

Putnam County Library Board of Trustees Minutes
January 8, 2019

The meeting was called to order by Chairman Laura Clemons at 4:30 p.m.

Board members attending: Laura Clemons, Drew Binkley, Harry Ingle, Bryan Payne, Patricia Phillips, Cindy Putman, Daniel Rader, and Kathryn Wisinger

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

Also in attendance: Matthew Kirby, Director of Falling Water River Regional Library, Jeanne Schmitzer

Laura Clemons introduced City Editor, Kate Cook. Laura explained that three minutes per person will be allotted during the public comment area of the agenda.

Approval of Minutes: The minutes from the November 11, 2018 meeting were approved with a motion by Daniel Rader, seconded by Kathryn Wisinger, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that spending is right on track for the year.

The Treasurer's Report was approved with a motion by Daniel Rader, seconded by Patricia Phillips, motion carried.

Public Comment: Melissa Bean of Sparta, TN was present for public comment. Melissa is a native of Cookeville and the president of the Upper Cumberland Pride organization and she developed the Drag Queen Story Hour Middle Tennessee Chapter. She spoke on the backlash that the Drag Queen Story Hour event has received. Melissa thanked the library for being fair and allowing the chapter to book a meeting room. She stated that she feels the library has been unfairly targeted by those who are upset within the community. She assured the board that their story hour is not soliciting anyone and feels that since they have filled out the appropriate paperwork, the group has the right to use the meeting space without religious brunt.

Old Business: *a) Recap of Strategic Planning Subcommittee* – Phil Schaller distributed the strategic plan developed by the planning committee. He requested that the strategic plan be tabled for discussion until a potential called meeting in February when estimated costs of requests are figured.

The board approved to discuss the strategic plan at a called meeting in February with a motion by Laura Clemons, seconded by Daniel Rader, motion carried.

b) Review of 5-Year Plan for county – Phil submitted the plan to the county. Randy Porter is aware that the board has not yet approved this plan. Phil noted that he did not change the format from the previous plan much and rearranged priorities based on the development of the strategic plan and needs of the library. Bryan Payne asked if there were specific items that had been added or removed. Phil stated that the RFDI technology was removed due to cost, the replacement of the air handler in the boiler room was added, and the hot

spots were pushed back year because of the grant received. The Baxter Branch position was moved up and made a Baxter city request.

The 5-Year Plan was approved with a motion by Daniel Rader, seconded by Patricia Phillips, motion carried.

c) Add Kaylee Gentry to Fund Special Account – A motion to remove those that need to be removed and add Kaylee Gentry to the Fund Special Account was made by Daniel Rader, seconded by Drew Binkley, motion carried.

New Business: *a) Review/Approve Hot Spot Policy*- Phil explained that the hotspot devices will provide internet access. As the board reviewed that policy, Phil talked about the aspects that were borrowed from various libraries. Patrons will have to sign an agreement to follow the policy when checking out the device. There will be 12 hotspots, three for each branch and they can be deactivated if they are not returned. The cost of the device is \$72 and that is what patrons will be charged if a device is lost or damaged. The board discussed that it will only add a few minutes in the morning to run a report to check on overdue hotspots.

The hotspot policy was approved with a motion by Patricia Phillips, seconded by Bryan Payne, motion carried.

b.) Review Meeting Room Policy – The board reviewed the meeting room policy, which was created around 8 years ago by Jeff Jones. Phil shared that library administrative staff discussed adding a limit to the number of uses for groups using the meeting room per week or month. They also discussed adding a clause for groups that do not show up for their scheduled time. The board discussed adding something in the policy addressing advertising. Bryan Payne proposed a written change. The board discussed this and what exact contact information should be provided as well.

Daniel Rader talked about the substantial amount of different groups that used the library meeting rooms and how that would probably be surprising to most of the community.

The following modifications were made to the meeting room policy:

Under ‘General Rules’

7. Publicity, such as posters, press releases, social media posts, or other material, and interviews may not imply that events are sponsored, cosponsored or approved by the Putnam County Library. Any printed or social media advertising for the event must include: "This program is not sponsored by the Putnam County Library." Additionally, any such printed materials or social media posts regarding the event must include a contact phone number and a return address for the organization booking the room. Inquiries from the public concerning specific programs will be referred to the sponsoring organization. Neither the name nor the address of the Putnam County Library may be used as the official address or headquarters of an organization.

Under ‘Reserving a Meeting Room’

- 1. Meeting rooms may be booked up to one year in advance, but future reservations will be canceled if a patron fails to attend on a reserved date without notice.*
- 4. Meeting rooms may be reserved no more than once per week.*

The meeting room policy was approved with the above modifications with a motion by Daniel Rader, seconded by Drew Binkley, motion carried.

Director's Report: Phil Schaller address the Drag Queen Story Hour event that occurred on January 5, 2019. He stated that it was difficult keeping peace and enforcing the Code of Conduct during that time. Administrative staff have been brainstorming ideas on how to maintain civil order for the next scheduled event. It is necessary to consider hiring off duty CPD officers to handle the general disruptions and ensure safety, so that staff are able to run the library effectively. It is expected that non-local protesters are planning to be at the next event and plan to look for opportunities for litigation.

The board discussed that the meeting room policy states that the organization should be responsible for hiring a police officer.

Daniel Rader said that he felt the library staff handled the situation well during a difficult time. He hopes that in the future, if anything controversial comes up that the entire board is contacted as soon as possible. This way, member of the board are not blindsided and know how to respond to inquiries from the public.

Phil shared that the study rooms are under construction. They are expected to be finished by the end of next week. Upon completion, a use policy will be developed for board approval.

Since the TOP grant has been received, computer classes have been scheduled and the hotspots are being processed. The first computer class will be on January 11, 2019. Guest lecturers will be here from TTU to lead these classes.

Phil also reported on the Level 5 Directors Summit that he attended, stating that the connections and information were very helpful, especially in light of recent events.

Matt Knieling talked about the new Mind Sports program for kids that has been added on Monday afternoons. Local educator, Sean Ray received a grant to teach the game Go to children along with Chess. This program will be in conjunction with the Lego Club.

Brian Page presented the circulation statistics and collection stats in the format requested by the board.

Review of Branch Reports: The board reviewed the branch reports. Daniel Rader complimented Branch Manager, Kaylee Gentry, again for attending city meetings.

Falling Water River Regional Report: Matthew Kirby reported that the READS numbers are always growing and with that, an increase of one million dollars has been asked of the state. The focus of these funds will be to maintain the demand on popular materials. Matthew introduced the new Assistant Regional Director, Jeanne Schmitzer. She shared her background in libraries, her career in law, and her journey back to libraries. Matthew discussed the Summer Reading

Conference coming up in February in Crossville, TN and that materials have been dispersed to libraries in the region.

A grant from NASA was received and Matthew has selected a representative from the Putnam County Library to attend a training led by NASA educators.

PCL Friends Report: Greg LaPlant informed the board that there will be a Coffee with and Author event held at the library on Saturday with Mark Grisham. He also shared the Friends of Tennessee Libraries annual meeting will be held here in Cookeville in May. This event is being organized by Putnam County Friends member, Connie Albrecht. Greg will be resigning as president of the Friends, effective at the end of the month.

Cindy Putman reported that she worked on a proposal for the American Library Association Annual Conference with Chelsea Gifford and it has been accepted. All expenses will be paid for them to attend the conference in Washington D.C. where they will present on the collaboration between the library and WCTE and the family engagement workshops held at the library.

Adjournment: 5:26 p.m.