

**Putnam County Library
Board of Trustees Minutes
July 13, 2021
4:30 p.m.**

Board of Trustees members in attendance: Drew Binkley, Harry Ingle, Bryan Payne, Pat Phillips, Alicia Senn

Putnam County Library staff members in attendance: Shannon Buford, 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 4:32 p.m.

II. Approval of Minutes: Alicia motioned to approve the minutes. Pat seconded the motion. The motion carried.

III. Approval of Treasurer's Report: Phil said he and Barbara uncovered the errors that led to the budgeted shortfall, and these errors were the result of a confluence of many things. At the County's request, the Library submitted both a regular budget and a status quo budget in March 2020. The county passed the status quo budget in June. Unaware that the status quo budget was the one that got passed, the Library initially went by the regular budget. Once the mistake was realized, the Bookkeeper changed it on the revenue part but not the expenses part, so the revenues reflected the status quo budget but the expenses still reflected the regular budget. This and other issues combined to create the budgeted shortfall. A budgeted shortfall of \$68 remains. The Library put a freeze on spending as much as possible in the last month, except on materials, and is now only over budget by ~\$7,400. Revenue from copies, fines, and library cards is always estimated, and because the Library wasn't charging fines or for copies for the majority of the year, there is a shortfall of revenue in those three areas. The Salary line went over budget due to longevity pay and FFCRA pay. The Library anticipates receiving over \$7,000 reimbursement for PPE, but this will be during the current fiscal year. When reimbursement is received, it can go directly back into the fund balance.

Phil stated that Treasurer's reports will include all four cities' and the county's budgets going forward. The Board agreed to table the approval of the budget variance until things are reconciled with the county budget. Bryan motioned for this, Drew seconded, and the motion carried.

IV. Public Comment: N/A

V. Old Business

a. Ongoing discussion of COVID in regards to Library policy and review of mask mandate: Phil noted that the mask requirement will expire on Thursday, July 15th and no action is necessary. He said that the PCL will post signage mirroring current CDC guidelines, which recommend that unvaccinated individuals wear masks while permitting fully vaccinated individuals to go without a mask, and also recommend social distancing when appropriate. The Library will continue to offer masks while supplies last.

VI. New Business

a. Review Meeting Room Policy: As part of its regular policy reviews, the Board reviewed the Library's Meeting Room Policy, which was last reviewed in 2019. Phil proposed four changes to the policy: removing the line prohibiting social functions, adding a line allowing for the cancellation of all future meeting room reservations for patrons who show up more than an hour after their reserved time slot, adding a line stating that the Director may make exceptions to the policy, and including a statement that patrons who violate the policy may be asked to leave and your meeting room privileges may be suspended. Pat motioned to approve all the policy changes. Bryan seconded the motion. The motion carried.

b. Officer Elections for upcoming year: Drew motioned to reappoint all officers to their present positions: Harry as Chairperson, Kathryn Wisinger as Vice Chairperson, and Pat as Treasurer. Alicia seconded the motion. The motion carried.

VII. PCLS Director Report: Phil reported that the Summer Reading Program was a great success with significant participation and numerous offered programs, including the Library's largest attended program yet: The outdoor animal show with Bob Tarter had approximately 250 attendees, and a photo from the event was featured on the front page of the Herald-Citizen. Reading logs and reading incentives will continue through early September.

He also announced that the Library Foundation is now officially an organization with a charter, approved bylaws, and a bank account and will meet again in two days to review and approve the paperwork that will be submitted to the IRS for 501(c)3 status and begin discussing fundraising opportunities. A copy of the library mission statement and strategic plan was shared with the Foundation after the last meeting in order to merge the purposes of both organizations and make the Foundation more effective in furthering the Library's mission.

The City of Cookeville has approved their portion of the Library's budget for this fiscal year, which is significant due to the Library's request for coverage of the salary portion of the new Communications/Marketing Librarian's compensation. The County should pass its budget at the end of this month.

The Library searched for a new auditor per the Board's request, but no other CPAs or CPA firms that perform audits on government non-profits were found. In the meantime, the Library renewed its contract with the current auditor, Ms. Beckman, for an additional year. The Library will continue searching for another option.

The Library was served with an injury lawsuit. The injury in question happened over a year ago, and all appropriate actions were taken by staff. An incident report was made and an EMT was called for the individual. It was documented in the report that the person in question was on her

phone and not paying attention while wearing flip-flops and stepping off the curb, from which she fell and broke her ankle. The claimant refutes this claim and said that at the time of the incident there was a hole in the pavement that she stepped into, which caused the accident. Phil took pictures of the area and provided them to the county attorney and county insurance agent at their request. They both determined that the Library and County were not liable for the injury and refused the claimant's claim. The lawsuit was served in June, at which time the county attorney told Phil that they would take care of it.

VIII. Review of Branch Reports: Doylene stated that Monterey's Summer Reading Program included all in-person events and was successful.

IX. Falling Water River Regional Library Report: Matt Kirby stated that the Regional Library is assisting its libraries with their applications for the annual technology grant. This year, the grant allows for purchases related to technology, materials, furniture, and website needs. He also noted that the State Library is finalizing a deal with OverDrive that will allow the PCL to purchase more eBooks and audiobooks on READS. An in-service on school readiness will occur at the end of the month.

X. Friends of the Putnam County Library Report: Pat reported that the monthly Putnam County Library Friends Twice-Told Tales Book Sale has resumed and proven very successful. In September, the Friends will offer a virtual Evening with an Author event for free. The Friends have begun sending out email newsletters in addition to their mailed newsletters.

XI. Adjournment: Harry adjourned the meeting at 5:38 p.m. Alicia seconded the motion. The motion carried.