

Putnam County Library
Board of Trustees Minutes

April 13, 2021

4:30 p.m.

Board of Trustees members in attendance: Andrew Binkley, Harry Ingle, Bryan Payne, Patricia Phillips

Putnam County Library staff members in attendance: Shannon Chaney, Doyleene Farley, Matt Knieling, Brian Page, Phil Schaller

Falling Water River Regional Library staff in attendance: Matt Kirby

- I. Call to Order: Harry called the meeting to order at 4:40 p.m.
- II. Approval of Minutes: Bryan motioned to approve the minutes. Patricia seconded the motion. The motion carried.
- III. Approval of Treasurer's Report: Phil noted that at the end of the year Putnam County will reimburse the Library for the increased insurance costs, as it does with all County departments. He also explained that the Facilities/Maintenance costs were high due to the glass enclosure at the children's desk being paid for by the Library instead of by the County as originally anticipated, although the County may reimburse the Library using CARES Grant funds. He said that professional fees were higher this year due to increased legal fees and that he anticipates a fund balance increase. Bryan motioned to approve the Treasurer's report. Patricia seconded the motion. The motion carried.
- IV. Public Comment: N/A
- V. Old Business

a. Recap of completed Project 3: Phil said that Project 3 cost less than estimated. Effects from the COVID-19 pandemic made the impact of these changes difficult to determine, but several patrons provided positive feedback on the new fixture and furniture. The firm involved with the project took longer than expected to complete their work due to COVID-19-related issues and a lack of communication on the firm's part. The Board discussed the Library's new hours and altered procedures, with which patrons seemed pleased.

VI. New Business

a. Review/approve Hotspot and Chromebook policy: Phil reported that the Chromebooks had finally arrived after being on backorder. He explained that the Hotspot policy had been edited to include a Chromebook policy; the only significant changes to the policy were a statement indicating that Chromebooks have a 14-day checkout period and the inclusion of the components accompanying each Chromebook.

Bryan asked about any issues the Library had faced with hotspots. Phil replied that the policy had previously been altered to include a \$10 reactivation fee due to patrons failing to return the hotspots. He also noted that, if a Chromebook is not returned to the Library, it can be deactivated and the patron will be charged for the replacement cost. Bryan motioned to approve the Hotspot and Chromebook policy. Andrew seconded the motion. The motion carried.

b. Discuss upcoming term ends for Andrew Binkley, Kristy Herr, and Danny Rader: Patricia motioned to retain Andrew for an additional term as well as Kristy and Danny if they wished to continue serving on the Board. Bryan seconded the motion. The motion carried.

VII. PCLS Director Report:

- N2Reading Program: Phil reported that he had been working closely with the County Attorney and the Cookeville Evening Lions Club to move the N2Reading program forward. Phil's discussions with the County Attorney revealed the need to reduce the

Library's liability regarding the gathering of private health information. He mentioned that the Lions Club hopes to work with local school nurses to integrate testing for Intermittent Central Suppression into the eye exams that the Club already conducts in Putnam County schools. The Lions will take care of the screening and referral processes and the Library will allow those who cannot afford the treatments to use the treatment equipment purchased through the grant.

- Storybook Trail: Phil reported that Shannon has been working toward pursuing the Governor's Early Literacy Foundation Storybook Trail Grant, a grant that provides funds and support for the construction of storybook trails in Tennessee. These are walking trails that include a storybook element for families to read along the way. Shannon and Phil met with three Cookeville Leisure Services employees and have decided to partner with them on this project. The next grant window opens in September, and Shannon and Phil hope to have a grant proposal prepared with the help of Leisure Services by then.
- SRP: The Library is preparing for its annual Summer Reading Program. As always, all branches will participate.
- Friends Book Sale: The Friends of the Library recently held its first Twice-Told Tales Book Sale in a year. It proved successful and should remain a monthly event for the foreseeable future.
- Moving to Fine-Free: Phil announced his plans to submit to the Board a proposal for the Library to eliminate overdue fines. He noted that this is a growing trend among public libraries, particularly those serving large populations. Matt Kirby stated that the White County Public Library went fine-free in the last six months, and Phil added that the Nashville Public Library is also fine-free.
- Quarantining and Masks: Phil reported that the Library would stop quarantining materials starting Monday, April 19th to reflect the CDC's latest recommendations as well as library best practices. He recommended that the Board extend the Library's mask mandate in response to CDC guidelines and the prevalence of new aggressive strains of COVID-19. Patricia motioned to extend the mask mandate through July 15th. Andrew seconded the motion. The motion carried.

VIII. Review of Branch Reports: Doylene stated that by the time Monterey Branch finishes offering tax assistance for this year, they will have helped 175 families. She also said that she is

working on Summer Reading Program plans and that all Monterey staff returned to work in February.

IX. Falling Water River Regional Library Report: Matt Kirby reported that the new Tennessee State Library and Archives building is now open to the public via appointment. He also announced that Falling Water's Assistant Director, Jeanne Schmitzer, will retire, and her last day will be on April 23rd. He stated that ARPA will give \$3.5 million to TSLA for distribution across TN libraries and announced the in-person trustee workshop planned for September 28th at Art Circle Public Library.

Bryan inquired about the status of other libraries in the Region. Matt Kirby stated that statuses ranged all over the board but more were reopening, and not all had returned to their normal hours. He also noted that there were few problems reported, and safety measures like mask requirements and social distancing remained extremely prevalent.

X. Friends of the Putnam County Library Report: Patricia reported that the April Book Sale was a great success. The membership drive garnered 21 new members, giving the organization more members than it had in 2020. The Friends are also planning virtual events, including a virtual author talk event through HumanitiesTN in May, and considering hybrid events.

XI. Adjournment: Harry adjourned the meeting at 5:33 p.m.