

**Putnam County Library Board of Trustees Minutes
November 13, 2018**

The meeting was called to order by Chairman Laura Clemons at 4:29 p.m.

Board members attending: Laura Clemons, Drew Binkley, Harry Ingle, Bryan Payne, Patricia Phillips, Daniel Rader, and Alicia Senn

Putnam County Library System staff attending: 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 October 9, 2018 meeting were approved with a correction to the typo in Daniel Rader's name, motion by Daniel Rader, seconded by Patricia Phillips, 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. The computers have been purchased for the year.

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

Public Comment: N/A

Old Business: *a) Recap of Strategic Planning Subcommittee* – Phil distributed surveys at the county commission meeting and met with Mike Davidson. The survey was also accessible on the website for patrons. The subcommittee worked on creating goals for the strategic plan based off of these survey responses and discussions.

New Business: *a) Inclement Weather Policy-* The board reviewed the inclement weather policy and discussed what each branch does in the event of inclement weather. A motion to change the inclement weather policy to reflect the library opening one hour later when the Putnam County Schools are closed or delayed due to weather, was made by Daniel Rader, seconded by Bryan Payne, motion carried.

b.) Review Pornography Policy – The board reviewed the pornography policy. No changes were made. The policy was approved with a motion by Daniel Rader, seconded by Alicia Senn, motion carried.

Director's Report: Phil Schaller will be attending the Level V public library director summit in Knoxville on November 14-15. This is an event where directors from other Level V libraries in Tennessee get together for professional development.

The library held their annual staff training day on November 12th. The Putnam County Library Friends provided lunch for all of the staff in attendance. Speakers were invited in from the community to lead sessions on basic sign language, mental illness, and READS and TEL.

The Putnam County Library Friends also donated money to purchase new furniture for the common area in the PCL, a new computer desk for the Baxter branch library, and new chairs for employees at the Monterey branch.

The Canned Food for Fines program will begin in December. This event will allow patrons to bring in canned food in exchange for reducing their overdue fines. The food will be donated to local food banks.

Phil reminded the board that there will not be a meeting in December.

Matt Knieling reported on the success of the Cookeville Comics Arts Festival (CCAF). This year had the largest participation of local artists.

Review of Branch Reports: The board reviewed the branch reports. Doyleene Farley sent in a report about the streets being closed for Standing Stone Day which restricted access to the library. The library may need to close during this event in the future.

Falling Water River Regional Report: Matthew Kirby talked about the historical Tennesseean (1812-2002) being available for free on TEL. The Level V Directors Summit will feature a presentation from a representative from Google, TN State Librarian and Archivist Chuck Sherrill, and Jamie LaRue.

Matthew also reported on the success of the vendor event hosted at Art Circle Library with around 75 attendees. The regional library will be interviewing for the assistant director position soon.

PCL Friends Report: Patricia Phillips reported that the \$2,400 donated to the Putnam County Library Friends was given back to the library to help fulfill the wish list. The friends are working on planning social events for next year.

The board discussed circulation statistics and having information with end of the year comparisons. Brian Page said he would work on putting that together for the next meeting in January.

Adjournment: 5:09 p.m.