

**Putnam County Library Board of Trustees Minutes**  
**March 10, 2020**

The meeting was called to order by Vice Chair, Kathryn Wisinger at 4:37 p.m.

Board members attending: Andrew Binkley, Laura Clemons, Bryan Payne, Patricia Phillips, Kathryn Wisinger

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, Marcia Flatt, Putnam County Library Friends President

**Approval of Minutes:** The minutes from January 14, 2020 meeting were approved with a spelling correction in for “bid”. Motion from Laura Clemons, seconded by Bryan Payne, motion carried.

**Approval of Treasurer’s Report:** Phil Schaller presented the treasurer’s report and addressed lines that are currently getting spent down and what is being spent from the fund balance to complete projects. The board discussed this further noting that the fund balance accrued varies each year based on employees who leave and who are hired.

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) *Review/approve remainder of Project 3-* Phil updated the board on Projects 1 & 2. All items have been received that were purchased in Project 1 and it is complete. There are still many items that have not come in from Project 2, but the booth seating has been installed. These booths have been really popular with patrons. There is no official timeline for the remaining items at this time. The library did get a quote for new blinds at \$2,238.

Project 3: Bids went out for the furniture and estimates were received:

\$6,500-\$8,000 for a circulation desk for the children’s library

\$6,250-\$9,000 for a tree feature with bench seating and storage

The library is still awaiting an estimate for the fixture that will go in the young adult section.

The board discussed these estimates and concluded that they are fair. Bryan asked if the library had reached out to Tennessee Tech University to see if some of this could be a student project. The board discussed this idea and determined that it would not be conducive of time for this project and it may be better to have it made professionally to ensure safety and durability.

Laura asked about the rear entrance of the library and when that will be addressed. The board agreed that a design team should look at that area. This will be looked at in the future as it will likely be an expensive process.

Bryan suggests that bids remain open for 30 days to give interested parties time to process and visit the area.

The board discussed local contacts to reach out to concerning the bids.

Project 3 was approved with a motion by Patricia Phillips, seconded by Andrew Binkley, motion carried.

**New Business:** *a) Review/approve budget for fiscal year 2020-21-* Phil presented the proposed budget and explained that money will be taken from printing and postage lines. The telephone line will be going up due to e-rate lowering their reimbursement amounts. This budget is asking for an increase to make the Baxter and Algood Branch manager positions full time with benefits. The city of Algood has agreed to cover the cost of the salary increase, the remainder will be a request from the county. Benefits, step raises, and longevity pay will be where the bulk of the increase in budget comes from for 2021.

The budget was approved with a motion from Patricia Phillips, seconded by Bryan Payne, motion carried.

Phil shared the results from the yearly audit with the board. This audit gets presented to the county along with the budget. The board discussed the note from the audit about diversifying duties. Matthew Kirby pointed out that it is a common note for libraries. Bryan asked about how having more librarian positions would help with fiscal tasks that were mentioned in the audit. Library staff explained how money is currently handled. Matthew Kirby mentioned that there is an upcoming CTAS training that will be available soon for tools on how to handle this. Laura suggests a sit down with the auditor next year to discuss finding and clearly understand them.

The audit was approved with a motion by Patricia Phillips, seconded by Andrew Binkley, motion carried.

Kathryn Wisinger proposed that the board move through the agenda as written in her absence and conclude the meeting following the Putnam County Library Friends report.

*b) Fund Balance request: Microsoft Office subscriptions-* Microsoft is changing to a subscription service at \$14/month. The library has an opportunity to purchase copies for \$39. A fund balance request for \$1,950 was made to purchase 50 copies for the library computers.

The fund balance request was approved with a motion by Andrew Binkley, seconded by Patricia Phillips, motion carried.

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

- Library Logo –Phil reported that library admin staff chose a new logo from WDStone. The board reviewed the logo choice. This choice will allow WDStone to move forward with the rest of the website redesign.
- Employee evaluations will be completed this month. The board will also need to schedule a time to do the director evaluation as well.
- Inventory – It is time for our system-wide inventory to happen again. This happens every 5-6 years. The staff working in the Processing department will be taking care of this, they will be working over the weekends and doing the branches first beginning in April and finishing with the main branch after summer reading in September.

- **Parental Oversight Bill** – This bill is in its final session of the Cities and Counties subcommittee in the State House of Representatives tomorrow. It will either end there if it gets voted down or move on to full committee if approved. There has been a recent amendment to the bill as of today which stipulates 30 day notice for any presenters intending to present sexual material to minors, potential full background check for presenters and other minor amendments to the previous bill. The board discussed this bill and how the board should respond. Laura presented points at which she feels the bill undermines the current board of trustees. The board talked about crafting a statement to send to Senator Bailey.

A motion to form a subcommittee and draft a statement to be reviewed by the full board and discuss further plans as the bill develops was made by Laura Clemons, seconded by Andrew Binkley, motion carried.

- **Coronavirus** – Phil recommended that the board consider the state of the library for the future months with the rapid onset of coronavirus throughout the country. Things to consider are shutting down the library for a period of time, cancelling programming, closing access to meeting rooms, etc. The board discussed increased sanitation measures to keep employees safe and providing more access to cleaning supplies.

- **Tornado Response** – While the library itself was not directly affected by the tornadoes of last week, many patrons were. The library has been using social media to reach out to the community and remind them of the services offered. Gloves and trash bags were made available at the desk to any community members wanting to aid in minor cleanup of the community. The library also partnered with FEMA and are simply advertising FEMA contacts for any who are in need. If the need arises the library will become a location for community members in need to come and register for aide from FEMA

Matt Knieling discussed the FIN grant that he is working on to receive materials to distribute in the library to the community. A local band is going to perform in the library and the session will be recorded by a videographer. Library staff attended the national Public Library Association conference in Nashville at the end of February and it was a great professional development opportunity.

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

**Falling Water River Regional Report:** Matthew Kirby noted that the state network is currently down and they are working on getting it back up and running.

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:** Marcia Flatt introduced herself as the new PCLF President. Her goal for the group is to increase awareness of their organization as well as membership. They are currently working on securing and author for their annual dinner.

**Adjournment:** 6:16 p.m.