

Putnam County Library Board Meeting  
Jan. 18<sup>th</sup> 2011 Tuesday 4:30 pm

The meeting was called to order by Vice-chairman Mrs. Ruth Ann Woolbright at 4:30 PM.

Board members attending:

Ms. Trish Lawrence  
Ms. Sue Pogue  
Mr. Greg Rector  
Ms. Marla Williams  
Ms. Ruth Ann Woolbright

PCL Staff attending:

Ms. Doyleene Farley  
Ms. Kathy Keller  
Mr. Brian Page  
Mr. Clay Robertson  
Ms. Dale Stapp

Others present Faith Holdredge, Director Upper Cumberland Regional Library.

The previous meeting's minutes were approved with a motion by Mr. Greg Rector and 2<sup>nd</sup> by Ms. Sue Pogue. Motion passed.

The Treasurer's report was approved with a motion by Mr. Greg Rector and 2<sup>nd</sup> by Ms. Sue Pogue. Motion passed.

Old Business discussed

- A. Meeting Room Policy-- Mr. Robertson said the meeting room policy that was approved at the called meeting of Jan. 7 had the necessary minor corrections and was sent to Mr. Jones.
- B. Uncollected Fines- Ms. Pogue said at the PCL Friends meeting on Feb. 1 she will see if other volunteers are ready to work on this project. Ms. Stapp said they would organize the list of patrons owing fines but not picked up by the Unique collection agency. There was discussion about the letter being sent and the options those patrons would have in paying these late fines/lost materials fees.( Example % Reduction of total owed if paid in 30 days). The board will discuss language of letters, and other details at the Feb. meeting.
- C. Review of dress code- Ms. Pogue made a motion to remove "sandals" from the list of acceptable clothing and add to the non-acceptable list in the line with flip-flops,

"backless shoes and open toed shoes". This motion was 2<sup>nd</sup> by Ms. Williams. The motion passed.

- D. Air conditioner replacement- Mr. Robertson share the bid form Carwile Mechanical Contractors of \$30,840.00. This is for the replacement of 2 condensers. Since the boiler unit is fairly new they chose to just replace the faulty units not do a complete overhaul of total HVAC system.

#### New business

Leave Accumulation Policy- Mr. Robertson ask the board to review the current policy which allows for 0 days of annual leave being carried over to the next fiscal year. After board discussion Ms. Pogue made this motion:

The full-time staff may carry over to next fiscal year up to 12 days annual leave with a ceiling of 30 days of total annual leave accumulation.

No leave may be taken before it is earned.

Ms. Pogue made this motion and was 2<sup>nd</sup> by Mr. Rector. Motion passed.

Disposal of surplus furniture and equipment was discussed. Mrs. Wool bright suggested asking other offices if they need office furniture or equipment. Mr. Rector said govdeals.com might be a site for listing any items we might want to sale.

Mr. Robertson said he had told the staff on training day (Nov. 11) that books are to be shelved by author's last name, first name to help with this project he has been weeding the adult fiction section. He is also reviewing the reference collection.

Re arranging furniture to create a study section in reference, give more floor space to young adult area, and clean up the lobby and front door area to make a cleaner look for library entrance.

Ms. Holdredge told of the issues involving and "reinventing" of the Regional Library System in Tennessee. The new region "5" will be comprised of all the counties from Upper Cumberland region and 4 counties from Caney Fork region, the office will be in Cookeville with 5 staff members. The regions will be asking the local libraries to delivery outreach service to agencies such as Head Starts, Pre K, nursing homes and others. Many changes due to reduced staffing will be felt by the local libraries. Regional staff will know on April 1 the status of their positions.

Meeting was adjourned with a motion by Ms. Pogue and 2<sup>nd</sup> by Mr. Rector.