

Putnam County Library Board Meeting  
May 11, 2010 4:30 PM

The meeting was called to order by Chairman Dan Maxwell at 4:30 PM

Board members in attendance were Dan Maxwell, Larry Garrett, Ruth Ann Woolbright, Alma Anderson (had to leave early), Dr. Gerald Barker (had to leave early) and Patricia Lawrence.

Putnam County Library staff in attendance was Sue Pogue, Dale Stapp, Brian Page, Doyleene Farley, Sarah Lewis, and Kathy Keller.

The Minutes from the April 13<sup>th</sup>, 2010 meeting were approved by a motion made by Ms. Lawrence and 2<sup>nd</sup> by Mrs. Woolbright.

The treasurer's report was given by Sue Pogue. The treasurer's report was approved by motion made by Mrs. Anderson and 2<sup>nd</sup> by Mr. Garrett. Ms. Pogue pointed out that the adult fiction was over budget, but stated that that this would be able to be corrected with other book lines next month.

Doyleene Farley gave the report for the Monterey Branch Library. Monterey Branch Library is in full swing with their Tea on Tuesday Adult Summer Reading Program. The first program was How to Facebook with Friends, presented by Chris Phillips of the Putnam County Library.

Mrs. Farley is training Cleat Turner as the UCHRA Title V worker, who will replace Pat Norrod. Cleeta will be training at the Monterey Library a total of 20 hours a week at no cost to the library.

Mrs. Farley attended the Conference call concerning the GASB 54 Funding Issue at the UCRL. She also attended the Communication 101 in-service at the UCRL. This in-service was presented by Jane Pinkston, on how to train librarians to communicate effectively with VIP's of the library world.

Mrs. Farley has contacted Bobby Farley, Monterey's street supervisor concerning the hole in the parking lot at the library. Mr. Farley stated that the city plans to correct the parking lot issue this week, if the weather is suitable to do hot patching.

Mrs. Farley also spoke to Dennis McBroom at the County Maintenance Department. Mr. McBroom feels there is no need to worry concerning the area where the old and new foundation meets with the OSB board between the two. He says that with the flooring already cracking due to the two floors being uneven, that there is no need to worry about damage being done to the floor due to the termites. The current damage is due to the settling of the new addition. He feels the flooring will be fine until we decide to correct the problem with the tile.

Mr. McBroom also stated that he will be at the library sometime in the next 2 weeks to cut away a section of the front wall to check to see the extent of the damage done from the termites last year.

Sarah Lewis gave the report for the Baxter Branch Library. Mrs. Lewis had Emily Sciacca from the Putnam County Library to come to Baxter to help with the weeding of the Juvenile section. Mrs. Lewis will continue to weed and replace items as she sees a need.

Mrs. Lewis is training of Linda McCloud of the UCHRA Title V program. Mrs. McCloud will be training 20 hours a week at no cost to the Baxter Branch Library. Dale Stapp came to Baxter and led the Baxter Book Bunch in the discussion of The Friday Night Knitting Club by Kate Jacobs.

Mrs. Lewis' main goal at this time is getting ready for the Summer Reading Program.

Kathy Keller gave the report for the Algood Branch Library. Mrs. Keller commented on activities at the Algood library. Mrs. Keller stated that during spring break she had seen a rise in the number of teens using the Algood branch.

On April 27<sup>th</sup> Ms. Keller went to the Algood School and passed out information concerning the summer reading program.

Brian Page spoke about the stimulus grant for which state had applied; Round 1 was denied for the entire state. The Monterey Branch Library is the only library that is eligible for Round 2. The USDA has taken on the responsibility of this grant which means we will not have to match the funding for this grant. The grant will include money to purchase 12 – 14 lap tops for a computer lap, wiring, furniture and a trainer to teach computer classes.

Mr. Page also spoke about the Tech grant which is thru the TN State Library and Archives. This grant will provide 3 computers for the Monterey Branch Library.

Dale Stapp spoke about the fact that Ms. Pogue and she had been working to streamline the memorial process. She, Ms Pogue and Mrs. Farley have met to see what we need to do to make the process the same across the board. Each feels hat the most important issue at this time is to be notifying the donator and the family as quickly as possible that the donation has been made. Mrs. Farley has redone the memorial form so that we will be able to follow each step of the process.

Ms. Stapp attended the Communication 101 at the UCRL.

Ms. Stapp announced that the 4<sup>th</sup> quarter funding for the UCRL has been released. Putnam County Library received \$3700, with Ms. Pogue and Ms. Stapp deciding to give Baxter and Monterey Branch Libraries \$750 each and Ms. Stapp will use the remaining \$2200 to update the Large Print and the Adult Fiction Collection.

Ms. Stapp gave an update on the Summer Reading Program for children and teens. Also, Ms. Stapp gave an update on the Spin-A-Tale. There were 650 -700 in attendance

despite the fact that it was the day after the flooding and the schools were late coming to program.

Ms. Pogue commented on the fact that both Mr. Page and Ms. Stapp have been a pleasure to work with. She stated that they all have been able to work well together to see that the everyday running of the library goes smoothly. Ms. Pogue said she was also pleased to announce that the entire staff has been more than willing to help where ever is needed.

Ms. Pogue discovered that some money had not been donated as usual to the library from the Cookeville Noon Day Rotary Club. Ms. Pogue contacted Glenn James and will be picking up the money on May 12<sup>th</sup> for July 08 – June 09 in the amount of \$600. She will also be receiving another check at the end of June for July 09 – June 10 also in the amount of \$600.

Ms. Pogue is trying to identify organizations that have made donations in the past. The hope is that they maybe willing to make current donations.

There was no report from the Friends of the Putnam County Library.

There was no Regional Report as Jennifer Cowan Henderson was in Washington, D.C.

#### Old Business

Ms. Pogue discovered that there was not a signed copy of the cleaning contract between Advanced Cleaning and the Putnam County Library System. There was a verbal agreement, but not a written contract. Ms. Pogue contacted Kristy Bilbrey of Advance Cleaning and took the necessary measures to get the written agreement completed. Ms. Bilbrey informed Ms. Pogue that while the library was closed due to snow that she had taken the initiative to shampoo some of the areas of carpet that needed it most.

Ms. Lawrence reported that the Board Nominating committee was waiting to hear from Marla Williams concerning if she wished to continue to as a board member. Mrs. Julie Wiggins has stated that she no longer wishes to hold the position as a member of the library board.

Dan Maxwell announced that he will be stepping down as of June 30, 2010.

Ms. Pogue went over the agreement between Putnam County Library and Dana Brumbelow, which was drawn up by Jeff Jones the county attorney. A copy will be placed in Ms. Brumbelow file.

Ms. Pogue presented the information concerning the search for the library director.

Dr. Peter Li, Mrs. Ruth Ann Woolbright, Mrs. Patricia Lawrence, Ms. Sue Pogue, Mrs. Jennifer Cowan-Henderson and the president of the Friends of the Putnam County Library will be a part of the personnel search Committee.

Ms. Pogue will be advertising on the TN Library list serve, with the Department of Labor and Workforce, and with the UT Alumni Association.

A motion was approved to advertise on the ALA website at a cost of approximately \$220. Mr. Garrett made the motion and Mrs. Woolbright 2<sup>nd</sup> the motion.

A motion was made to advertise the minimum salary of mid \$40,000.

A motion was approved to change item 9 of the required knowledge, skills and abilities to state; A Bachelor degree in library science or a closed related field from an American Library Association accredited college or university. Master's degree in library science preferred

Mr. Garrett made the motion, Mrs. Woolbright 2<sup>nd</sup> the motion.