

**Putnam County Library Board of Trustees Minutes  
July 14, 2020**

The meeting was called to order by Chair, Harry Ingle at 4:31 p.m.

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

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

Also in attendance: Jeanne Schmitzer, Assistant Director of Falling Water River Regional Library

**Approval of Minutes:** Patricia Phillips moved to approve the minutes from the May 12, 2020 meeting, seconded by Kathryn Wisinger, motion carried. Bryan Payne moved to approve the minutes from the June 9, 2020 Called Meeting, seconded by Patricia, motion carried.

**Approval of Treasurer's Report:** The board reviewed the treasurer's report. Phil Schaller noted that it was the end of the fiscal year. The library has not received the city of Baxter's fourth quarter payment and Phil will be sending out a reminder. Phil reviewed the budget lines that were down, delays in shipping, and the effects of being unable to collect money during the pandemic.

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

**Public Comment:** N/A

**Old Business:** *a) Discussion of library re-open plan in light of COVID-19-* Phil recommends the library to continue operating in Phase Two of the plan. Bryan asked if there have been any issues so far. Phil reported that there has been a fairly positive response from the public but the library is running through cleaning supplies rather quickly. The board discussed the plan further and Jeanne Schmitzer mentioned that libraries across the region are doing very similar things as safely as possible. She has also been sharing the PCL's plan with other libraries to assist in developing their own.

Phil requested an amendment to Phase Three to add Curbside Checkout and limit the number of operating hours to be able to accommodate the change. Doylene Farley reported that Curbside is not being utilized at the Monterey Branch Library.

Kathryn Wisinger agreed that it would be a smart decision to stay conservative at the moment with schools opening soon and cleaning supply limitations.

The amendment to Phase Three to add Curbside Checkout and reduced hours was approved with a motion by Bryan Payne, seconded by Kathryn Wisinger, motion carried.

*b) Review of Project 4 of Renovation Plan/Discussion of Projects 2&3-* Phil gave an update on the renovation projects. The board discussed the differences in quality between the two companies used to purchase fixtures. Project Three is still currently underway. The library received some of the shelving and fixtures. There were issues with the water fountain installation downstairs, but a plan is in place to remedy the problem. The carpentry bid was accepted and

there is an estimated eight weeks until completion of the children's circulation desk, the tree fixture with storage, and the YA fixture.

The board reviewed the original plans for the library renovation that were drawn over 10 years prior. Phil said that he is waiting to hear back from the architect who may help advise a redesign for the back, outdoor area of the library. Phil also shared an idea about creating a community garden and asking for assistance from local gardening groups to get it started. Laura suggested waiting until the website is completed to start on creation of outdoor banners so be sure everything is cohesive. Bryan requested that a discussion of developing a library foundation be on the agenda for the next board meeting.

**New Business:** *a) Review of Communications Plan-* The board reviewed the plan. Laura asked about questions patrons may have concerning the changes made to the Herald Citizen subscriptions. Phil will look into what this means for the library's subscription and patron access. The board supported the plan for direct communication with funding bodies. Bryan suggests setting up a chart to track communication connections. Harry suggests thinking about ways to reach out to the senior citizen community.

*b.) Review of the Internet Safety/Pornography Policy-* The board reviewed the policies and asked if there have been any issues recently. The policies were approved as written with a motion from Laura Clemons, seconded by Bryan Payne, motion carried.

Laura announced that she will be stepping down from her position on the board. Patricia mentioned Kristy Herr as a potential nominee and will reach out to her to see if they are interested in serving. Laura suggested Amanda Yother as a possible candidate as well. Jeanne Schmitzer mentioned that the state has been working on diversifying boards. Their recommendation is to take time to make sure the board reflects the community it serves. Laura suggests assembling a nomination committee to help seek new board members in the future. Jeanne says the regional library would be willing to provide new member orientation in the future as well. Harry asked that filling the unexpired term be an action item on the next agenda.

### **Director's Report:**

- Community Resources Brochure – A brochure for patrons has been created that includes many of the free community resources available in Putnam County. These brochures are available in multiple areas of the library.
- Budgets – Along with City of Algood, The City of Baxter has approved the additional funds for making the branch manager position full time. The library is waiting on Putnam County to approve the increase for the benefits package at this time. Budget committee for the county unanimously approved the “status quo” budget of the general fund. The full commission will vote on the budget during the meeting at the end of this month.
- Board Nominations – The county commission votes to approve the three nominations of board members Harry Ingle, Bryan Payne, and Cynthia Putman for another three-year term.
- AARP tax prep – AARP was unable to return to provide tax prep help at the library but hope to return in 2021.
- Meeting rooms –Red Cross Blood Drives and the Census Bureau have been permitted to use the library meeting rooms.

- New Phones – Frontier service has been cancelled and Twin Lakes has installed the new phone system.
- Grants – The CARES grant has been submitted and if received, will be used to purchase Chromebooks and video conferencing equipment.

Algood Branch Manager, Rochelle Turner, received a grant to purchase outreach books through the First Book Marketplace. Over 3,000 books will be distributed to kids throughout the Upper Cumberland by the time the school year starts.

Phil is working on a grant through FRS (Foundation for Rural Services), requesting funds to support a program with community partner, N2Read. This is a company started by a local ophthalmologist, Dr. Miller. He has been working for years with kids that have an eye problem called Intermittent Central Suppression. It results in reading and learning disabilities similar to dyslexia and often gets misdiagnosed as such. He has developed a method to test for this and treat it through the use of special treatment glasses. The affected child simply needs to read with these glasses on for one hour a day for a few weeks and the eyes learn to correct the problem. There are various case studies and testimonials for this treatment. The grant will attempt to secure funding for these treatment glasses so we can work with Dr. Miller in partnership to help treat kids with this learning disability. This falls in line with the library's mission of dedication to childhood literacy.

- Summer Reading Program- Chelsea reported that Summer Reading wrapped up on July 4<sup>th</sup> with a total of 333 participants, children, teens, and adults. Staff worked on providing craft tutorial videos, grab and go activities, and recordings of performances to share digitally.
- Longevity Pay – When formulating this year's budget, there was a discrepancy found in the longevity pay given to full time staff that have been working at the library over five years. This is an end of year bonus that is given to all full-time employees that qualify. It increases by a fixed amount every year that the employee qualifies. In 2008 that fixed amount changed for the county from \$50 to \$100. This change was either never conveyed to the library or library staff at the time never applied it. A few employees have not received the amount of longevity pay they should have received as proscribed by the county. This is normally a part of the yearly budget requests along with step raises. Phil had just received the break down of the numbers, so this issue will be addressed on the agenda of the next meeting and will give board members time to consider how to handle this situation. The board discussed the amount in the fund balance and will look at a way to distribute the back longevity pay to staff. A sub-committee was formed to discuss the issue and make a recommendation to the full board at the August meeting.

**Review of Branch Reports:** Doyleene Farley reported that the Monterey Branch is doing tax preparation appointments.

**Falling Water River Regional Report:** Jeanne reported that state allocations have been sent out to the libraries in the region. They are encouraging libraries to begin spending as soon as possible in case of a potential freeze on funds. The state is working on dividing and distributing CARES grant funds. They are looking at using board member certification numbers as a determiner for how much each library will receive.

**PCL Friends Report:** Patricia shared that the Friends have been reaching out to sponsors to thank them for their support and letting them know that they will not be hosting an author dinner

this year due to COVID-19. They are working on issuing an e-newsletter in addition to their physical newsletter. The Booksale has been closed until further notice.

**Adjournment:** A motion to adjourn was made by Patricia Phillips, seconded by Laura Clemons, motion carried.