

**Putnam County Library
Board of Trustees Minutes
September 14, 2021
4:30 p.m.**

Board of Trustees members in attendance: Harry Ingle, Pat Phillips, Daniel Rader IV, Kathryn Wisinger

Putnam County Library staff members in attendance: Shannon Buford, Doyleene Farley, Matt Knieling, Andrew Redden, Phil Schaller

Falling Water River Regional Library staff in attendance: Matt Kirby

- I. Call to Order: Harry called the meeting to order at 4:31 p.m.
- II. Approval of Minutes: Pat motioned to approve the minutes. Kathryn seconded the motion. The motion carried.
- III. Approval of Treasurer's Report: Phil noted that the Copies budget line was doubled on the report, but that was subsequently fixed.

Phil indicated that the report shows all movements in equity lines since September, and all of these movements are related to the Save the Children grant. The negative figure in the Summer Reading Program Teen budget line is due to amounts that should have been taken out of the Save the Children grant but were mistakenly taken out of that line, but the error has since been corrected.

Phil explained that the Library has instituted a purchase order form that is used for all purchases. Every purchase has a P.O. number attached to it.

Daniel motioned to approve the Treasurer's Report. Pat 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 said that, per Randy Porter, the county has met or exceeded all its COVID-19 case number statistics from last December. Matt Kirby gave an overview of what other regional libraries are doing, noting that Overton and Sequatchie County's libraries have reverted to modified curbside services only, and other libraries are pondering it, but most are considering it and waiting to see what others do.

Phil said that UCHRA has pulled all Title V employees, so the Monterey Branch had to eliminate its Saturday hours.

b. Review/approve amended Employee Manual: Phil explained that he reviewed the Employee Manual to make sure it was in line with the County's manual, altered ours to better match the County's, and sent the edited version to the County Attorney's office for review. In addition to sending a copy of the Employee Manual for the Board to review prior to the meeting, Phil

Phil said he would request from the County Attorney definitions for exempt and nonexempt employees so that these could be added to the Employee Manual. He also said he would check with the County Attorney's office to determine correct practices regarding employee comp time.

The Board agreed to table this issue pending further review. Danny made the motion, Pat seconded it. The motion carried.

VI. New Business

a. Review Code of Conduct Policy: The Board reviewed the Code of Conduct Policy.

VII. PCLS Director Report:

New Position: Phil reported that the application deadline for the Marketing/Communications Librarian position is Friday, September 17th. Several resumes and cover letters have been submitted, and all that are received will be reviewed by administration beginning next week so that the interview process can begin.

Project 5: Project 4 is almost complete; the Library is waiting on County Maintenance to help with the outdoor lighting. Project 5 will focus on the renovations planned for the branches. Phil hoped to have a proposal for the Board to review at the next meeting in October.

Daniel motioned to approve spending of up to \$3,000 for renovations of the Monterey Branch. Pat seconded the motion. The motion carried.

Employees of the Month: The county commission plans to recognize Phil and the Library's three Branch Managers as employees of the month at the county commission meeting on Monday, September 20th.

Daniel inquired about the Library's current circulation being lower than in 2019. Matt Knieling noted that READS numbers are very high, making up for part of it, and Matt Kirby said digital circulation has been rising exponentially for years across the Region.

VIII. Review of Branch Reports: Doylene said that UCHRA sent her Title V employees home with pay, with that expected to last 10-12 weeks, which has led to losing 60% of her workforce.

IX. Falling Water River Regional Library Report: Matt Kirby noted that libraries are a popular place for Title V employees, so many libraries are being impacted similarly to the Monterey Branch. He gave a reminder about the upcoming trustee workshop, which is virtual and in person. Regional employees continue to deal with data collection for the Public Library Survey, which contains all of the libraries' data for the past year.

X. Friends of the Putnam County Library Report: Pat said that Friday, September 24th the Friends will have their virtual Evening with an Author event with Crystal Wilkinson, the Poet Laureate of Kentucky.

XI. Adjournment: Daniel motioned to adjourn the meeting at 5:32 p.m. Pat seconded the motion. The motion carried.