Putnam County Library Board of Trustees Minutes
November 12, 2019

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

Board members attending: Andrew Binkley, Laura Clemons, Harry Ingle, Bryan Payne, Kathryn Wisinger

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

Approval of Minutes: The minutes from the October 8, 2019 were approved with a motion by Laura Clemons, seconded by Kathryn Wisinger, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that the line for insurance will be off until the end of the fiscal year. Insurance was paid in one lump sum and a reimbursement will be issued at the end of the year. This is a new process mandated by the county. The internet line has been adjusted since last meeting due to the e-rate coming in.

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

Public Comment: N/A

Old Business: *a) Strategic Plan Discussion/Fund Balance Requests/Bidding Discussion-* Phil received a response from attorney Jeff Jones regarding laws on bidding. Anything under $1000 can be purchased. Anything over $100 up to $10,000 will need at least three quotes. Anything over $10,000 will need to be bid out.

Phil presented the costs and a proposed process for bidding renovations. The board discussed ways the projects could be approached. Phil shared information about the Rural Reimagine project hosted by TTU that is uniting colleges at the university together to work on community improvement projects. These students may be interested in working on the design for the Children's Library entryway. The board discussed how projects would work if certain parts weren't completed and if they could be completed by June.

Phil suggests that he could research more detailed pricing for projects to present at a called meeting in December.

Bryan Payne makes a motion to approve Project one (Front Foyer) as presented by the director, seconded by Andrew Binkley, motion carried.

> *b.) Logo Review-* The board reviewed the new logos. After discussion, the board suggests requesting another round of logos with guidance on key factors of community and knowledge sharing.

New Business: *a) Review Circulation Policy-* The board reviewed the policy. Phil requested an addition of a year round collection of food to reduce fines. The food is then donated to local food banks.

Andrew moves to approve this addition to the policy, following our typical restrictions, seconded by Laura, motion carried.

Director's Report: Phil Schaller reported that the library is switching internet providers to Twin Lakes due to poor service from Frontier.

Phil attended his second Leadership Putnam class on education in Putnam County. This was a great networking opportunity to make connections with educational professionals in the community.

The library staff training day was held on Veteran's Day which covered a variety of topics such as patrons in poverty, READS and TEL, and how to administer treatment to patrons who may overdose on opioids in the library. The Library Friends provided lunch for the staff.

Phil had a library table at the annual Senior Expo. Phil has been asked to be a part of the Dogwood Taskforce- a planning committee for park improvements.

All Putnam County employees will be taking Drug Free classes in compliance with TN's Drug Free Workplace initiative. Any new county employee hired will have to successfully complete a drug screening and background check.

An estate is being left to the library. The estate will be put into the memorial fund as the library does not currently have a foundation in place.

Matt Knieling discussed the success of the Cookeville Comic Arts Festival and distributed copies of the Community Anthologies to the board members.

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

Falling Water River Regional Report: Matthew Kirby discussed McMillan Publishing's new restrictions on eBooks and the ramifications for READS. There are also opportunities for library directors to attend Public Library Management Institute, which provides practical training for director who do not have an MLS.

PCL Friends Report: N/A

Adjournment: 6:02 p.m.