

Putnam County Library Board of Trustees Minutes
January 14, 2020

The meeting was called to order by Chair, Harry Ingle at 4:33 p.m.

Board members attending: Laura Clemons, Harry Ingle, Bryan Payne, Patricia Phillips

Putnam County Library System staff attending: Chelsea Gifford, 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 November 12, 2019 meeting were approved with a motion by Laura Clemons, seconded by Patricia Phillips, motion carried. The minutes from the called meetings on December 12, 2019 and December 20, 2019 were approved with a motion by Patricia Phillips, seconded by Laura Clemons, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that the line for insurance will be off until the end of the fiscal year. The budget is on track for half-way through the fiscal year. Harry Ingle inquired about which line fees for conferences comes out of and if there was enough in the budget to cover the costs. Phil explained that there is a 'professional fees' budget line and a line for travel that covers mileage. Laura asked if the treasurer's report will reflect how much of the fund balance is being spend as items are being purchased. Phil said that it will depending on when orders are placed and fulfilled.

The Treasurer's Report was approved with a motion by Patricia Phillips, seconded by Laura Clemons, motion carried.

Public Comment: N/A

Old Business: *a) Awarding Bids for Project 2-* Three bids were received: Fixture World, Franklin Fixtures, and TMI. Franklin Fixtures was chosen to do the shelving and coffee tables as well as the display table. Fixture World was selected to do the booth seating. Phil spoke with a representative at TMI as the bid they sent in was very vague. They were not able to offer anything that resembled the needs of the library. Doyleene Farley shared that Fixture World made the desk in Monterey a while back and it was not exactly what they needed. Bryan Payne stated that he finds it troubling that Franklin Fixtures has bid on all of the furniture and they were also the company that did the consulting and marketing themselves as specializing in libraries. The board discussed this and Laura assured that they only helped lead a conversation and did not tell the library what they needed. The board discussed what companies came and looked at the space. Bryan mentioned that he does not think any of the costs presented are out of line but is concerned about perception.

Laura moves to accept the bids as presented, Patricia seconds, one abstained vote, motion carries.

New Business: *a) Review Collection Development Policy-* The board reviewed the policy. Phil suggested changing the wording to match the language in other policies concerning discrimination. It was also suggested to change "he/she" to "they", when necessary. Matt Kirby mentioned that content of Collection Development Policies does not typically change often.

Bryan moves to approve the policy with suggested changes, Patricia seconds, motion carries.

b.) *Add Rochelle Turner and Remove Kaylee Gentry from Fund Special Account-* Kaylee Gentry resigned from the Algood Branch in mid-December and Rochelle Turner has taken over the Branch Manager position.

Laura moves to approve the removal of Kaylee Gentry and the addition of Rochelle Turner to the Fund Special Account, Patricia seconds, motion carried.

Director's Report: Phil Schaller reported that painting for the entire inside of the library will begin on Monday January 20, 2020. The upstairs should take roughly two weeks to finish, sections of the library will be closed at that time in order to allow the workers the ability to work unhindered and not have to close the entire library. County Maintenance will assist in taking down and putting back shelving. Painting downstairs will follow and should take 7-10 work days. The children's library will be closed during this time due to paint exposure (latex allergies) potential for the children as well overall keeping kids from running around while painters are working.

Chelsea and Phil have begun working on Project 3 and identified the furnishings and other materials needed for purchase/bidding/RFP. Phil has not had the chance to work up a full write-up with all necessary estimates, quotes, or strategic plan tie-ins. This can be ready by Mid-February if the Board wants to call a meeting next month for this. Painting is currently taking precedence.

Admin staff has met with individuals representing TN Tech and the Rural Reimagine project they are working on. The library will be partnering with them to get mobile hotspots/broadband into the homes of those in this community that need it. Graduate students may also be able to help with some art installations we are considering during remodel. All this has come about due to networking from Leadership Putnam.

Monterey is requesting funding for two media storage units and shelving to accommodate them behind the circulation desk. These storage units were a need that Doyleene recently assessed. These storage units will both look cleaner and more professional as well as make it easier and more efficient to distribute the DVDs. Depending on the success of these storage units, the main branch may look into this system to implement as well. The current quote for this is \$1,510.60, which includes shipping.

The Fund Balance request for \$1,510.60 was approved with a motion by Patricia, seconded by Bryan, motion carries.

Review of Branch Reports: The board reviewed the branch reports. Doyleene reported that Monterey Branch has been putting things back together after the painting. A chain link fence is being put up outside behind the building. Someone vandalized the back of the building and police did not investigate at first until the chief of police got involved. It is being looked into now and has since been covered up.

Falling Water River Regional Report: Matthew Kirby shared information about Data Day and Census Roundtable.

There is an upcoming in service on February 18th about homelessness with a special guest speaker. Online homelessness training is also available until June.

PCL Friends Report: Patricia mentioned that she will inform the new president to attend future Library Board meetings. She reported that the Friends have been discussing ideas for a new fund raiser event. Patricia has been working on putting together the newsletter that will come out in February. The Friends purchased a new refrigerator for the library staff break room and a new desk and chair in processing. A grant was received from the Cookeville Jr. Woman's Club to purchase a recycling bin for the library.

The Board discussed the Dogwood Park Task Force. Phil attended the second meeting they had and plans had already been pretty well made. The Board also discussed the progression on the new logo design which is still underway and the positive feedback received from the lobby renovation.

Adjournment: 5:22 p.m.