

**Putnam County Library Board of Trustees Minutes  
November 14, 2017**

The meeting was called to order by Chairman Laura Clemons at 4:26 p.m.

Board members attending: Laura Clemons, Bryan Payne, Pat Phillips, Cindy Putman, Daniel Rader, Alicia Senn

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

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

**Approval of Minutes:** An amendment to the minutes of the October 10, 2017 meeting was recommended by Laura Clemons to reflect the discussion with Chief Evans as well as Sherriff Farris under section (a) of “Old Business”. The minutes were approved with proposed amendment with a motion by Daniel Rader, seconded by Pat Phillips, motion carried.

**Approval of Treasurer’s Report:** Phil Schaller presented the treasurer’s report noting that the library has received the e-rate reimbursement. The treasurer’s report was approved with a motion by Daniel Rader, seconded by Pat Phillips, motion carried.

**Public Comment:** N/A

**Old Business:** *a) Vote on policy banning sex offenders in the Library*– The Board reviewed the policy created by Jeff Jones. Daniel Rader stated that it looked good and felt it should be implemented by the library.

The Board discussed their views on the implementation of the policy and what the intent of the policy is. Brian Payne stated that he didn’t feel that it was ready and suggested the Board consult with representatives countywide. Laura Clemons stated she was unsure of where it could be taken from here and that the Board is the representation of the city and the county.

The Board discussed creating a day to day procedure for staff reference before voting on the policy.

Daniel Rader moved that the Sex Offender Policy be implemented with letters sent out to those on the registry within 90 days, Pat Phillips seconded. Motion carried with one opposed.

Brian Payne moved to create an outreach plan to prepare for any questions and communicate to the broader community of the policies intent. Alicia Senn seconded. Motion carried.

Laura Clemons, Brian Payne, and Daniel Rader formed a subcommittee to meet and develop the outreach plan.

*b) Baxter Branch-* \$1,500 from Fund Balance was approved for moving expenses for Baxter Branch from a motion by Daniel Rader, seconded by Pat Phillips, motion carried. \$9,900 from Fund Balance was approved for furniture expenses for Baxter Branch from a motion by Daniel Rader, seconded by Pat Phillips, motion carried.

**New Business:** *a) Replacement of Phil Schaller as Assistant Director-* Phil Schaller had been given full discretion to create new position and hire for the spot of Assistant Director by a motion from Daniel Rader, seconded by Alicia Senn, motion carried.

*b) Memorial for Joe Albrecht-* The Downstairs Meeting Room will be named the Connie and Joe Albrecht Meeting Room by a motion from Patricia Phillips, seconded by Daniel Rader, motion carried.

*c) Nominations for Joe Albrecht's seat on Library Board-* Discussion was had for nominees to replace Joe Albrecht on the Library Board. It was determined that board members will consider potential nominees and email those names to Phil Schaller, who will bring them into the next meeting to be voted on.

*d) Resolution for Joe Albrecht-*

**WHEREAS** Putnam County Library Board of Trustees Vice Chairperson Joe Albrecht gave dedicated service to the Putnam County Library System, including its patrons, staff, Friends group, and Board of Trustees;

**WHEREAS** Joe gave sound advice based on vast experience in non-profit management to the Putnam County Library Board of Trustees and never turned down an opportunity to improve the Putnam County Library System;

**WHEREAS** Joe enthusiastically supported his wife, Connie, in her efforts on behalf of the Putnam County Library Friends;

**WHEREAS** the legacy and support Joe leaves the Putnam County Library is matched only by his contributions to the Cookeville and Upper Cumberland communities, which are better for his devotion, wisdom and hard work;

**WHEREAS** Joe passed from this earth on October 25, 2017;

**NOW, THEREFORE,** we, the members of the Putnam County Library Board of Trustees, hereby recognize and pay tribute to the life of Joe Albrecht and extend our sincerest condolences to his family and friends, who, along with the Putnam County Library Board of Trustees, mourn this loss and continue to reflect on Joe's life and positive impact he made on countless individuals in Cookeville, Putnam County and the Upper Cumberland.

**Director's Report:** *a) Bathrooms-* The renovation of bathrooms is finished downstairs. Upstairs bathrooms are currently being worked on and will be finished soon.

*b) Training Day-* PCL had its annual training day on November 10<sup>th</sup>. It went very well with a training on active shooters, a presentation on professionalism/customer service, TEL/R.E.A.D.S., and thanks to the Friends of the Library a catered lunch from Chik-fil-a.

*c) 5-Year Plan-* the 5-Year plan is due to the county at the end of November. Phil Schaller will be working on this and presenting it to the county. It will be then presented to the Library Board at the next meeting in January.

**Falling Water River Regional Report:** The next in-service will be held on the 19<sup>th</sup> of December and will cover low/no cost programming.

Art Circle Director Susie Randleman will be leaving at the end of the year.

December 11<sup>th</sup> will be the groundbreaking of the new Tennessee State Library in Nashville.

**PCL Friends Report:** November 11<sup>th</sup> was the annual Fall Membership meeting. New positions in the Board were established. Greg LaPlant will be the new President, Pat Rotmund will be the new Vice President, and Connie Albrecht will remain as Treasurer.

**Adjournment:** 5:48 p.m.