

Putnam County Library Board of Trustees Minutes

April 12, 2016 4:30 pm

The Meeting was called to order by Chairman Laura Clemons at 4:30 pm.

Board Members attending; Laura Clemons, Larry Garrett, Daniel Rader, Leigh Flatt, Patricia Phillips, Beth Thompson

Putnam County Library staff attending: Stacie Netherton, Phil Schaller, Brian Page

Also in attendance: Faith Holdredge (FWRRL), Matt Kirby (FWRRL)

Approval of Minutes: The minutes for the March 8, 2016 meeting were approved by a motion from Patricia Phillips, seconded by Beth Thompson, the motion carried.

Approval of Treasurer's Report: The treasurer's report was approved by a motion from Larry Garrett, seconded by Pat Phillips, motion carried.

Public Comment: N/A

Old Business: *meeting room renovation fund balance request* –The original quote of \$45,000 for the renovation grant may be too low. The architectural firm projects that the project will go approximately \$25,000 over than the currently established budget of \$50,000. Stacie Netherton requested board approval of \$25,000 from fund balance for the meeting room renovation. The board discussed reasons for the low estimate and options to make up the difference. Daniel Rader made a motion that an additional \$25,000 from fund balance be allocated for the meeting room renovation, seconded by Beth Thompson, motion carried.

New Business: *circulation policy amendment* – Two amendments to the circulation policy were proposed by Stacie Netherton. The amendments were approved by a motion from Beth Thompson, seconded by Patricia Phillips, motion carried.

Director's Report: Stacie Netherton reported that staff attended the TLA conference in Kingsport, TN. Staff members present were: Stacie Netherton, Phil Schaller, Chelsea Gifford, Doylene Farley, Kristin Pearson, and Matt Knieling.

There was a flooding issue due to a clog in the men's urinal. The water from the slow-flow urinal went unnoticed overnight and flooded into the processing/financial storage closet beneath destroying some of the financial records. Checked with the auditor and FWRRL on what needed should be kept. Can shred anything over 5-7 years and recommended keeping payroll for 10 years. Older files will be shredded once they dry. Staff took measures to recover files that need to be saved.

The image and library service survey is on the PCL website. It was developed using the TN Standards and will be used for planning and evaluation purposes.

Met with county maintenance in regards to the renovation of upstairs/downstairs bathrooms. County is checking on codes for ADA compliance.

Held a meeting with all Branch Managers this past month to discuss policy, branch needs, and SRP planning. Branch Manager meetings will be held bi-monthly.

Stacie Netherton has been chosen as co-chair of the Library Legislation Committee.

Children's Services Report: Chelsea Gifford has been working with the Putnam County Library Friends to set up tables during kindergarten registration at all Putnam County elementary schools. These tables will show library's involvement in the community and establish the means by which kindergarteners can sign up for library cards.

The PCL Friends donated books to the Habitat for Humanity's West End Little Free Library. Chelsea serves as a member of the West End Steering Committee.

The Minecraft Program and VIP Program have been gaining a great deal of steam and attracting more and more patrons.

Adult Services Report: Phil Schaller reported that the TLA conference was a success and returned with a great deal of information and ideas to implement for the library including: reworking the print reference to make it more in line with current library best practices, establishing little free libraries around the county to help our rural and impoverished citizens, Homeschooling initiatives, and STEM related programming.

Chess Program is gaining momentum. A pre Omni-con game night was held after hours at the library to great success. 28 patrons came, many of which were not normal library patrons. Currently establishing SRP events, half of which are already booked including a joint program with Children's at the skating rink.

Branch Reports: Kristin Pearson attended TLA Conference. VITA program has ended and was a tremendous success in Monterey Branch.

Falling Water River Regional Library Report: Faith Holdredge has nominated Stacie Netherton for the Tennessee Library Law Revision Task Force. This new initiative is headed by Chuck Sherrill, Tennessee State Librarian and Archivist with the purpose of reviewing and recommending changes to current state law as it relates to public libraries.

Regional Directors and State Library undergoing reorganization, many jobs are opening up such as Continuing Education Coordinator and Youth Services Coordinator.

Faith Holdredge will be retiring at the end of September.

Putnam County Library Friends Report: Jamie Ford has signed on as Author for "Dinner with an Author" and Friends have reserved the Leslie Town Center for event.

"Books and Brews" is tentatively scheduled for May 2, author is David Stevenson, sci-fi author from Nashville.

Awarded FOTL advocacy grant for International Games Day.

Adjournment: 5:25 pm