

Putnam County Library Board of Trustees Minutes
May 12, 2020

The meeting was called to order by Chair, Harry Ingle at 4:31 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, Rochelle Turner, and Phil Schaller

Also in attendance: Matthew Kirby, Director of Falling Water River Regional Library, Marcia Flatt, Putnam County Library Friends President

Patricia Phillips 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 Andrew Binkley, motion carried.

Approval of Minutes: Laura Clemons moved to approve the minutes from the April 14, 2020 meeting, seconded by Alicia Upchurch, motion carried.

Approval of Treasurer's Report: The board reviewed the treasurer's report. Phil reported that everything is on track for the year. The fund balance has been spent down some since the last meeting.

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

Public Comment: N/A

Old Business: *a) a. Discussion of library plan for continued essential services.*- Phil presented the phased plan developed for the re-opening of the library. Laura asked about whether the children's library would be open during phase three and it will. The board discussed accessing the children's library in phase two. Phil talked about how it may be difficult to enforce social distance standards. Matt Knieling clarified it would not keep them from accessing materials but would limit the wandering. Cindy mentioned that there are a lot of risks with having children coming in and touching things and it would be hard to adequately sanitize after each family visits. Bryan asked about there not being much difference between phase one and two if patrons are not able to wander around. Matt mentioned that there is a bit more space to spread out upstairs and that it was a plan to operate safely.

The board discussed the numbers of cases in the county from the TN Health Department. Harry asked about the PPE that is currently available. The plexiglass shields may take several weeks to arrive. Hand sanitizer and dispensers have been purchased. Phil discussed options to protect staff until the shields arrive. Cindy mentioned that the school system has been having delays getting cleaning supplies and PPE. Bryan suggests building temporary shields until the ones ordered came in. Bryan asked about the data driven approach in the plan and doesn't see the numbers not increasing in the coming weeks with more testing being done. Phil mentioned that we are still providing services and trying to open in the safest way possible. There are multiple computer appointments and curbside checkouts daily and developing virtual programming to address the needs of the community. Phil reported that most patrons are being respectful, wearing masks,

and keeping their distances. Alicia discussed the worry that circulation will decrease and people may be restricted from access for too long if the library weren't allowing patrons to walk in. Matt Knieling mentioned that there may be some people who have just not wanted to come out because a decrease in circulation was happening in early March. Drew asked if surrounding counties are using any other methods. Phil mentioned Art Circle Library who just used selected dates and two phases to determine when to open. Phil said the phase that he developed is the only number driven but the mechanism can easily be removed and the board can determine when to move through the next phase through called meetings or however they see fit. Matt Kirby informed the board that every community will be different and libraries plans vary. He feels this plan is a fairly good plan. Laura feels comfortable with the plan and appreciates that it is done in stages and a good way to communicate it. Harry believes the plan is objective and easy to see. Bryan said he could have his guys help build temporary shields if the library provided the supplies.

Phil reminded the board that the branches may have some barriers when moving through phases based on their size and staffing. The board decided that that can be an administrative decision when the time comes and to mirror the main branch as much as possible. Bryan suggested to add a sentence to the plan that allows the board to step in and move to the next phase when they feel it is safe.

Cindy moves to approve the phased plan with the added statement suggested by Bryan, seconded by Patricia Phillips, motion carried.

b) Renovation project two and three update- Phil gave an update on the renovation projects. Shelving units are in place within the adult section and all items for project two have been received and the project is complete. A wrap-up document will be sent out to the board. Bids were accepted for shelving units in project three and the drawings have been signed off on. A custom carpentry bid has been sent out and are due in a month. Two local businesses have come out to look at that. Still waiting for a few items that have been ordered to come in. Project four is still pending until a landscape architect can come and do a consult.

New Business: *a) Review of Library Code of Conduct policy-* There are no suggested changes from the library administration. The board reviewed this policy and also had no suggested changes.

b.) Fund Balance Request for sneeze guards for all circulation desks- Some money was used from the equipment purchases budget line to purchase the sneeze guards. A fund balance request of \$3000 is needed to cover the remaining expense that the budget line could not cover. The Friends have also allocated money to purchase sanitizer. Patricia Phillips move to approve up to \$3000 to cover the sneeze guard purchase, seconded by Bryan Payne, motion carried.

c.) Discuss term end/reappointment of Bryan Payne, Kathryn Wisinger, and Cynthia Putman- All members accepted a second term on the board.

Director's Report:

- Cleaning Bid – The cleaning bid for the next two years has been sent out. All responses are due by the end of the month. Traditionally the director has opened these in public, these will be

opened with library admin staff as witness and a notification will be sent out to all bidders with the results.

- Cares Grant – The CARES Act has given grant money to the state of TN specifically to the IMLS (Institute of Museum and Library Services). We will be applying for subgrants of this money requesting Chromebooks that can be lent out to patrons, video conferencing equipment for the study rooms, and a small amount of reimbursement on PPE (masks and sanitizer).
- Employee Evaluations – Library employee evaluations have been completed.
- Facemasks – The necessary materials needed from the State Library were received to put together the face shields made on the library 3D printer. The Putnam County Health Department has been contacted and when the shields are completed, they will be delivered to them.
- Summer Reading Program – SRP will be mainly virtual this year. Chelsea reported that the State Library provided Readsquared, an online service, for patrons to log their reading. Virtual events have been planned and shared online for the community to participate from home.

Review of Branch Reports: Doyleene Farley reported that the Monterey Branch has been working on weeding and preparing for inventory. There has been an increase in curbside service and computer appointments.

Matthew Krist reported that it has been a bit slow at the Baxter Branch, but patrons are utilizing curbside service.

Rochelle Turner reported that things are going well and inventory has been completed at the Algood Branch. She has been able to reach out and engage more with the community. Rochelle talked with the city administrator of Algood and they are still planning on adding labor hours through the city budget. They are also looking at clearing out space in the Senior Citizen Center and making the entrance to the library ADA compliant.

Falling Water River Regional Report: Matthew Kirby reported that they are working on tracking what libraries are doing at the moment. He reviewed the CARES Act with the board. The application is open until June 15th and is allowing reimbursement for any items that may have been already purchased. The Regional Library is slowly opening back up and will be fully manned after Memorial Day.

PCL Friends Report: Patricia reported that the Friends have not been able to meet. They have donated funds to purchase hand sanitizer and snacks for the library staff. The Friends have also allocated funds to support all of the branches in their Summer Reading Program.

Adjournment: 5:46 p.m.