

**Putnam County Library Board of Trustees Minutes
November 11, 2020**

The meeting was called to order by Chair, Harry Ingle, at 4:32 p.m.

Board members attending: Patricia Phillips, Kathryn Wisinger, Harry Ingle, Kristy Herr, Andrew Binkley, Alicia Upchurch, Bryan Payne

Putnam County Library System staff attending: Doyleene Farley, Shannon Chaney, Matt Knieling, Brian Page, and Phil Schaller

Approval of Minutes: Alicia Upchurch moved to approve the minutes from the October 13, 2020 meeting, seconded by Patricia Phillips, motion carried.

Approval of Treasurer's Report: The board reviewed the Treasurer's Report. The Treasurer's Report was approved with a motion by Bryan Payne, seconded by Kathryn Wisinger, motion carried.

Public Comment: N/A

Old Business:

a) Continued discussion of library re-open plan in light of COVID-19: Phil Schaller recommended staying at the current Phase 3 services, especially in light of the upward trend in Putnam County new cases. In addition, he was advised by County Mayor Randy Porter at a recent department heads meeting to continue to take all possible precautions, especially through the holiday season. Kristy Herr asked what is preventing moving forward with Phase 4. Phil explained that the main restriction was that a change in service hours would require a change in the current staffing schedules, which would spread staff thinner and restrict the times at which curbside service could be offered. Several board members stated that keeping the largest possible window for curbside delivery should be a priority. Harry Ingle stated that it seemed everything was currently at a good place and that the library should stay at its current services for the foreseeable future.

b) Update on Library Foundation: With Bryan Payne unable to continue as point person for the foundation, Phil said that he would handle moving forward with advice from the county attorney, though he was open to working with another board member if they expressed an interest. Phil requested that board members might be a good source of information for individuals who might be approached about joining the foundation board. Several names are discussed and Phil made notes for future reference. Harry asked that Phil write up a short PR brief that could be used to help spread the word amongst colleagues and contacts.

c) Continued discussion of Longevity Pay: At the last meeting it was recommended to discuss this matter further when the full sub-committee was present. Harry recapped that there were no legal restrictions preventing spending fund balance money for this purpose, and the sub-committee's recommendation was to move forward in paying the full amount of missed longevity pay for the affected employees. He mentioned also being open to the discussion of hazard pay for current employees, but stated that he felt that was a separate situation. Bryan discussed

reasons for dividing the payments: to benefit the staff with their personal taxes by having the amount paid out in separate calendar years and to prevent removing too much money at once from the fund balance. Kristy asked for clarification of the situation, and Phil explained that a discrepancy was caught in the most recent county budget submission. He stated that, from what he had been able to discern, in 2008 the county had changed from paying out longevity bonuses at a rate of \$50 per year to a rate of \$100 a year, but the PCL had never made the change, and there were no records detailing that this was a deliberate decision. It is unknown whether the acting director at that time had not been informed of the change or if they had not taken any action regarding it. Phil explained that the PCL mirrors the county in most personnel issues, and so he had previously presented this matter to the board for consideration, at which point a sub-committee had been formed. Kristy stated that she was fine with paying the new amount going forward, but she was not comfortable with paying such a large sum going back for so many years. Bryan said that they were in a fortunate position to have the funds on hand to address the situation and he felt that it was the right thing to do to pay the full amount retroactively. Harry said that in his work with Treasury he had seen similar situations where an entity paid out to fix discrepancies going back several years. Kristy asked if anyone on the board was open to the idea of a half payment. Alicia said that she did not feel that a partial payment was appropriate. Patricia said that the sub-committee viewed it as righting a wrong, as the most important thing in the building is the staff.

Breakdown of payment is as follows:

Employee 1: \$9,300
Employee 2: \$4,050
Employee 3: \$14,450
Employee 4: \$4,050
Employee 5: \$8,700
Employee 6: \$900
Employee 7: \$900

Kristy motioned to pay the amount in full, going back to 2008 for any current employees affected, splitting the payments over two tax years within the current fiscal year: half in 2020 and half in January 2021. Patricia seconded. The motion carried.

New Business:

a) Review of Circulation Policy: Phil covered the admin recommended changes to the PCL's Circulation Policy: a clarification on the proofs of ID required for new cards that would allow a single item (such as a driver's license) that fulfilled both requirement to be used as such without needing two separate documents; and an amendment to the section on Replacement Cards that would authorize desk staff to give a free replacement card in situations where the old card was too worn to be scanned.

Patricia motioned to make the changes as stated, Kathryn seconded, the motion carried.

b) Review of Employee Manual: Phil stated that this one was a doozy. The first issue he explained was the need to update the portion of the manual covering Longevity Pay so that there would not be further issues with that matter going forward. Then, he described that many of the library's individual policies have a tendency to be reviewed and amended at times throughout the year, but there typically was no mention in the motions amending them of their status in the employee manual. He asked for advice on how to handle this going forward, and if there was any

way to make a blanket motion that would allow these to be updated automatically in the future. Kristy stated that she felt it would work best to make it a part of each policy amendment's motion going forward. Phil went on to state that in researching the longevity pay issue he had found several discrepancies between the PCL and Putnam County employee manuals, and he would like permission to make a draft that would batch both together, to be presented for approval at the next board meeting. Kristy recommended having the county attorney look it over before presenting it, to make sure it was legally in the clear.

