson announced the arrival of 2 new board members Greg LaPlant and Carol Welch. She relayed donations given to various library entities, and announced dates for the next 3 coffee with an author.

Adjournment: 5:17 p.m.