

**Putnam County Library Board of Trustees Minutes**  
**October 11, 2016, 4:30 p.m.**

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

Board Members in attendance: Laura Clemons, Joe Albrecht, Patricia Phillips

Putnam County Library Staff in attendance: Stacie Netherton, Phil Schaller, Chelsea Gifford, Brian Page, Doyleene Farley

Others in attendance: Matthew Kirby (FWRRL)

**Approval of Minutes:** The minutes from last month's meeting were approved by a motion from Patricia Phillips, seconded by Joe Albrecht, motion carried

**Approval of Treasurer's Report:** Stacie reported that we have yet to receive the e-rate reimbursement. She also reported that the fund balance total reflected in the report includes the subtraction of the security cameras for Monterey. The Treasurer's report was approved with a motion from Joe Albrecht, seconded by Pat Phillips, motion carried.

**Public Comment:** N/A

**Old Business:** N/A

**New Business:** *Consideration of Nominee(s) for Board vacancy* – The board discussed nominees, Mr. Harry Ingle and Ms. Christy Herr, to fill the vacancy left by Ms. Leigh Flatt. Joe Albrecht made a motion that Putnam County Library Board of Trustees request the Putnam County Board of Commissioners to appoint Mr. Harry Ingle to the Library Board to fill the remainder of Ms. Flatt's term which is set to expire June 2017. Seconded by Patricia Phillips, motion carried.

*Request for removal of 3 Blue Spruce trees at PCL* – Stacie recommended the removal of 3 Blue Spruce trees in the front of the PCL. They have a plaque and were donated by the Kiwanis Club when the Library opened in 1974, and have reached the end of their life span. Approval to remove the trees was made by a motion from Patricia Phillips, seconded by Joe Albrecht, motion carried.

*Image Evaluation/Long-Range Plan* – County Executive Porter would like all departments to budget planning for the 2017-2018 and update the five year plans by December. Both Stacie and Laura would like the Board to do an image evaluation for system as a whole and report findings. Determined that a walkthrough of the PCL would occur at the end of the board meeting.

**Directors Report:** *Baxter & Algood Branch* – There has been discussion concerning expanding the Algood Branch into what is currently a storage room of the Algood Senior Center. There have also been ideas proposed by the current Mayor of Baxter on the future location or expansion of the Baxter Branch Library.

*Monterey Branch Library* – Installation of the security cameras began this week.

*PCL Roof* – A pre-bid meeting for the replacement of the PCL roof will be next Tuesday, October 18<sup>th</sup> at 10 a.m. The county may not pay to have the skylights replaced, so bids will have that listed as a separate item. There is also the option to roof over the skylights. Bathroom update- still waiting on quotes.

*Downstairs Meeting Room* – Request for audiovisual equipment was approved by the Friends for the downstairs meeting room. This will allow the downstairs meeting room to have the same technology available for library and community classes and presentations as upstairs.

*Library Law Revision/Best Practices for Public Libraries* – Stacie has completed work on the Library Law Revision Committee, as have the metro library directors and the regional library directors. Suggestions have gone to Secretary Hargett and his legal counsel, where they are making appropriate changes and will draft it into legal language. We will have the opportunity to review that before it is proposed to the legislature. Stacie has been asked by State Librarian, Chuck Sherrill, to work on a best practices committee that will be relative to library law.

*TLA Legislation Committees* – Stacie has been appointed Co-Chair of the Legislation Committee with Kent Oliver, the director of the Nashville Public Library System. They are working to revitalize TN Legislative Day. In order to be as strong and active as we possibly can, we need more volunteers willing to serve on the sub-committee for planning and organizing Legislative Day 2107.

*TN Library Leadership Conference (TSLA)* – Chelsea Gifford was one of 24 librarians accepted to attend TSLA in Nashville. Stacie will also be out that day and it is a Board Meeting day. Phil Schaller, as assistant director can conduct the meeting if needs be, next meeting will not be until January. It was determined that if there is no need for a meeting in November it will be cancelled.

*TCRS* – As of October 1<sup>st</sup>, PCLS has its own account with TCRS.

*Outreach* – Phil Schaller will be at the Senior Expo and will also be talking at the Town and Gown Club. Sarah Lewis and Matthew Krist will be at the Baxter Harvest Fest. Chelsea Gifford is continuing outreach at Highland Residential for Kids Matter, and Head Start Open House on the 18<sup>th</sup> with Doyleene Farley.

*Staff/UCHRA* – Cheryl Short is new UCHRA staff member. Christina Davis has started working for PCL from Youth CAN, a work help program for young women living in transition housing.

*Overdrive Advantage* – Stacie has purchased high demand items that are only available to PCL card holders on R.E.A.D.S.

Chelsea announced that Read!Play!Grow! has moved downstairs to take advantage of the new meeting room, and has grown to around 20 infants/toddlers and their respective parents/guardians. She also has new Halloween programming in the works.

Phil announced the re-launch of TAG (Teen Advisory Group), and that the Robotics Pilot session should be taking place at the end of this month.

**Falling Water River Regional Library Report:** Matthew Kirby announced that they are still hunting for a new assistant director, but that applications have been received and he hopes to have someone in the position by next week. Matthew Kirby will also be traveling the region and having one on one discussions with libraries about standards and how regional can be more helpful.

Upcoming in-services are November 3<sup>rd</sup>, Leadership, and December 2<sup>nd</sup>, Early Literacy. The December 2<sup>nd</sup> in-service will have a guest Patricia Rua-Bashir from Nashville Public Library. There will also be an e-rate workshop sometime this month, date TBD.

**Friends of the Putnam County Library Report:** The friends netted \$2,700 from the Dinner with an Author event as well as \$410 from the Beverly Lewis event. The Friends approved \$250 to go to Baxter for a new mural, but that project has been put on hold pending discussion of possible move, they also approved \$1470 for AV materials for the downstairs meeting room.

Fall membership meeting will be on November 3<sup>rd</sup>. Phil Schaller and Matt Knieling will be presenting at this meeting.

Friends are still working on new and improved website with links to Facebook and a Google Calendar.

Friends were going to sell book bags that they had printed but decided to give them away to members at the book sale instead.

**Adjournment:** 5:21 p.m.