Kristy made a motion to amend the section regarding Longevity Pay to mirror that same section in the county manual, and to add individual policies to the employee manual as part of an addendum. Patricia seconded, the motion carried.

Bryan inquired about future regular reviews of the manual itself, both by the board and staff as well as by a legal expert. There is a consensus that this would be a good idea and it should be added to the annual policy review rotation.

Kristy recommended documentation of individual trainings staff received on specialized topics and recording this in personnel files. She states a concern about making sure that topics are covered adequately going forward. She advised looking into regular training videos for the staff, especially part time employees. Harry asks for a discussion regarding training to be part of the next board meeting's agenda.

c) Review/Approval of Project 4 renovation project: Phil presented the Project 4 proposal, which had been previously shelved until a landscape architect could be consulted and a foundation could be established for large scale construction funding. The new proposal focused on just the front of the building, where it would be unlikely to have conflicts with major renovations at a later time. Project 4 includes the purchase and installation of a digital marquee, vertical banner signage, path lighting, flood lights, and an outdoor bench. Patricia expressed that if the current marquee is affected, the sculpture on the sign that the Friends had funded be incorporated into the new sign. Phil stated that if directed to go forward with bids, he would notify the newspaper as well as directly contacting appropriate local vendors.

Bryan motioned to move forward with soliciting bids, Andrew Binkley seconded, motion carries.

d) Request to add Shannon Chaney to Fund Special Account: Phil requests a motion to add Shannon Chaney to the PCL checking account, as well as removing Chelsea Gifford from the account. If passed, after minutes for the current meeting were approved at the next meeting, all individuals on the account would need to go by the bank to re-sign as well.

Alicia motioned to do so, Patricia seconded, motion carries.

Director's Report:

Books to give out: "In the past couple months, Rochelle Turner has been able to get massive amounts of quality books from Disney and Hyperion for a very discounted price. Roughly 10,000+ books of varying age ranges for \$300. The first batch was through a grant and these books were given out to all the communities. The distribution locations were schools, head starts, churches and other community partners. Anywhere that we could get books into the hands of children and young adults in the community. The second batch was gotten through help from UCDD aging department. These books were given out to seniors for both them and grandkids to

have. We have just recently purchased one of these lots for the Library itself from our book budget, the deal was too good to pass up, and the books were ranged ages 4-8. None of these books will actually go into our circulation, but will be used to give out to the community much like the others. One of the stipulations of these deals is that the books make it out into the hands of children in the community. These books will be used for various donation purposes including stuffing gift bags for Upper Cumberland Foster Closet (an organization that helps foster families in the UC), community partners, and another round or two of book programs similar to Book-or-Treat for both Thanksgiving and Christmas holidays. We will continue to get these pallets of books as long as we can as it is such a book to get this number of books out to the community and directly fulfills part of our mission as a library. All of these have been noted in the monthly funding body updates."

Alicia recommends the Words on Wheels bus as a good outlet for future books to donate.

5 year plan: "The 5 year plan is due to Randy Porter by the end of the year. As we typically do, I will draft the plan and give him a draft copy and we will, as a board, review and approve it at the January meeting. I will then give the approved draft to Randy. The 5 year plan draft is our normal 5 year plan adjusted out with the things already done and the things we continue to want done. This is mostly informed by our Strategic Plan."

Book or Treat: Shannon gives a run down on the Book or Treat event she ran. In the week before Halloween she gave out bags with five library books to be checked out, a free book to keep, and additional Halloween treats. It went quite well, over 130 bags were claimed, with an additional 60 bags that did not include library books. Many patrons were signed up for new cards at this time as well.

CCAF: Matt talked about the annual Cookeville Comic Arts Festival that was taking place that week. It focuses on comics as an artistic and literary tool, bringing focus to local comic creators. Due COVID-19 restrictions, several of the traditional in person events were left out of the current year's festival, but the Art Drop event still took place on Nov. 7th, with a rough estimate of over 60 participants. In addition, there would be a drop-in event on Friday, Nov. 13th, to debut the new Community Anthology, a printed collection of short comics submitted by local creators.

Review of Branch Reports: Doyleene Farley wanted it noted that she appreciated how Phil and the board handled the Monterey branch closure while an employee was positive with COVID-19.

Falling Water River Regional Report: No representative present, but a FWRRL report was sent by Matt Kirby. It included information regarding the upcoming Trustee Workshop and online Trustee Training. Brian Page discussed the importance of these trainings and the effect that can have on the amount of money the library receives through the annual tech grant.

PCL Friends Report: Patricia discussed the National Friends Week activities from October, which included online Facebook events and a special Twice Told Tales book store session that was held on a By Appointment basis. She also mentioned that the Friends would be interested in helping to fund future bulk book purchases for distribution to the community.

Adjournment: 5:48pm. A motion to adjourn was made by Alicia, seconded by Kristy, motion carried.