

Putnam County Library Board Meeting
July 13, 2010

The meeting was called to order by Chairman Dr. Peter Li at 4:30 PM

Board members in attendance were Dr. Peter Li, Ruth Ann Woolbright, Larry Garrett, Sue Pogue, Dr. Gerald Barker, Alma Anderson, Greg Rector and Patricia Lawrence.

Putnam County Library staff in attendance were Dale Stapp, Brian Page, Doyleene Farley, Sarah Lewis, and Kathy Keller.

Others present: Dr. Patricia Phillips, president of the Friends of the Putnam County Library.

The Minutes from the June 08th, 2010 meeting were approved by a motion made by Mrs. Lawrence and 2nd Mrs. Anderson, motion passed.

The treasurer's report was given by Ms. Pogue. The treasurer's report was approved by motion made by Mr. Garrett and 2nd by Mrs. Anderson. Ms. Pogue pointed out that there was a year end fund balance in the amount of \$8008.00

Sarah Lewis gave the report for the Baxter Branch Library
Mrs. Lewis and Mr. Dan Maxwell went to two of Baxter's budget meetings. They requested that the City of Baxter provide additional funding. Baxter has tentatively agreed to increase the Baxter Branch Library funding by \$3120. The final reading of Baxter's budget will be at the August meeting.
There were 5 present at the Baxter Book Bunch. Baxter had 283 computer usages. They received 6 interlibrary loans and had 7 Reads check outs.
Baxter branch hosted 4 children's Summer Reading Programs and 4 Teen Summer Reading Program.
Mrs. Lewis is now tentatively organizing a future story time, which will be on Tuesdays and Wednesdays @ 1:00 PM.
The Baxter Branch Library will be having a book sale in September.

Doyleene Farley gave the report for the Monterey Branch Library. .
Monterey Branch Library had 66 Reads Check outs, 564 Computer usages. 33 new borrowers and received 10 interlibrary loans.
Monterey hosted 1 book discussion with a total of 6 present.
Mrs. Farley held 5 children's Summer Reading Programs with 197 Kids and approximately 100 adults present.
There were 4 different Teen Summer Reading Programs, with 32 tweens present.
Mrs. Farley is reviewing shelf layout to provide a better visual for videos, DVD's and CD'S.
Mrs. Farley is presently interviewing TITLE V workers to fill the position left open when Ms. Coven left the program.

Mrs. Farley spoke at the Monterey City Board Meeting on July 12th and requested an increase in the budget in the amount of \$600 to cover half the cost of the new DSL that will be needed when the new laptop lab arrives.

There will be a local author (Glenna Guffey) signing books on July 17th. This is sponsored by the Friends of the Monterey Branch Library.

Friends of the Monterey Branch Library will be sponsoring Native American story telling on July 23rd. There will be 2 story times that day.

The parking lot at Monterey should be repaired by the end of July. Mr. Bobby Farley said that the city was waiting on materials from HWYS INC.

Mrs. Farley reported that the floor at the Monterey Branch Library is in need of replacement. She stated that the floor had been an issue since the expansion.

There was a discussion whether the warranty on the flooring was still in force.

Ms. Kathy Keller gave the report for the Algood Branch Library.

Ms. Keller had 4 Summer Reading Programs with a total of 12 kids and 8 adults present.

Ms. Keller issued 2 new library cards, and had 57 Reads check outs. Ms. Keller reported she loaned 62 books to other branches in the system. She also received 5 books from other branches.

Brian Page reported as the Interim Head of Technology.

Mr. Page stated that the Stimulus 2 grant for the new children's computers was approved and should be disbursed in September.

The USDA grant has been sent to Washington for funding.

Mr. Page stated that we received 50 Gates Computers thru a grant 3 years ago and that the board needs to consider a line item for computers for replacements because Gates will no longer be donating computers.

Mr. Page is developing on an ongoing list of non-major maintenance needs that can be corrected without a lot of money. He is initiating work orders with the city and county as appropriate.

Mr. Page reported that Checkout totals were still down a -2% in June.

