

**Putnam County Library Board of Trustees Minutes  
September 11, 2018**

The meeting was called to order by Harry Ingle at 4:32 p.m.

Board members attending: Harry Ingle, Bryan Payne, Patricia Phillips, Daniel Rader, Alicia Senn, Kathryn Wisinger

Putnam County Library System staff attending: Doyleene Farley, Chelsea Gifford, Matt Knieling, Brian Page, and Phil Schaller

Also in attendance: Matthew Kirby, Director of Falling Water River Regional Library, Greg LaPlant, PCLF President

**Approval of Minutes:** The minutes from the August 14, 2018 meeting were approved with a correction to a misspelling of “treasurer’s”, motion by Daniel Rader, seconded by Bryan Payne, motion carried.

**Approval of Treasurer’s Report:** Phil Schaller presented the treasurer’s report. The board discussed the salary budget and how 20% has been spent after only three months. It is possible the report was ran after the first September pay period. Phil Schaller will look into this further with bookkeeper.

The Treasurer’s Report was approved with a motion by Daniel Rader, seconded by Bryan Payne, motion carried.

**Public Comment:** N/A

**Old Business:** a) *Strategic Planning Subcommittee-* Phil Schaller reported that he has a list of all of the newly elected officials to begin setting up meetings with these stakeholders. Phil talked about the ideas for the strategic plan, developing the vision statement, and getting feedback from stakeholders to further evolve these plans. Bryan Payne has been encouraging the committee to focus more on the vision and then creating solid goals. The committee will be meeting again in the next week.

b) *Tech Grant-* Phil Schaller explained that the Tech Grant is a matching grant from the state of TN federal money. The library’s budget for technology is \$10,000. The state has been cutting this grant down each year. Qualifications for this grant are also dependent on how many trustees attend the regional Trustees Workshop and complete the certification training online. Only one trustee completed this, so this year the library has received only \$500 from the state.

Daniel Rader made a motion to move \$7,500 to the computer budget line from the fund balance, seconded by Kathryn Wisinger, motion carried.

**New Business:** a) *Fund Balance Request: Computer Servers-* Phil Schaller explained that the computer servers need to be replaced to support the new card catalog system.

Daniel Rader moved to approve the amount for the new servers, seconded by Alicia Senn, motion carried.

Phil Schaller asked if it was possible to ask the board to permit a fund transfer in the event that a line was depleted. This would be admissible.

**Director's Report:** Phil Schaller reported that September is Library Card Sign-up Month. The library is waiving fines for Out-of-County patrons that sign up or renew their cards this month. This initiative will hopefully increase circulation, as many of our patrons have Cookeville addresses but are outside county lines. It will also help supplement the Jackson County library, as it is flooded and many of their patrons are coming here to use the library.

The library is changing the procedure for verifying cards for new patrons. This is due to having 5500+ unverified patron accounts, some dating back to 2006. Postcards will no longer be mailed out, but two forms of ID will be required, one being a piece of mail with current address. This procedure change should also increase circulation and make it easier for new patrons to access their library.

The board discussed the decrease in circulation numbers and the increase in READS numbers. Matthew Kirby explained that it is a trend nationwide.

Both the FRS grant for Hotspots and the TOP grant have been submitted for approval. The TOP grant has a computer instruction component to it, so the library will offer some basic and advanced computer classes to patrons throughout the next year on top of what Brian Page already offers. This will be a great benefit to the community as well as the potential for upwards of 30 Hotspots to lend out if both grants are received.

The family restroom in the children's library is almost finished, waiting on mirror from Herren Glass and dispensers for the walls.

Phil was contacted by Sally Pardue who used to run the Millard Oakley STEM Center at TTU, but is now on the board of Helping Hands Food Pantry. The library will be partnering with Helping Hands for their "Canstruction" project. This is a STEM initiative being held in the public schools where students engineer sculptures made from canned goods then the canned goods get donated to food pantries. The library will be moving up the date of the Canned Food for Fines drive in order to help supply the cans as well as hosting some of the preparatory meetings for this event.

**Review of Branch Reports:** The board reviewed the branch reports.

**Falling Water River Regional Report:** Matthew Kirby discussed the state surveys that are due at the end of the month. He also talked about the upcoming Trustees Workshop, encouraging board members to attend.

**PCL Friends Report:** Greg LaPlant shared information about the upcoming Dinner with an Author event. The Putnam County Library Friends were also selected by the new Ross store as a donation recipient.

Danial Rader complimented Algood Branch manager, Kaylee Gentry for her attendance at city council meetings and representing the library well.

**Adjournment:** 5:12 p.m.