

## Putnam County Library Board of Trustees Minutes

May 10, 2016 4:30 pm

Meeting was called to order by Chairman Laura Clemons at 4:30 p.m.

Board Members attending: Laura Clemons, Joe Albrecht, Daniel Rader, Larry Garrett, Patricia Phillips, Beth Thompson, Tricia Lawrence.

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

Also in attendance: Faith Holdredge (FWRRL), Matthew Kirby (FWRRL), Andrea Batson (PCLF)

**Approval of Minutes:** The minutes of the April 12<sup>th</sup> meeting were approved with the correction of author Joel Stevenson's name changed in record to David by a motion from Daniel Rader, seconded by Patricia Phillips, motion carried.

**Approval of Treasurer's Report:** The treasurer's report was approved with a motion from Patricia Phillips, seconded by Joe Albrecht, motion carried.

**Public Comment:** N/A

**Old Business:** *Meeting Room Renovation* – King Construction won the bid at \$86,000. A.E.I. Architects are working on getting costs down, currently at \$72,000. Putnam County has agreed to do installation of flooring if library purchases materials, which will lead to cheaper cost, higher quality, and more consistency with the rest of the floor. Plan for construction is on target to begin in July.

*Tennessee Consolidated Retirement System* – A complaint filed about tardiness of resolution for new account. The complaint was acknowledged and PCL moved to a higher priority, with an estimated time of resolution of 6 months. We were reassured that employees will still retain all interest from the last two years.

*Library Foundation* – Joe Albrecht stated there was no news on this subject. He has called twice and emailed with no returned contact.

**New Business:** *Employee Manual* – A subcommittee was formed with Laura Clemons, Daniel Rader, Larry Garrett, and Stacie Netherton to revise employee manual to current standards, update current job descriptions, and install regular employee evaluations. A discussion was held on how to best evaluate Library Director. Note was made by Joe Albrecht that current director is doing an excellent job and should be commended, all present agreed. Subcommittee recommendations of updated job descriptions, employee evaluations, and revised manual approved by a motion from Pat Phillips, seconded by Tricia Lawrence, motion carried.

*Board Nominations and Appointments* – Two board members, Joe Albrecht through the county and Patricia Phillips through the city, have terms coming to an end. Both members expressed

their pleasure at serving another term. Both members were re-nominated by a motion from Daniel Rader, seconded by Larry Garrett, motion carried. Letters recommending reappointment will be sent to the respective entities.

*PCL Closing July 2<sup>nd</sup>* – Closing of Putnam County Library on July 2<sup>nd</sup> due to “Slide the City” event approved by a motion Tricia Lawrence, seconded by Patricia Phillips, motions carried.

*Employee Parking Signs* – Stacie Netherton has been trying to find a procedure for getting employee only parking signs posted in lot. Board advised placing the signs. The use of Fund Balance for items not covered by the county for making the signs approved by a motion from Joe Albrecht, seconded by Pat Phillips, motion carried.

**Director’s Report: SRP May 23<sup>rd</sup>-July 14<sup>th</sup>** – Stacie Netherton reported that the branches will be receiving support from Library staff. Phil Schaller has created a landing page on PCL website with all library programs. Chelsea Gifford has been speaking at local schools as well as giving Library tours, she has received almost \$1,000 in donations. Monterey has started their SRP. PCL will be doing radio promotions and featuring information on SRP in our “At the Library” column in the *Herald-Citizen*. A large thanks go to the PCL Friends, without which a lot of our programming would not be possible.

*WTCE* – Phil Schaller has an interview Thursday May 19<sup>th</sup>, with WTCE PBS radio show to talk about our genealogy, local history, and access to Ancestry.com in conjunction with the Genealogy Roadshow program. The interview will air on Saturday the 21<sup>st</sup> between 9-10 a.m. Chelsea Gifford will be in Pittsburg, PA in June attending a conference on Scratch Jr. through a partnership with WTCE.

*TLA Board/Library Law* – Stacie Netherton will be attending the TLA Board retreat in Nashville, TN for the Library Legislation Committee. She will also be participating on the Library Law Revision Task Force starting May 11<sup>th</sup>, 2016.

*Grants* – Brian Page has completed the Tech Grant. In addition to new desktops, we hope to receive funding for tablets to use as teaching aids. Phil Schaller continues to work with Cumming Filtration to establish a partnership that will grow. He has acquired \$500 for the purchase of Sphero Robots, and we hope to begin teen programming with these robots in time for back to school.

*Gardens* – The Library Gardens have been improved with new mulch and rock path. A thanks goes out to volunteers, Mary Ritter, Joanne and Jim White, and Library staff.

*Building Issues* – Algood Branch is uncomfortably hot. Stacie Netherton spoke with Keith Morrison, city manager, he stated he would be working on getting dampers fixed and waiting to hear from contractor. Leak in from of PCL building was fixed by Herren Glass. It was not a foundational issue, so there will be no need to dig a trench around building. Dennis McBroom is working on getting cost estimates for bathroom renovations.

Stacie Netherton wanted to recognize the work done by Baxter Branch Manager Sarah Lewis. She has been going above and beyond working with the city council to get her building, which

she shares with city hall, the police department, and the senior center, new benches and a bike rack. Her circulation numbers are high for a library of its size because she is in touch with her patrons and knows what they want.

**Branch Reports:** No comments.

**Falling Water River Regional Library Report:** Moved date of book repair workshop to May 26<sup>th</sup> due to a lag in supplies arriving. The disaster planning in-service is now available online.

**Putnam County Library Friends Report:** Andrea Batson attended the FOTL meeting in Clarksville, TN. It was a good reminder of the need for advocacy for our library. The Books & Brews event was a success. It was a very short notice event that was attended by 35 people. Father Tom's Pub donated the space and the author donated the time to speak. The PCL friends received a grant from the Leslie Town Center for \$500 off when they host the Dinner with an Author on September 23<sup>rd</sup>. Andrea Batson requested of the board to "like" the PCL Friends on Facebook in order to increase exposure and visibility.

**Adjournment:** 5:32 p.m.