

**Putnam County Library Board of Trustees Minutes
May 14, 2018**

The meeting was called to order by Vice Chair, Harry Ingle at 4:30 p.m.

Board members attending: Andrew Binkley, Harry Ingle, Bryan Payne, Patricia Phillips, Daniel Rader, Alicia Senn

Putnam County Library System staff attending: Doyleene Farley, 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 April 9, 2019 meeting were approved with a motion by Daniel Rader, seconded by Alicia Senn, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that the telephone and internet lines are high due E-rate. Phil will address concerned with the Baxter budget with the branch manager.

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

Public Comment: N/A

Old Business: a) *Strategic Planning - Website Proposal-* Phil Schaller reported that the strategic planning committee met the previous week and went over the three RFP's that were submitted. Due to cost, locality, and familiarity, WD Stone was selected. The proposal is for \$10,000 with an additional \$5,000 for a new logo design.

Daniel Rader moved to accept the proposal from WD Stone authorizing up to \$12,500 for the website redesign, Andrew Binkley seconded, motion carried.

Phil discussed the desire for outside furniture to be added at the front of the building. This furniture will improve the look of the building and add additional seating, as there are no spaces in the park next door. Phil requests two tables at \$600-\$12,000 per table.

Daniel moved to authorize up to \$2,500 for tables and/or benches.

The board discussed getting the cumulative list of items needed for the library based off of the strategic plan. Daniel suggests having the list completed by the September board meeting and working on getting the fund balance under \$150,000 before next year's budget cycle.

b) *Board Constitution-* The board is working on establishing a committee.

New Business: a) *Review Portable Electronic Device Policy-* The board discussed patron privacy on clearing devices. The policy was approved as written with a motion from Daniel Rader, seconded by Alicia Senn, motion carried.

Director's Report: Phil Schaller reported on his work with the 2020 Census committee. He will be meeting to discuss best methods for administering the census on May 16th.

The library is having a Summer Reading Program Kick-off event on May 24th in Dogwood Park. There will be community organizations coming out to help celebrate to register everyone for the

program (WCTE, Fast Pace Urgent Care, Putnam County School Nutrition, TTU STEM Center), as well as Algood Branch Library.

The library shifted some funds and are now offering a new digital service, RB Digital. This will offer patrons free children and young adult audiobook downloads and is accessible by multiple users simultaneously.

The Friends received the Advocacy grant from the Friends of Tennessee Libraries and used this grant to provide admission for Phil to attend the Leadership Putnam program.

Phil discussed the possibility of starting a Library Foundation with the Putnam County Library Friends and they were supportive. They understand that many libraries have both a foundation and a Friends group and would work together to prevent any conflicts when requesting funds.

TSLA has instituted a few new policies into their standards for libraries. Phil will be researching the social medial policy and drafting it for approval at the next board meeting.

Phil will be meeting with UCDD to discuss grant opportunities on May 21st.

On May 25th, Phil and Laura Clemons will be guests on the radio with Randy Porter. They will be discussing the library and the Summer Reading Program.

Library staff attended the Tennessee Library Conference (TLA). Phil was invited to speak on a panel addressing library meeting room policies and the issues surrounding it.

Last month, the personnel committee met to give Phil a positive annual review.

The board reviewed the circulation statistics and discussed circulation between 2017 and 2018.

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

Doylene Farley reported her visit to Kindergarten Registration at Burks Elementary School where she signed up 35 students for library cards. Doylene will be hosting sign language programs at the library and the Monterey Branch Adult Summer Reading Program will begin this month.

In preparation for Summer Reading, Algood Branch Library is working on putting signs up along the Rail Trail that will have information on the distance of planets in relation to the trail. Manager, Kaylee Gentry has been working with the city of Algood to expand the library space. There has also been discussion of making her position full time.

Phil has been working with the Baxter Branch manager and encouraging attendance to city council meetings there.

Falling Water River Regional Report: Matthew Kirby commented on what a great job Phil did at the TLA panel session. He feels it would benefit all trustees to witness a panel like that.

Federal and State spending has been completed for the year. The regional training plan for continuing education has been submitted for the year, as well. Matthew discussed the annual documents that will be coming out: Library Service Agreement and the Maintenance of Effort.

The Tech Grant was released and Brian Page has completed that.

PCL Friends Report: Patricia Phillips shared the Friends president has been ill and unable to attend the board meeting. The Friends have been working on plans and finding sponsors for Dinner with an Author in September.

Adjournment: 5:22 p.m.