

Putnam County Library Board of Trustees Minutes
October 13, 2020

The meeting was called to order by Chair, Kathryn Wisinger, at 4:31 p.m.

Board members attending: Patricia Phillips, Daniel Rader IV, Kathryn Wisinger

Putnam County Library System staff attending: Shannon Chaney, Matt Knieling, Brian Page, and Phil Schaller

Approval of Minutes: Patricia Phillips moved to approve the minutes from the September 8, 2020 meeting, seconded by Daniel Rader, motion carried.

Approval of Treasurer's Report: The board reviewed the Treasurer's Report. The Treasurer's Report was approved with a motion by Daniel Rader, seconded by Patricia Phillips, motion carried.

Public Comment: N/A

Old Business:

a) Continued discussion of library re-open plan in light of COVID-19: Phil Schaller presented that Putnam County new cases continued to stay high and that, in his professional opinion, the current Phase 3 setup provided for a good balance of patron services offered and safety measures taken. His recommendation was to continue with the Phase 3 services as is. Daniel Rader inquired into the status of the glass partitions that were to be installed at Circulation Desks. Phil informed him that the Monterey and Cookeville Front Desks had been completed and were working well, and that measurements for the Cookeville Children's Desk would take place as soon as the installation of the new desk was completed. Kathryn Wisinger inquired about the public meeting rooms and their usage. Matt Knieling answered that there were a few small groups currently scheduled to utilize them, as well as several Red Cross Blood Drives. Daniel wanted it noted that he personally knew several people that were COVID positive, seemed to have minimal symptoms, and were doing okay. He added that other than the Senior Centers who deal with high risk populations, he knew of no other county facilities that were operating at reduced capacity. Phil replied that the library also deals with high risk populations and is currently offering all of its normal services, simply with modifications to provide for staff and patron safety. Daniel iterated that he would like to see the library unrestricted as soon as possible, as the safety modifications offered a chilling effect to visitors. He stressed the importance of the Children's Library and the need to invite in as many people as possible. Patricia Phillips contended that there should not be any rush to remove restrictions, adding that the Friends of the Library are still meeting virtually. Danny stated that everyone was going to get it eventually and the library should not be conveying that people should stay away. Kathryn stated that the subject may be something better reviewed at the next meeting.

b) Discuss Library Foundation: Phil informed the board that he had made contact with the county attorney, who felt that it would be acceptable for him as county attorney to do any necessary initial work on the project. With Bryan Payne the designated point person and not present at the meeting, Phil was unsure how to go forward. Daniel stated that it would be best to

begin work soon, as the process would be complicated and time consuming.

Daniel made a motion for the board to authorize Bryan and Phil to move forward with the library foundation, with the ability to spend up to \$5000 from fund balance for costs involved with that pursuit.

Patricia seconded, motion carried.

c) Discuss Longevity Pay/recommendation from sub-committee: Phil stated that he had contacted the comptroller regarding concerns raised at the previous board meeting and the comptroller said that they saw no conflict with the board using fund balance money for employee compensation. Patricia, as representative of the sub-committee, said that their recommendation was to go forward with paying the entirety of the back longevity pay. Daniel asked if there was consideration given to paying a smaller amount instead and also paying separate hazard bonuses to staff. Patricia said that they had considered that and are open to the subject of bonuses as well, but still wanted to pay the entire longevity sum. Daniel stated that he appreciated the recommendation, but felt that it only provided a windfall for select employees.

Daniel made a motion to match the county's longevity pay policies going forward, but not retroactively, instead offering a one time payment for the past two years worth of missed longevity pay.

Motion was not seconded.

Kathryn recommended waiting until another meeting with more members of the committee present.

New Business:

a) Review of Dress Code Policy: Phil presented the written form of the proposed Dress Code Policy adjustments, as discussed at a previous meeting. Adjustments included a more general definition of what constitutes a head covering, altering the policy to prohibit non-library related text on all apparel instead of just shirts, and granting the director more broad authority in allowing for exceptions to the dress code.

Patricia motioned to approve, Kathryn seconded, the motion passed.

b) Request to close library on Veteran's Day for training day purposes: Phil explained that Veteran's Day is not on the list of official county holidays, but as it was a day most patrons assumed the library would be closed anyways, it was traditionally set aside for a system wide training day.

Daniel motioned to close on Veteran's Day for training purposes, Patricia seconded, motion passed.

Director's Report:

Shannon Chaney: Phil introduced everyone to Shannon Chaney, the new Children's Librarian. "Shannon was originally a part-time clerk at the Main Branch. With her tremendous work-ethic she quickly secured a spot working in the processing department helping and learning to do that as well as the normal clerk work. She will be receiving her MLS from Indiana University-Purdue University, Indianapolis in December. Shannon started the last week in September and has quickly learned the ropes and has dived head first into the work of being PCLS's Children's Librarian. She has started immediately focusing on boosting our virtual programming, and we look forward to everything she will have to offer the library."

Monterey Closing: As stated in the weekly updates, Phil had to close the Monterey Branch for 2 weeks due to a case of COVID amongst the staff. Procedural protocols were followed, everyone was tested and only one employee came back with a positive result. The exposure was from outside the library. All health officials recommended closing the branch for the 2 week quarantine period. The Monterey City Hall has also closed due to a COVID exposure amongst staff. The Mayor suggested to Doylene that he approved of our closing the branch to keep the community safe.

Glass Desk Shields: A permanent glass fixture has been erected at the Adult Services desk upstairs as well as the Monterey Branch circulation desk. These glass partitions were erected by the county and once the downstairs desk is fully installed they will measure to place one there as well.

New Fixtures: The Children's circulation desk has been installed. There was a small issue with the length of the desk that is being resolved with Highlands building a separate book drop to add onto it. It looks amazing and we are very happy with the results. The new Tree/Bench has also been installed downstairs and looks fantastic. Last update from Highlands was that the upholstery company should be finishing the rest of the upholstery as of today and the remaining fixtures will be constructed immediately. There was holdup with the upholstery due to COVID on the manufacturer's end.

Daniel asked about further renovations going forward. Phil mentioned that at previous meetings the opinion had been to wait on doing renovations behind the main library until there had been a consultation with an architect or planner, but he was open to more renovations. Matt added that there was a risk of spending funds on current improvements that would have to be removed during later long term renovations that were being considered. Brian Page offered that the long term plans in question did not affect the street side of the building, and that perhaps those previously proposed exterior improvements could move forward. Phil stated that he would come up with a new recommendation focused on the front of the building. He went on to ask Daniel what part of the current library setup implied "Stay Away" to him. Daniel stated that it was the lack of events and programming being covered by the newspaper and radio, as well as the signage and cordons at the front of the Children's Library. Phil mentioned that the library was offering online programming, much of which was advertised online and through social media. He stated that he would look into getting further newspaper coverage of programming.

Review of Branch Reports: Covered in Director's Report.

Falling Water River Regional Report: N/A

PCL Friends Report: Patricia asked that the board member consider following the Friends on Facebook. She added that they will be hosting a special By Appointment Book Sale over the next week during National Friends of the Library Week.

Adjournment: 5:26pm. A motion to adjourn was made by Patricia, seconded by Daniel, motion carried.