

Putnam County Library Board of Trustees Minutes
April 9, 2019

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

Board members attending: Laura Clemons, Patricia Phillips, Harry Ingle, Kathryn Wisinger, Daniel Rader, and Andrew Binkley.

Putnam County Library System staff attending: Doylene Farley, 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 March 12, 2019 meeting had minor typos in the Public Comment sections, changes were made by Phil Schaller and the minutes were approved with a motion by Daniel Rader, seconded by Patricia Phillips, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that, allowing for the usual variations on e-rate, spending is right on track for the year, The Treasurer's Report was approved with a motion by Daniel Rader, seconded by Patricia Phillips, motion carried.

Public Comment: LuAnn Nicosia of Cookeville, TN asked whether Drag Queen Story Hour had been removed from the PCL Meeting Room calendar for the remainder of their 2019 1st Saturday reservations. (Phil Schaller let her know that he would be glad to answer questions after the meeting.) She went on to inform the board that the Houston Public Library is under scrutiny for having a DQSH with members who had criminal backgrounds, and they have canceled any future events. She made note that the PCLS should use this to inform future decisions.

Old Business: *a) Recap of Strategic Planning* – Phil Schaller informed the board that, as discussed at the March meeting, he has made notes on the Action Plan connecting it to items from the Strategic Plan, with emphasis on the 2019/20 fiscal year. Daniel Rader inquired about RFPs, which Phil stated have been prepared and are ready for distribution. It was discussed whether or not a motion was required, but it was decided that it fell within the purview of Phil's Library Director duties.

Planning workshops with Franklin Fixtures representatives was discussed. Kathryn Wisinger inquired about the number of workshops, Phil stated that it could be up to five, but would not necessarily have to be that many. Laura Clemons stated that she felt it was a good opportunity to pick the designers' brains for insight to benefit the PCLS. Laura mentioned that the workshops would also be used to improve the library branches, not just the Cookeville location. Patricia Phillips discussed the merit of having Lisa's library focused design experience. Daniel stated that with the endorsements, he recognizes the value of workshops as a whole, but does not see the

need for one covering Entrances and the Exterior. Patricia notes the several improvements discussed during the initial walkthrough and defends the idea of all five workshops. Laura asks for staff input and Matt Knieling states that he thinks they would be extremely helpful in guiding the direction of the PCLS's renovation efforts.

Patricia Phillips makes a motion to retain the services of Franklin Fixtures for five design workshops, Daniel Rader seconds, the motion carried.

New Business: *a) Review Memory Lab Policy:* Phil Schaller presented the Memory Lab Policy that he had developed with the admin staff and requested feedback regarding some of the legal phrasing. General consensus was that the phrasing was fine as is. Laura Clemons inquired regarding whether digital copies of materials would remain after a patron's session, Brian Page said that the current software on public computers will remove new files upon restarting. There was discussion regarding liabilities, both for damaged original items and for copying copyrighted materials, but it was decided that these were covered in the existing policy and waiver. Patricia Phillips made a motion to accept the policy without changes, Daniel Rader seconded, the motion passed.

b) Review board Constitution: Phil Schaller discussed upcoming open seats and whether state law placed requirements for board member term limits. Daniel Rader said that the statute referring to term limits should not apply to the PCLS board, as they are a joint county venture. Matthew Kirby stated that *Tenn. Code Ann. 10-3-103 Library Board Appointment and Terms (b)* calls for term limits even on joint ventures. In the packet of printouts provided from the Regional Library, he included a letter from the Tennessee Secretary of State's office that says this should affect all TN public libraries. Matthew recommended term limits be put in place for the PCLS board. Matthew also mentioned that some rules regarding the city and county specific seats are also not in the PCLS board bylaws. Laura Clemons discussed formalizing the responsibilities of all members, such as allowing regional board members to count for quorum. Matthew stated that Robert's Rules says extra members should by default count. Phil recommended sending the issue to a committee, and Matthew advised that bylaw amending is typically not a quick process. A subcommittee for reviewing the Board Constitution was formed.

Director's Report: Phil Schaller shared that it might be time to once again consider the formation of a library foundation, as it is a part of the TN state standards for a library of the PCLS's size. Daniel Rader agreed, but inquired as to how this would affect the Putnam County Library Friends. Patricia Phillips states that the Friends are a 501c3 and this places limitations on the funds their group can acquire and hold, and includes that many libraries have both a Friends group and a foundation. Daniel wanted it noted that the Friends are valued and he would not want a foundation to detract from their efforts.

Phil states that most of the employee evaluations have been completed, with the exception of a few due to scheduling difficulties. He goes on to discuss the Library Disaster Plan, and his

implementation of getting the PCL listed as a storm shelter during operational hours. He has notified the paper of this development. Harry Ingle inquired about informing the staff, Phil stated that he has already done so. He also informed the board that he and Brian Page had acquired the plants for the library approved in the March meeting, making a purchase from Johnson's Nursery that would be delivered shortly.

Phil stated that the county had informed him that they would be dropping the PCLS from their email servers upon approval of their next budget. Brian had already researched alternatives and felt that G-Suite was the best option, costing roughly \$2500 a year. Daniel stated that he would rather make the allocation from fund balance now as opposed to waiting until the county budget passed.

Daniel Rader made a motion to spend up to \$3000 from fund balance to cover PCLS email expenses for the 2019/20 fiscal year, Patricia Phillips seconded, the motion passed.

Phil went on to note that the AARP was finishing their 2019 tax assistance partnership with the PCL, having helped an estimated 625 people with taxes.

Matt thanked the Regional Library for sending him to a statewide training conference conducted by NASA representative as a preparation for 2019 SRP. He will be representing the PCLS as an instructor to others within the region regarding the materials discussed.

Review of Branch Reports: Doyleene Farley stated that the Monterey staff had assisted with 80 tax returns this season. She included that she will be representing the PCLS at the Tennessee Library Association in April, assisting with the registration efforts. She also informed the board that termite swarms had been seen within the Monterey Branch, and that maintenance had been informed. She noted that plans for a Study Room are underway, and Brian Page mentioned that painting for both Monterey and Cookeville was being lined up with maintenance.

Falling Water River Regional Report: Matthew Kirby provided a set of handouts detailing READS statistics and upcoming workshops. He informed the board that \$250,000 is being added statewide to the READS budget.

PCL Friends Report: Patricia Phillips stated that plans are underway for the Dinner with an Author fundraiser on Sep. 13. The featured speaker will be Marie Benedict, author of *The Only Woman in the Room*, a New York Times bestseller. In reference to discussion about a foundation, she noted that the Friends' focus is not about building a reserve of funds, but rather on spending money on the library as they raise it. She mentioned that the "secret to building up a community starts with the public library and in the schools."

Adjournment: 5:33 p.m.