

Putnam County Library Board of Trustees Minutes
April 14, 2020

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

Board members attending: Andrew Binkley, Laura Clemons, Bryan Payne, Patricia Phillips, Cindy Putman, Daniel Rader, Alicia Upchurch, Kathryn Wisinger

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

Also in attendance: Matthew Kirby, Director of Falling Water River Regional Library

Daniel Rader made a motion to make the Board of Trustees meeting electronic due to COVID-19 pandemic as permitted by Executive Order No. 16, seconded by Bryan Payne, motion carried.

Approval of Minutes: Laura Clemons noted that the file name needed a correction to reflect the April 3rd meeting. The minutes from the March 10, March 18, and April 3, 2020 meetings were approved with a file name correction. Motion from Laura Clemons, seconded by Alicia Upchurch, motion carried.

Approval of Treasurer's Report: The board reviewed the treasurer's report. Daniel asked if the county and city pay quarterly. Phil sends out disbursement requests monthly. The county pays in quarterly and the city pays monthly, but it can be sporadic at times. Daniel wonders if there should be cause for concern that the payment hasn't been received and it is April. Phil does not believe there is reason to worry and that the money should arrive before the end of the fiscal year. Brian mentioned that he still has two checks that need to be deposited. The board discussed the fund balance spending. There are still items from Project Two that have not been fulfilled, but the report should reflect what has been spent to date. The website is still in progress as well.

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) *Plan for continued closure or reopening-* Patricia thinks it might be best to wait to reopen when the governor mandates reopening the state. Daniel believes the library is an essential service and that the governor's orders do not affect the library. He thinks the library should open and provide services to citizens and thinks the risk is worth providing these services. Patricia does not agree and doesn't think being open would help to flatten the curve because it would be difficult to keep social distancing in place and regulate the amount of people in the building. There would be no protection for staff at the circulation desk. Daniel said other places have put temporary barriers up or plastic shields and that staff can make these adjustments to serve the public. Laura notes that there are county offices that are doing appointment only visits and Kathryn mentioned that is what the schools are doing as well to limit the amount of people in the building. Phil reminded the board that Curbside Checkout was suspended when the mandate was updated because Randy Porter did not consider the library an essential service that should remain open to the public. Phil recommends starting this Curbside service again and taking appointments for computer use. Once the mandate is lifted, the library can begin adding protective measures for when the library is allowing the public in. Daniel says the library could do what stores are doing and have staff monitor the door and only allow a certain number of

people in at a time. Phil thinks that if Curbside is being offered, there would be no reason to allow people in to browse around and hang out. Matt Knieling mentions that browsing for a novel is not essential and is the reason why retail stores are closed at this time. Daniel believes the library should encourage literacy and let people come in and look for what they want for a limited amount of time. Harry thinks library staff can make the decision on how to provide the essential services in a safe manor. He asks Matthew Kirby what other libraries are doing. Matthew informed the board that each library is doing things a little differently, but there are no libraries in the region that are opening back up yet. Some libraries are doing curbside service and computer appointments but finding it difficult getting patrons to leave the building. Matthew suggested looking to larger libraries like Nashville Public for information and guidance on reopening but would not encourage reopening too soon. Harry stated that it is good to look at what libraries are doing since that is the industry we are in. Cindy Putman asked about the procedure for Curbside Check and what PPE is being provided for staff. Currently the library does not have any masks. Phil explained how Curbside was run with 2-4 staff. Cindy suggests just starting with that service because it will be difficult to monitor how many people are coming in throughout the building. The board discussed offering an appointment window for computer use and Cindy noted that it takes at least an hour and a half to complete the unemployment application.

Daniel makes a motion to reopen the library to offer as many services as reasonably possible with Curbside Checkout, computer appointments, limited appointments for library use, promoting services on Facebook and through the newspaper, and branches will offer limited services as well, seconded by Drew Binkley, motion carries.

The board discussed acquiring masks for staff to wear. Patricia says she can get some cloth masks for staff. The board discussed how things will run. Phil says they will be working staggered shifts with at home work assigned to fill the day. Part time employees will be called in as needed. The library has been making PPE with the 3D printer to give to medical professionals.

b) Renovation projects in light of coronavirus pandemic- Phil gave an update on the renovation projects. Blinds were put in the previous week. The library is still waiting on shelves, coffee tables, and display shelving, but will hopefully be getting those soon. Everything has been ordered for Project two.

Project 3: This project is still in progress. Bids have been received for individual items and the deadline was after the library had closed. These bids were opened up on Thursday and only received one bid. This bid was out for three weeks-deadline on March 23rd. The bid stated \$3,100 for two shelves. Daniel moves to accept the bid, Pat seconds, motion carries.

Estimates were received for the Children's circulation desk and tree with bench seating and storage but they have not followed up on that yet. This has not gone out to bid because nobody could visit the building at this time. Daniel recommends putting the bid out and allowing people to make an appointment to look at the space. Phil will be ordering water fountains and computer ledges for the children's computers.

Project 4: Previously it was suggested to involve a landscape architect to consult for this project and looking at old plans for the library exterior. Laura mentions that the exterior will take a lot of work and thinks it would be necessary to have an expert to consult with so it is done properly.

Daniel asked if anyone knows someone that could take a look. Laura says she may know someone and will get in touch with them.

Laura says a professional is needed to lay out what is and is not possible. Danny asked if anyone knows a landscape professional that could come take a look. Laura says she might know somebody and will get in touch with them. Bryan would like the board to look at those old plans at the next in person meeting.

New Business: *a) Review of Hotspot policy* - Laura asked about what changes are recommended since the policy was first implemented. Phil shared that there have been a few issues with the same people swapping hotspots at checkout and that hotspots are having to be shut off remotely frequently. The changes suggested are to allow holds to be placed on hotspots and adding a cut off/reactivation fee of \$10. The language will need to change on the policy to reflect the allowance of holds, removal of replacement cost amount, and adding a 21-day return.

Daniel moves to approved the amendments to the Hotspot Policy, seconded by Patricia, motion carries.

Director's Report:

- Budget for County –A “status quo” budget was submitted in addition to the regular budget with only money requested for step raises and longevity pay. All county departments were also required to submit a 5% reduction budget. After mentioning our Maintenance of Effort, Randy said to just submit the status quo budget and we would look at the 5% reduction budget if necessary.
- Local Government Support Grants – These are grants given to local governments to mitigate some of the Coronavirus effects on the local level. Most of these are not really directed at libraries, but libraries can take advantage of some of these grants. I will be compiling a list of possible grant opportunities that we might be able to use, and submitting this information to Mayor Porter.

Review of Branch Reports: N/A

Falling Water River Regional Report: Matthew Kirby reported that all libraries in the region are currently closed. The regional office is working from home and we prepared to do remote work due to the tornado that hit in March and caused their server to go down. The regional office has curated a list of suggested work that can be completed while libraries are closed.

Phil discussed possible issues with maintenance of effort due to a potential budget cut. A letter from the county mayor that cuts are being made throughout the county would need to be sent to the state.

Excess regional money will be rolled over to READS as it is being used more at this time.

Overdrive is allowing access to READS with a cell phone number. The state cannot distinguish the counts on the cell phone sign ups to a certain library.

Matt sent out Covid-19 resources for libraries and information on local government support grants.

50million dollars from the CARES Act is going to IMLS and will probably be distributed through the state libraries. Still waiting on details for requirements and availability.

PCL Friends Report: N/A

Adjournment: A motion to adjourn by Patricia, seconded by Alicia, motion carries. Adjourned at 5:50 p.m.