

**Putnam County Library Board of Trustees Minutes**  
**March 10, 2015**

The meeting was called to order by Library Director Clay Robertson at 4:30 p.m.

Board members attending: Leigh Flatt, Joe Albrecht, Alicia Eldridge, Laura Clemons, Beth Thompson, Patricia Lawrence, Alma Anderson

Putnam County Library System staff attending: Doyleene Farley, Stacie Netherton, Brian Page, Clay Robertson, Amanda Yother

Also in attendance: Faith Holdredge, Director of Falling Water River Regional Library, Matthew Kirby, Assistant Director of FWRRL, and Judy Titsworth, President of Putnam County Library Friends

**Approval of Minutes:** The minutes of the January 13, 2015 meeting were approved with a motion by Laura Clemons, seconded by Beth Thompson, motion carried.

**Treasurer's Report:** Clay Robertson presented the treasurer's report which was approved with a motion by Beth Thompson, seconded by Joe Albrecht. Motion carried. The Board discussed the current fund balance account and the possibility of moving part of those funds to the PCLS Foundation once it is established.

**Public Comment:** N/A

**Old Business:** a. *Tennessee Consolidated Retirement System* – TCRS legal department in the process of forming a resolution that would authorize the PCLS to turn over funds and for them to receive funds for prior service.

b. *PCLS Foundation* - Clay Robertson contacted Attorney Jeff Jones concerning enlisting his services to establish the PCLS Foundation, and the estimated cost to the library would be approximately \$3,000. Beth Thompson made a motion that a foundation be created for the Putnam County Library System, Alicia Eldridge seconded, motion carried. Attorney James McCarten has offered his services gratis to the Library Board of Trustees to help with the establishment of a foundation. Joe Albrecht made a motion to contact Attorney James McCarten at Burr & Forman in Atlanta to seek his assistance in the formation of the Putnam County Library System Foundation, Patricia Lawrence seconded, motion carried.

**New Business:** a. *PCLS 2015-2016 Budget* – Clay Robertson presented the 2015-2016 budget for the PCLS. This budget was prepared based on the five year plan. It included moving every employee onto their proper position on the county pay scale, the addition of a full time clerk, increase for part time staff, and a 25% increase in the materials line. Baxter is being asked for an increase in funds for personnel. Algood, Baxter, and Monterey have been asked for an increase for materials. Laura Clemons made a motion to accept the budget as proposed, Beth Thompson seconded, motion carried.

b. *Vandalism* – More vandalism has occurred at the PCL by a repeat offender. Joe Albrecht made a motion that Joseph DeDominicis be banned indefinitely from the Putnam County Library System, Beth Thompson seconded, motion carried.

c. *Unique Management and d. Fine Structure* – The collection agency is costing the PCLS more than it is bringing in in overdue and lost item fines. The Board discussed the pros and cons of using the collection agency. Beth Thompson made a motion to end the contract with Unique Management and to restructure the overdue fines to a maximum of \$2.00 per item, Patricia Lawrence seconded, motion carried. The fine structure will be evaluated in one year.

**PCLS Director's Report:** The Library had to close for three days due to the ice storms. Closings, late opening, and early closures were done in accordance with the Inclement Weather Policy. Amanda Yother announced that the PCL has received the Light the Way Grant which was awarded by the Association for Library Service to Children (ALSC). This will allow the PCL to work with the Putnam County School System to offer literacy services and outreach to underserved communities (\$2,000 in books/\$1,000 in food). Amanda will be working with Dr. Palk of North East Elementary with the hopes of extending the program to communities within the Jere Whitson and Algood area. Brian Page announced that the Maker Station has been established in Adult Services and includes the Adobe creative suite and a 3D printer.

**Review of Branch Reports:** Doyleene Farley of the Monterey Branch Library has been implementing the Volunteer Income Tax Assistance (VITA) program with great success. The Library Board reviewed the Branch Reports.

**Regional Library Report:** Matthew Kirby and Faith Holdredge will be attending a workshop with other Regional Library directors in the state on continuing education. The state has posted the Standards Survey which is to be completed by each Library by July 7, 2015. The next in-service to be held at the FWRRL will be on March 19, facilitated by Dr. Julie Stepp of TTU, and will focus on school standards. Following that an in-service on leadership and change will be held April 2 and facilitated by Nancy Reece. This is recommended for Library Directors and high level staff.

**Friends of the Putnam County Library Report:** N/A

**Adjournment:** The meeting was adjourned with a motion by Joe Albrecht, seconded by Alicia Eldridge, motion carried.