

**Putnam County Library Board of Trustees Minutes
September 10, 2019**

The meeting was called to order by Kathryn Wisinger at 4:30 p.m.

Board members attending: Andrew Binkley, Laura Clemons, Bryan Payne, Daniel Rader, Kathryn Wisinger

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

Also in attendance: Matthew Kirby, Director of Falling Water River Regional Library

Approval of Minutes: The minutes from the August 13, 2019 meeting were approved with a motion by Daniel Rader, seconded by Andrew Binkley, motion carried.

Approval of Treasurer's Report: Phil Schaller reported that the letters were sent out late and the cities are often slow issuing disbursements.

Daniel Rader had a question about the insurance being so high this early in the year. Phil will consult with Barbara, the bookkeeper to find out if it had been paid up front.

The board discusses employee salaries varying from month to month.

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

Public Comment: N/A

Old Business: a) *New Logo Discussion*- Phil shared that the logos had been emailed out to the full board for review. The board discussed the logos that they liked. Phil will be talking with WD Stone to ask for a few more options to consider.

b) *Strategic Plan/ Workshop Discussion*- Phil presented slides to the board giving an overview of what has been achieved during the planning workshop. This has become a multiphase plan and will require requests from various funding bodies.

Daniel mentioned that purchases need to be made soon and the fund balance should be spent down before the next budget cycle.

New Business: a) *Request to close Monterey Branch*– Standing Stone Day is being held on October 12th and will block the entrance to the Monterey Branch Library. Daniel made a motion to approve the closure of the Monterey Branch on October 12, 2019, seconded by Laura, motion carried.

b) *Review Volunteer Policy*- Phil presented the policy for the board to review. The board agreed that the policy needed a change in language to match the information about discrimination addressed in other library policies. The board discussed updating the volunteer application as well. Matthew Kirby mentioned that other libraries in the region will include that with their policy review.

Daniel Rader moved to approve the Volunteer Policy with a change to replace the existing discrimination statement with the following: “the Putnam County Library will not refuse anyone

on the grounds of race, color, sex, sexual orientation, gender identity or gender expression, religion, national origin, age or disability.”, seconded by Andrew Binkley, motion carried.

c) *Open Books, Open Doors* – Kathryn Wisinger discussed the Open Books, Open Doors program success last year with library staff and storyteller visiting the 7th graders at Avery Trace Middle school. She requested \$1000 to continue the program this year and extend it to the other middle schools in the county. Kathryn and Chelsea Gifford explained that the money would be put towards purchasing supplies and giving special speakers an honorarium. Daniel suggests contributing more funds to support the program.

Laura moves to approve up to \$4000 to support the Open Books, Open Doors program, seconded by Daniel Rader, motion carried.

Director’s Report: Phil Schaller reported that he and Chelsea attended a professional development in-service through the regional library about trauma informed patron service. Phil will be attending a two day retreat with Leadership Putnam, September 13-14. He will then be attending meetings once a month to focus on various programs in the community.

The library received a small portion of the Tech grant, receiving \$2,990 of the \$7,477.50 asked for to replace AWE computers. Phil explained to the board that the state gets more requests than they have funds and they disperse based off of factors such as how many trustees are certified by the state certification program and the number of trustees who attend the trustee workshop. The next workshop is being held on September 24, 2019 in Crossville at the Art Circle Library. Phil encourages all board members to take part in both the workshop and the online certification not only for the incentive more tech grant money, but to become more informed library board member.

Daniel Rader moves to allocate \$4,500 to make up the difference of the amount requested from the tech grant, seconded by Kathryn Wisinger, motion carried.

Phil reported that the Baxter Branch Library was broken into over the Labor Day weekend. Around \$40 was taken from the till after the lock was broken. The intruder may have come in through the unlocked egress window. The police were notified and suggested cameras be installed. Baxter also lost power for two days due to a line short from roof work.

Phil reminded the board about the subcommittee formed to review the by-laws. Laura spoke with Harry Ingle about the subcommittee and he is still on board with having that committee get together to address the responsibilities of board members. Drew and Kathryn also agree to discuss this.

Review of Branch Reports: The board reviewed the branch reports. Doyleene Farley reported that Midstate will be there this week to start construction of the study rooms. Furniture was purchased, delivered and ready to go when construction is complete.

Falling Water River Regional Report: Matthew Kirby also addressed the upcoming trustee’s workshop and certification program. Professional library consultant, Sandra Nelson will be coming to present a workshop hosted through the region. Matthew reviewed the year comparisons for funding through the maintenance of effort.

PCL Friends Report: N/A

Adjournment: 5:20 p.m.