

**Putnam County Library Board of Trustees Minutes
September 8, 2020**

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

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

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

Approval of Minutes: Patricia Phillips moved to approve the minutes from the July 14, 2020 meeting, seconded by Andrew Binkley, motion carried. Daniel Rader moved to approve the minutes from the August 4, 2020 Called Meeting, seconded by Andrew, motion carried.

Approval of Treasurer's Report: The board reviewed the treasurer's report. Phil Schaller noted that the disbursements from the city have come in but have not been deposited yet. The city of Baxter did pay in for 2019. Daniel asked to see the final budget from the previous fiscal year and Phil will be emailing that report. The Juvenile AV line is at 53% due to a subscription that was taken out of the wrong budget line, this will be moved to the correct digital line.

The Treasurer's Report was approved with a motion by Daniel Rader, seconded by Kathryn Wisinger, motion carried.

Public Comment: N/A

Old Business: *a) Discussion of library re-open plan in light of COVID-19-* The board discussed the reopening plan and Bryan Payne asked how patrons have been responding to the plan. Phil reported that it has been overall well received with only a few patrons who have been upset about not being able to browse the stacks or access the children's library. Daniel asked about what additional services would be available in Phase III. He also noted that the circulation is so low and that it could improve if the library went ahead and moved into Phase III. The board discussed the increasing COVID-19 cases in Putnam County and the risks involved. Daniel said he found it encouraging that the schools have not shut down yet when it was predicted that they might at this point in the year. Kathryn Wisinger shared that the schools are doing everything possible to keep the doors open for students. Phil suggested creating a new phase, adjusting services slightly to address safety concerns. This would allow the Children's Library to be open by appointment and the stacks to be open for browsing upstairs. The board discussed also making the meeting rooms accessible for groups 10 or less a part of the new Phase III plan as well and how to maintain sanitation and safety for staff. Bryan raised concerns about the increase of cases and making spaces available for people to gather.

Daniel moved to install an adjust Phase III that allows patrons to browse the stacks, opens the Children's Library by appointment with a six-person limit and walk-ins accepted if vacant, and Meeting Room reservations allowed for groups of 10 or less.

Bryan moved to install the adjusted phase as stated above with the exception of the Meeting Rooms being available.

Daniel's motion for the adjusted Phase III carries. This plan will go into effect on Monday, September 14, 2020.

b) Discuss Library Foundation- Phil referenced the information sent out prior to the meeting from ALA regarding establishing a foundation. Bryan talked about the ideas that were in the expansion plan from 2008 and how those would be great to be able to offer the community in the future. They are very involved and expensive projects and could be better achieved with a foundation. Bryan believes that the process should begin now. Daniel recommends contacting Jeff Jones to see if he could help with this process. Phil thought there might be some conflict of interest in doing that since the attorney is paid with public funds, but will inquire to find out for sure. The board discussed the size of the community and the difficulty in finding donors. Daniel recommends that Bryan serve as the leader in beginning the work. Phil will reach out to suggested people to potentially serve.

New Business: *a) Discuss Longevity Pay/recommendation from sub-committee-* The subcommittee recommends dispersing these funds quarterly to those staff members who are to receive longevity pay and to complete an annual review to be sure this does not happen again in the future.

The board discussed the handbook and how it will need to be amended to reflect the changes made by the county. Daniel stated that he believes it is a misconception that the library is the same as all other county employees. He mentioned there may be an issue with a comptroller to see back pay issued from the fund balance when the handbook that has been approved by the board states a different amount. He went on to say that he does not see a benefit of issuing funds for a windfall that are earmarked for special projects to benefit the library as a whole. He will support the handbook change going forward but does not support back pay to staff at this time. Patricia said that she thinks part of the fund balance has come from unspent salaries and that it would be fair to give it back to staff because they are one of the most important resources in the library. Phil also noted that it was Debbie Francis who alerted him of the longevity pay increase that has not been requested in years.

This discussion was tabled while the subcommittee determines if there are any barriers to using the fund balance for back pay purposes. Daniel suggests looking at one or two years' worth and giving that money to all employees as a bonus.

b.) Review of the Dress Code Policy- The review was tabled to allow board members to consider recommended changes.

c.) Review Portable Electronic Device Policy- The board reviewed this policy. Daniel asked if there is a mechanism in place to prevent personal information getting stolen. Brian said that each Chromebook would be cleared after use. It was suggested to add a statement to the policy indicating that the police would be involved if the device was not returned.

Daniel moved to approve the policy with the addition of "The Library will take legal action against any individual who does not return any device after 30 days, pursuant to this policy.", seconded by Patricia, motion carried.

Director's Report:

- CARES Grant – The library received an allocation for the state library CARES grant. These funds were used to pay for wireless router extenders, a majority of video conferencing equipment needed, and four of the 20 Chromebooks requested. The Friends of the Library have generously

donated the money for the remaining 16 Chromebooks. The router extenders have been installed and county maintenance will be installing the video conferencing equipment.

- Federal CARES money – The county will be reimbursing for PPE and other COVID related materials purchased for the library for the foreseeable future. Invoices have been sent to Randy Porter for this reimbursement. It has also been suggested by Randy that we might be able to have personnel money reimbursed for those that were forced to quarantine at home due to COVID.
- The county is approving full glass enclosures for the library circulation desks. The upstairs desk will be enclosed, hopefully also the children's desk and Monterey's depending on the funding they can get. This is also related to the Federal CARES grants.
- Direct emails – The first wave of direct emails to members of our funding bodies went out at the end of last month. Phil received two direct responses from county commissioners thanking him for this update and appreciating the accountability of it.
- Pressure washing – All sidewalks and curbs have been pressure washed by county maintenance. This was one of the smaller details on the renovation plan and has happened ahead of schedule.
- New Databases – Two new databases have been added to the website in order to diversify our offerings to patrons. The first year of these will be paid through a potential grant and subsequent renewals will come out of the digital materials budget. Given that we are dropping the RB Digital database (due to their incorporation by OverDrive) there will be money in the budget to afford these databases. Depending on how well they perform and where their digital materials budget goes, more may be purchased.
- Chelsea leaving – Chelsea has turned in her resignation. A job opening has been sent out to the TLA Job board, on the Listserv, the ARSL job board, and in house. The opening is posted until Friday September 11th. The goal is to have someone selected by the end of the month.

The library was fully funded through the Tech Grant to replace computers.

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

Falling Water River Regional Report: N/A

PCL Friends Report: Patricia shared that the Friends have been discussing the reopening of the booksale and have decided to wait until the library is fully open in Phase III.

Adjournment: 5:54pm. A motion to adjourn was made by Alicia Upchurch, seconded by Patricia Phillips, motion carried.