

**Putnam County Library Board of Trustees Minutes  
October 10, 2017**

The meeting was called to order by Chairman Laura Clemons at 4:30 p.m.

Board members attending: Joe Albrecht, Laura Clemons, Larry Garrett, Harry Ingle, Brian Payne, Pat Phillips, Daniel Rader

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

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

**Approval of Minutes:** The minutes of the September 12, 2017 meeting were approved with a motion by Pat Phillips, seconded by Harry Ingle, motion carried.

**Approval of Treasurer's Report:** Phil Schaller presented the treasurer's report noting that it is slightly over budget due to the delay in e-rate reimbursement. The treasurer's report was approved with a motion by Larry Garrett, seconded by Daniel Rader, motion carried.

**Public Comment:** N/A

**Old Business:** *a) Discussion of Board requested research on Sex Offender Ban*– Stacie Netherton called and spoke to Jeff Jones prior to her departure. Mr. Jones followed up with Phil Schaller via email regarding a draft of a sex offender policy for the PCL. Phil read said email and the Board reviewed the draft sent by Mr. Jones. This draft was specific to sex offenders with crimes against minors and the Board discussed this as a possibility.

Phil Schaller also went over the conversation he had with Myretta Black at the Knox County Library and the Board reviewed the Knox County's policy and related documents. The Board discussed the possibility of adopting the same policy.

Laura Clemons discussed her meeting with Sheriff Eddie Farris and Police Chief Evans. The Sheriff said he is always going to support the safety of the community but to ensure that the reason why the policy is put in place is clear to the public.

The Board voted that the Knox County Library's Sex Offender Policy be reviewed by Jeff Jones in order to draft a policy specific to the Putnam County Library to be reviewed at the next Board meeting with a motion by Daniel Rader, seconded by Joe Albrecht, motion carried.

*b) Quote for Baxter Branch window repair* – Phil Schaller presented the quote of \$2,800 to repair the windows at the new location for the Baxter Branch Library. The board accepted the quote with a motion by Larry Garrett, seconded by Pat Phillips, motion carried.

**New Business:** *a) Removal of Stacie Netherton from the Fund Special Account* – Stacie Netherton was removed from the Fund Special Account with a motion by Daniel Rader, seconded by Pat Phillips.

*b) Volunteer Policy* – Phil Schaller presented the Volunteer Policy for review by the Board. The policy was approved with a motion by Larry Garrett, seconded by Harry Ingle, motion carried.

*c) Closing early for Halloween* – The Board agreed that the library will close at 4:00 p.m. on October 31<sup>st</sup> with a motion by Daniel Rader, seconded by Larry Garrett, motion carried.

**PCLS Director Report** – Phil Schaller reported that the library has received a \$2,000 check from Cummins for more robots in order to continue robotics programming and increase STEM offerings to community youth. Phil has been researching different robots and has given a list and recommendations to Cummins CIT (community involvement team). They will review and add recommendations and we will proceed to purchase appropriate robots and begin more programming.

**Introductions:** Phil has made formal introductions with Randy Porter, City Council/Mayor Shelton, and Mayor Martin of Baxter.

**Baxter Update:** Phil met with Mayor John Martin of Baxter. He received a key to the new building and will be visiting with Brian Page and Sarah Lewis next week. Mayor Martin assured Phil that steps were being taken, and he observed county maintenance working on ceiling grid and the removal of a bookcase from nook in back corner where public computers will go. He stated that the city will be:

- Finishing the floors
- Painting everything to match
- Doing the landscaping in front
- Touching up peeling paint and holes in exterior
- Putting up barrier between parking lot and playground.
- Will not be paving parking lot, but will be putting more gravel in to even out.

**Vandalism in Monterey:** Phil reported that there has been some recent vandalism at the Monterey Branch. Some vehicles were assaulted, and the security cameras were tampered with. Police were called, the detective asked if the library would like to press charges as he may know the young men who were responsible. After consult with Phil, Monterey Branch Manager Doylene Farley decided to file incident reports and press charges. Police have handled it from there.

**Bathrooms:** The bathroom renovation will begin October 11<sup>th</sup>. They will begin by demoing the bathroom. The bathroom facilities will be closed during this renovation

**Review of Branch Reports** – The Board reviewed Branch Reports.

**Falling Water River Regional Library Report** – Matthew Kirby thanked the library for submitting the data collection report and shared statistical information on growth and ranking. Matthew shared the deadline for the Maintenance of Effort Form submission. He also presented information about the opioid crisis and how libraries are affected as well as their work on gathering information on a possible partnership with university library science students to complete volunteer projects at libraries in the region.

**Friends of the Putnam County Library Report** – Pat Phillips shared the success of the recent Dinner with an Author event. They saw a great increase in attendance this year. She reported that they are now working on organizing the Coffee with an Author series.

**Adjournment:** 5:39 p.m.