Dale Stapp reported as Interim Head of Library Services.

Ms. Stapp had 36 Children Summer Reading Programs with 2705 in attendance. 5 Teen Summer Reading Programs with 127 in attendance.

Putnam County will be hosting 2 Native American Storytelling events on July 23rd.

Sue Pogue reported as Interim Administrator.

Ms. Pogue supplied a copy of a refresher on following proper procedures. Also, she handed out a list of all current staff members including branches that has been distributed to all staff.

Ms. Pogue said that she and appropriate staff had looked at the hours worked, and had decided to cut back on the part time staffing hours. 32 hours has been cut from the downstairs schedule, and 52 hours cut from the upstairs for at least July and August.

Ms. Pogue proposed that the board put a freeze on the increased book money previously set aside for the branches, until we know if there are any more unexpected costs. Mrs. Lawrence made a motion, Mr. Garrett second the motion, motion passed.

Mrs. Pogue proposed that the board pass the following for the extra money Baxter Library is expected to receive.

Mrs. Lewis current salary for 2010 – 11 will be \$13,438. This leaves an unallocated balance of \$1992. Mrs. Lewis' hours would be increased 2 hours a week, which would allocate \$915 to salary, which would leave \$1077 unallocated. By adding the 2 hours and adjusting Mrs. Lewis' schedule. The Baxter Branch will be able to be open on Fridays from twelve to six. Mrs. Pogue suggest this money be used to purchase materials for story time and the remaining amount be kept in a reserve for future needs. Mrs. Lawrence made a motion to accept the proposal for the Baxter Increase of Budget, Mrs. Woolbright second the motion, motion passed.

The State of Tennessee now requires an electronic audit. Barbara has the account set up, but needs Barbara to sign the contract, since she is the one who will be the contact person. Mr. Garrett made a motion to allow Barbara Zimmerman to be the signer of this contract, Dr. Barker second the motion; motion passed.

Ms. Pogue proposed expenditures from 2009 – 2010 fund balance. They included

1. \$1800 required match for funded technology grant.
2. \$750 required contract on second copier
3. \$800 increase in contract for TLC per year.
4. \$640 additional funds needed for Microsoft 2010 (Update from Microsoft 2003).

Total Proposed expenditures from 2009 – 2010 fund balance \$3990.00. This will leave approximately \$4000 in the fund balance.

Mr. Rector made a motion that the board fund the expenditures. Mrs. Woolbright 2nd the motion; motion passed.

Dr. Patricia Phillips reported for Friends of the Putnam County Library.

She stated that the friends would be giving 30% of the cost of the children's computers that are part of Stimulus 2 Grant.

The Friends will be sponsoring the Fall author's dinner which is not to grow the bank account, but is to grow the friends list.

Mrs. Lawrence reported for the search committee. They have narrowed the search to 4 people. They will be interviewing 2 men and 2 women; two people are from Tennessee, and 2 are from out of state. Interviews will be conducted the week of August 9th.

The Putnam County Commissioners appointed Mrs. Sue Pogue for a three year term and Mr. Greg Rector for a two year term to the Putnam County Library Board.

The Commissioners also reappointed Dr. Gerald Barker to the library board and Mrs. Marla Williams to the Upper Cumberland Regional Library Board.

Mr. Page reported that we will now be ordering Microsoft Office 2010 for approximately 90 computers currently in the library.

Mrs. Farley brought a Request For Reconsideration Of Library Materials before the board. A Monterey patron, Mrs. Judy Stuart, has requested that the book ***What's French for "Ew"?*** by Katie Maxwell be pulled from the shelves. It was in the Juvenile section and she felt it was inappropriate for that age group, due to explicit language. Mrs. Farley explained that the book had been purchased at a time when there was not a Young Adult Section, therefore it was misclassified. Mrs. Farley recommends that the board vote to move it to the correct classification which would be young adult. Mr. Garrett made a motion to act on the recommendation of Mrs. Farley as the Branch manager and move the book to the Young Adult section, Mrs. Lawrence second the motion, motion passed.

Meeting adjourned at 6:00 P.M.