

Putnam County Library Board of Trustees Minutes
March 12, 2019

The meeting was called to order by Chairman Laura Clemons at 4:38 p.m.

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

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

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

Approval of Minutes: The minutes from the January 8, 2019 meeting and the minutes from the January 30, 2019 called 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 spending is right on track for the year. Phil noted that the E-rate should be completed by June or July.

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

Public Comment: Joe Nicosia of Cookeville, TN was present for public comment. He discussed the library's policy and procedures for the meeting rooms and feels there has been bias and favoritism toward the Drag Queen Story Hour (DQSH), an event that has been hosted at the library. Joe mentioned that the organizers of DQSH will cancel their reservation and he does not think it is fair that they are able to stay booked on the meeting room calendar for future dates. He does not feel that the group should be able to cancel right up to the time of the event and that the policy needs to define what an acceptable time to cancel should be.

LuAnn Nicosia of Cookeville, TN stated that she also feels the DQSH has been keeping the room tied up for that first Saturday of the month regardless of intentions to use it. She stated that she has seen the organizers publically change the location of the event and does not think it is fair that they still have the meeting room at the library reserved as well. LuAnn discussed how she feels there should be parameters for cancelation in the library's meeting room policy. She suggests that groups should have to give one to two weeks' notice for canceling without loss of reservation. She stated that she doesn't like that the organizers change what they are doing at events. LuAnn talked about how she felt the event is obscene as it contains men dressed as women around young children.

Clarence Jared of Cookeville, TN spoke about how he was a part of the picketing at the library in January during the DQSH event, and said he thinks they all were in a situation they did not want to be in. Clarence said the library has been fair to him. He suggested the board consider looking at the policy and believes the board could fix it so that the DQSH will not need to meet here. He stated he is not here against the library but he believes that DQSH program is wrong.

John Paul of Cookeville, TN asked the board who is responsible for drafting the policy. Board Chair, Laura Clemons reminded everyone that this is a time for public comment and for the board to listen to public concerns.

Old Business: *a) Recap of Strategic Planning* – Phil Schaller talked about the upcoming meeting planned to discuss updating the website with a local company. Library staff and Laura Clemons met with Lisa from Franklin Fixtures to explore ways the library can be updated. Phil presented a few slides based on the ideas that were discussed during this meeting. The library is looking at doing a series of workshops with Franklin Fixtures to focus on specific areas of the library.

Laura mentioned that this came as a result of the strategic plan and wanted Lisa to look at the overall design. She hopes that if the library participates in the workshops it would make things more cohesive.

Bryan suggests having the goal from the strategic planned listed next to the idea for better understanding.

Phil talks about bringing the plan along to these workshops and using it as a guide when making decisions.

The board decided to table the discussion on the workshops until the strategic plan is involved.

Phil shared a list of items that could be purchased for the library including front facing shelves for the adult section, an octagonal table for display, and plant life for the library. Daniel Rader suggested that there be a complete itemized list of everything that would need to be purchased and the board would prioritize it from there. Phil mentioned that a complete list would take a while if they were to work through the aforementioned workshops with Franklin Fixtures.

Daniel Rader mentioned that he reviewed the called minutes and can agree with investing in the website redesign. He thinks the library is already doing a great job with communication and does not feel money needs to be spent there. Daniel feels Franklin Fixtures will be costly and thinks the library would put in a lot of work planning with them only to end up having to bid out because of cost.

Bryan Payne suggests attacking one section of the plan at a time and making a list for that particular area.

The board discussed the website service. Daniel suggests doing an RFP from more than one place.

A motion was made by Daniel Rader to allow up to \$1000 to purchase plant life for the library, seconded by Pat Phillips, motion carried.

Daniel Rader discussed the meeting room policy mentioned in Public Comment. He does not think that any group should intentionally advertise that they are meeting somewhere else and believes that should count as a cancelation. If it is brought to the attention of library staff that the event is moved, library staff will need to call and speak with the organizer and let them know

that if the room is not needed, it needs to be open. Daniel stated that the public comment was a legitimate point and that any public announcement on location change constitutes a cancellation upon a phone call to the organizers for clarification. Daniel feels the policy is good the way it is. It should be a matter of procedure to handle cancellations and to procedurally end all reservations after three cancellations in a row from any group. The policy cannot address every matter and the board will support staff with any decisions they have to make.

New Business: *a) Review Code of Conduct Policy-* The board reviewed the Code of Conduct. Phil mentioned the only proposal was to change the language in paragraph four to state “*no food or drink in unpermitted area.*”

The Code of Conduct was approved with the proposed change to paragraph four by Daniel Rader, seconded by Patricia Phillips, motion carried.

b.) Review and approval of 2019-2020 budget – The board reviewed the budget and discussed the increases. Phil shared that the only things added were yearly pay raises and money to cover digital materials.

The budget was approved with a motion by Daniel Rader, seconded by Patricia Phillips, motion carried.

The board reviewed the audit. The audit was approved with a motion by Daniel Rader, seconded by Patricia Phillips, motion carried.

Director’s Report: Phil Schaller shared that library staff have been working on plans for the Summer Reading Program that starts at the end of May. He also talked about the study rooms being finished, operational, and used frequently. Library administrative staff will be completing employee evaluations and staff will have the opportunity to evaluate supervisors via SurveyMonkey. Administrative staff recently attended a Putnam County in-service presented by Wimberly/Lawson law firm. This was an informative training covering FMLA, ADA, and Worker’s Comp rules and regulations.

Review of Branch Reports: The board reviewed the branch reports.

Falling Water River Regional Report: Jeanne Schmitzer talked about the libraries in the region completing their last orders to spend regional funds. They are working on planning upcoming in-services.

PCL Friends Report: Pat Phillips talked about the upcoming Books and Brews event being held at Red Silo with author Christopher Greyson on March 18th. She stated that the Friends are working on finalizing details on their Dinner with an Author event in September.

Adjournment: 5:45 p.m.