

**Putnam County Library Board of Trustees Minutes
October 8, 2019**

The meeting was called to order by Chair, Harry Ingle at 4:34 p.m.

Board members attending: Laura Clemons, Harry Ingle, Bryan Payne, Daniel Rader

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

Also in Attendance: Lisa Uhrik, Franklin Fixtures

Approval of Minutes: The minutes from the September 10, 2019 needed a correction to remove Harry Ingle from the attending board members list, as he was not present during that meeting. Daniel Rader moved to approve the minutes with the correction, seconded by Alicia Senn, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that there were back invoices for DVD purchases. Phil spoke with Barbara, the bookkeeper and Debbie Frances at the county about the insurance budget. Invoices for insurance are accruing until the end of the year and the library will be reimbursed at the end of the fiscal year.

Daniel Rader asked if adjustments should be made since it is so far over the budgeted amount for insurance. The board discussed portions of insurance that are paid through employees paychecks and through the county.

Phil will speak with Barbara and Debbie about this further to be certain that it will even out by the end of the budget cycle.

The Treasurer's Report was approved with a motion by Laura Clemons, seconded by Bryan Payne

Public Comment: N/A

Old Business: a) *Strategic Plan Presentation/Fund Balance Requests*- Lisa Uhrik gave a presentation to the board on the ideas developed from the six strategic planning workshops held with the PCL admin staff. A PowerPoint of this presentation will be sent out to the full board for review.

A physical improvement plan was distributed to the board containing an itemized list for fund balance spending consideration. The board discussed the hierarchy of items on the list and improvement ideas for the back entrance. Daniel Rader suggests meeting with Jeff Jones to discuss the list to be sure it is in compliance with bid laws.

Phil will set up a meeting to discuss this with Jeff Jones and report back to the board.

New Business: a) *Baxter Branch Update/Request to Ban 3 Patrons*- Phil discussed the break-ins that occurred at the Baxter Branch Library and the three boys responsible. Phil suggests that they be banned for one year from the library.

Daniel Rader made a motion to ban the three patrons beginning after their juvenile court sentence, allowing reentry only after one year of the sentence being complete and the library is provided with documentation stating completion, seconded by Bryan Payne, motion carried.

b.) Review TN Room Collection Policy – The board reviewed the TN Room Collection Policy. Bryan Payne mentioned how unique this collection is and we should be marketing and highlighting it more.

The policy was approved with a motion by Laura Clemons, seconded by Daniel Rader, motion carried.

c.) Closed on Veteran's Day – The PCL is planning to hold their annual staff training day on November 11th and will need to close. Laura moves to close the library on observed Veteran's Day, seconded by Bryan, motion carried.

Director's Report: Phil Schaller reported that he and Chelsea Gifford spoke about library resources at the Breakfast Rotary Club meeting earlier that day.

Phil attended his first Leadership Putnam class on Healthcare the previous week and has begun planning potential programming and staff training opportunities.

Staff Training Day is coming up in November and will include trainings on NARCAN, poverty, and READS/TEL.

Laura Clemons reported on the meeting with the Bylaws Committee. The committee agreed not to change the term limits. They did agree that it was necessary to make the regional board member responsibilities equal with the rest of the board members. The board discussed changing some language within the bylaws and that the inter-local agreement would have to be changed as well. Daniel Rader volunteered to craft the language adjustment for the inter-local agreement and bring it to the board for approval to request a change from the city and the county.

The committee did not discuss meeting attendance of board members. Daniel does not think it is valid to have restrictions regarding attendance but thinks the board can look at that when considering board reappointment at the end of terms.

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

Falling Water River Regional Report: N/A

PCL Friends Report: N/A

Adjournment: 5:27 p.m.