

Putnam County Library Board of Trustees Minutes
October 9, 2018

The meeting was called to order by Chairman Laura Clemons at 4:31 p.m.

Board members attending: Bryan Payne, Patricia Phillips, Daniel Rader, Kathryn Wisinger

Putnam County Library System staff attending: Doyleene 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 September 11, 2018 meeting were approved with a motion by Patricia Phillips, seconded by Kathryn Wisinger, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that the telephone and internet lines are high due E-rate. Phil discussed last month's report with the bookkeeper and found that the payroll budget lines were high because of the inclusion of the September payroll and the COLA increase. The budget should be on target the rest of the year. The board discussed the pay roll line fluctuating month to month due to when and how often part time staff are scheduled.

No additional expenditures have been added since the bathroom renovation project.

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

Public Comment: N/A

Old Business: *a) Recap of Trustee's Workshop-* Phil Schaller reported that Patricia Phillips and Drew Binkley attended the Trustee's Workshop along with himself. Patricia reported that the content of the workshop was very helpful and she learned new information about her role as a library board member.

b) Discussion of Out of County Fees- Phil Schaller discussed how out of county fees were waived during September for library card sign up month. Unfortunately circulation actually decreased last month. Phil still thinks that it is a good initiative to continue waiving out of county fees.

The board discussed other library's policies on charging these fees. Laura Clemons asked Phil to work on getting an estimate on how much the library is earning from these fees. Phil says he will also reach out to other counties to see what they are doing.

New Business: *a) Review Circulation Policy-* The board reviewed the circulation policy. Daniel Rader made a motion to change the wording under "Checking Out Materials" to "*upon being issued a new library card, the patron may check out up to 20 items at a time*", seconded by Bryan Payne, motion carried.

Daniel Rader made a motion to remove anything in the policy that says "*address verification*", seconded by Patricia Phillips, motion carried.

b.) Review Internet Policy – The board reviewed the Internet policy. Danial Rader made a motion to adjust the wording in the policy with “*Limited to two sessions per day, up to a maximum of four hours, assuming nobody is waiting*”, seconded by Patricia Phillips, motion carried.

c.) Closed on Veteran’s Day – The PCL is planning to hold their annual staff training day on November 12th and will need to close. Patricia Phillips moves to close the library on observed Veteran’s Day, seconded by Danial Rader, motion carried.

d.) Close Early on Halloween – the city is hosting a trick or treating event in the park that will affect the library parking lot. Daniel Rader moves to close the library at 3:00 p.m. on October 31st, seconded by Patricia Phillips, motion carried.

Director’s Report: Phil Schaller reported that he will be doing a small presentation for the County Commission on October 15th. He will be giving a brief description of what the library has been doing and distributing survey questions to assist in strategic planning.

Phil has met with Randy Porter to discuss these survey questions for input on where he sees the library. Phil will be meeting with the City Manager, Mike Davidson as well.

Planning has begun for the annual Staff Training Day.

Mayor Ricky Shelton recommended that Phil and Chelsea Gifford meet with a representative from The Tennesseans for Quality Early Education and will be doing so October 10th.

Matt Knieling shared that the library created a system wide event called the Autumn Reading Program to encourage reading and library use during Putnam County’s fall break. Doyleene reported that she had a great turn out for her rock painting event and Matt reported that Baxter had a big turnout for their pumpkin painting activity.

Chelsea reported that Kathryn Wisinger put the library in touch with one of her colleagues, Nicolle Vargas, who translated the library brochure in Spanish. Kathryn has also been working with Chelsea and Matt Knieling on a middle school literacy initiative called Open Books/Open Doors.

Review of Branch Reports: The board reviewed the branch reports. Doyleene Farley reported the success of the Food to the Rescue program where parents are able to pick up food for their families at the library. TTU students will also be coming to the Monterey Branch to lead an art activity for children next week.

Falling Water River Regional Report: Matthew Kirby distributed the Tennessee State Standards for the board to review. Matthew addressed each of the major revisions within the standards booklet. Matthew also reported that Lynette Sloan of the state library will be retiring in November. Also in November, there will be a level five director summit held at the East Tennessee History Center in Knoxville, TN. The board reviewed a document that shared the

value of the regional library services broken down by the number of libraries in the state and what is budgeted.

PCL Friends Report: Patricia Phillips shared the success of the Dinner with and Author Event held in September. The Friends will be spending around \$2,400 on library materials and providing lunch for the library staff training day.

Adjournment: 5:41 p.m.