

**Putnam County Library
Board of Trustees Minutes
August 10, 2021
4:30 p.m.**

Board of Trustees members in attendance: 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 4:33 p.m.
- II. Approval of Minutes: Pat motioned to approve the minutes. Alicia seconded the motion. The motion carried.
- III. Approval of Treasurer's Report: The Treasurer's Report included two budget variances--one for the reconciled 2020-2021 budget and another for the 2021-2022 budget.

2020-2021 Budget

Phil noted that previous budgets showed the insurance line at a higher amount spent, but the Library was reimbursed as expected, bringing the numbers down.

The budget was reconciled to a net of zero. Adjustments were made from equity lines when it was noted that money had been drawn from budgeted lines to pay for materials that were to be paid out using these equity lines. An example of this was the Monterey Book line that was used to pay for new materials that had been earmarked by the Monterey Friends group to pay. The money was never taken from the Monterey Friends equity line and was instead taken from the Monterey Book line of the budget increasing that budget line. This error was rectified and the money moved from the Monterey Friends Equity line into the Monterey Book budget line reducing the net spending from that line. Equity lines are not reflected in the normal yearly budget as they lay outside the normal contributions from funding bodies and consist of donations and grant money.

Phil said that there is a paper trail given to the accountant each year that shows how money is shifted from equity lines like the Friends and other grants and donations to other budget lines. This is considered during the yearly audit. He agreed to add monthly shifts in equity lines to the Treasurer's Reports.

Bryan suggested creating a PO system or to somehow standardize the purchase order process.

2021-2022 Budget

Phil noted that the income lines for Algood and Monterey were incorrectly attributed to income from funding bodies on this report instead of into their normal income lines, this has noted for correction. He said he received confirmation from the cities and the county that the Library received the funds requested.

Pat motioned to approve the Treasurer's Report. Alicia seconded the motion. The motion carried.

IV. Public Comment: N/A

V. Old Business

a. Ongoing discussion of COVID in regards to Library policy: Phil explained that masks are not currently required at the Library. He updated signage to reflect current CDC guidelines, which indicate that both vaccinated and unvaccinated individuals should wear masks indoors. The Library continues to offer masks.

VI. New Business

a. Discussion of Resolution for TCRS addition of supplemental 401K and 457B plan: Phil said that according to the TCRS employee with whom he spoke, the supplemental 401K and 457B plan for employees (that is being discussed) is a zero cost added benefit. It is optional for employees and allows them to have a 401k or other plan along with TCRS, which is a pension. TCRS is meant to replace only a portion of an employee's monthly income, so adding this supplement, plus social security, would give employees a comprehensive retirement plan. Being a part of TCRS is an option currently for part-timers; they will also have the option to receive these additional plans if the resolution is approved.

Pat motioned to approve the resolution. Alicia seconded the motion, and the motion carried.

b. Review/approval of amended Employee Manual: Phil received a finalized version of the employee manual, but it had some things missing and some things that admin staff wanted to look over. Phil asked the County Attorney about whether Library staff are considered county employees, which would mean that the Library is required to offer FMLA benefits to its employees, and the County Attorney said he would err on the side of assuming that Library staff are County employees due to them receiving county benefits. The Employee Manual should be ready for full board review and approval at the next meeting.

VII. PCLS Director Report: Phil reported that the Library received budgetary approval to move forward with hiring a new Marketing/Communications Librarian. This position is a part of Goal 2, Sub-Goal C of the Library's strategic plan. The job description has been written up and will be revised before it is posted both in-house and abroad, including the TLA and ALA job boards.

The most recent meeting of the Library Foundation was postponed due to a lack of quorum. Phil reported that a board member left the Foundation to pursue another opportunity, and so the Foundation will meet again in two days to consider a replacement for the board member, to review and approve the paperwork that will be submitted to the IRS for 501(c)3 status, and to begin discussing fundraising opportunities. Copies of the Library mission statement and strategic plan were shared with the Foundation after the meeting to merge the purposes of both organizations and make the Foundation a more effective entity in helping move the Library's mission forward.

The County approved an increase in the pay scale. The Library will move each of its employees to the appropriate step on the new pay scale based on their current salary, with any employees under step 0 being moved to step 0. This will happen with the next budget cycle.

VIII. Review of Branch Reports: N/A

IX. Falling Water River Regional Library Report: Matt Kirby noted that he sent out documents for reference prior to the meeting: the library service agreement (an agreement between the state and the library board that establishes what responsibilities each--including Regional--has), the OSAP form, and READS stats (which indicated that the PCLS had over 10,000 checkouts). He said that they at Regional are currently walking libraries through the ARPA grant process and that this grant as well as several of their others takes into account the number of certified trustees on each library's Board.

X. Friends of the Putnam County Library Report: Pat said the Friends are getting ready for a virtual Evening with an Author event, which will be free to the public, and that the Friends had a book sale the previous week. She also reported that the Friends will be partnering with Algood Middle School to co-sponsor two author events, one at Algood Middle School and another at Leslie Town Center; the Friends will promote themselves at the latter event.

XI. Adjournment: Alicia motioned to adjourn the meeting at 5:43 p.m. Pat seconded the motion. The motion carried.