

Putnam County Library Board of Trustees Minutes
July 10, 2018

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

Board members attending: Laura Clemons, Bryan Payne, Patricia Phillips, Daniel Rader, Katheryn Wisinger

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

Also in attendance: Matthew Kirby, Director of Falling Water River Regional Library and, Amanda Yother, Assistant Director of FWRRL, Greg LaPlant, PCLF President

Approval of Minutes: The minutes from the May 8, 2018 meeting were approved with a motion by Daniel Rader, seconded by Bryan Payne, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that it is the end of the fiscal year. The board reviewed the line items that were a little over and under budget and discussed what the fund balance will be after the year is over. The board discussed adjusting line items that are usually low or high to be on budget in the future.

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

Public Comment: N/A

Old Business: *a) Meeting Room Reception-* Planned for August 14th at 3:30 p.m. Phil Schaller encouraged board members to invite those that may be interested in attending.

New Business: *a) Nominees for replacement of Larry Garrett-* Larry Garrett declined to fill the Vice Chairman position so this position will need to be filled.

The board discussed re nomination of Daniel Rader and Laura Clemons, both accepted. Bryan Payne suggested attorney, Drew Binkley to hold a position on the board. Patricia Phillips suggests Kristy Herr for a position on the board. Bryan Payne moved to offer Drew Binkley for the city position and keep Kristy in mind for the next county position, seconded by Patricia Phillips, motion carried.

Daniel Rader nominated Pat Phillips to serve as Treasurer, Bryan Payne seconded, motion carried.

Daniel Rader nominated Harry Ingle to serve as Vice Chairman, seconded by Patricia Phillips, motion carried.

Patricia Phillips nominated Laura Clemons to continue serving as Chairman, seconded by Daniel Rader, motion carried.

b) Physical Improvement Plan – Phil Schaller discussed ideas for purchases for the library:

- New carts for processing
- Memory lab equipment
- New furniture in the reading and teen area
- Renovation of children's bathroom creating a family restroom (working on pricing with county maintenance)
- Replacing the emergency exit door in children's library
- Installing a music system to create a white noise background
- Adding a coffee bar
- Replacement of water fountains

Laura Clemons recommended developing a strategic plan and getting figures on the items listed. Daniel Rader suggested looking at different grants and using fund balance to match. The board discussed creating a survey and using the listserv to get feedback what should be improved in the library.

Daniel Rader moved to create a committee with Bryan Payne, Patricia Phillips, and Laura Clemons to help develop a strategic vision plan for the library, seconded by Patricia Phillips, motion carried.

c) UCHRA Donation Request – Phil Schaller explained that UCHRA requests a donation every year for the workers they provide. The Monterey branch library currently staffs three workers. The board discussed what these workers do and obligation to hire.

Daniel Rader moved to approve \$1,200 for the UCHRA donation, \$1500 for the purchase of memory lab equipment, and \$100 for the purchase of new processing carts, seconded by Patricia Phillips, motion carried.

Director's Report: Phil Schaller reported that he is working on a grant through FRS (Foundation for Rural Services) and Twin Lake, offering \$250-\$5000. The plan is to use the grant money to subsidize mobile hotspots for a year and then use the data and patron feedback to support the need for a budget increase.

Phil also reported on the success of the Summer Reading Program. There will be a Skate Party to celebrate the conclusion of the program on July 20th. The Algood Branch manager, Emma LaPrade, is leaving her position on July 20th. The position was offered in house and interviews have been set up for the week. Randy Porter asked for a breakdown of the proposed budget increase and County Commission should review and vote during the July meeting.

Chelsea Gifford informed the board that the children's library pet hedgehog had passed away. They are thinking about getting a new pet in the near future. She also reported that there were 761 children registered for this year's Summer Reading Program and it was a lot of fun.

Review of Branch Reports: The board reviewed the branch reports. Doylene Farley reported that the automatic doors were installed at the Monterey Branch Library.

Falling Water River Regional Report: Matthew Kirby discussed the annual documents that have been sent out and will be due soon. He also shared the upcoming in-services being offered

by the regional library and highlighted the trustee workshop, as it will count toward the Tech Grant. Matthew shared the continued work on the new State Library and Archives and that they have a projected end date of 2019.

PCL Friends Report: Greg LaPlant reported that the Friends have been working on planning the Dinner with an Author event. They met last Tuesday for a planning meeting.

Adjournment: 5:44 p.m.