

**Putnam County Library  
Board of Trustees Minutes  
October 12, 2021  
4:30 p.m.**

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

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

- I. Call to Order: Harry called the meeting to order at 4:31 p.m.
- II. Approval of Minutes: Kathryn motioned to approve the minutes. Pat seconded the motion. The motion carried.
- III. Approval of Treasurer's Report: Phil said that the Library is waiting on Monterey's quarterly contribution but has already received funds from Putnam County. He noted that certain book budget lines are a little over where they need to be, but that has been addressed and can be remedied. Pat motioned to approve the Treasurer's Report. Kathryn 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 COVID-19 case statistics have improved slightly since the last meeting. Doyleene reported that Monterey's UCHRA employees came back last week, and Monterey will reopen this Saturday.
  - b. Review/approve amended Employee Manual: Phil reported what he learned from his talks with the County Attorney. The current Employee Manual states all employees receive comp time, so the Library has been doing things legally, but a distinction needs to be made between exempt and nonexempt employees in accordance with the federal government's guidelines. The Director and Assistant Directors would be considered exempt, while all other employees would be considered nonexempt. Phil recommended bringing the compensatory time cap down to 80 hours. Phil also recommended a 1 for 1 time allowance for exempt employees capping at 40 hours. Kathryn motioned to approve the recommended adjustments to the proposed Employee Manual. Pat seconded the motion, and the motion carried.
- VI. New Business
  - a. Review Study Room Policy: Phil and his staff had no recommended changes to make to the Study Room policy.

b. Request for Library closures due to cleaning and annual training day: Phil requested that the Library close on Saturday, November 6th for carpet cleaning and on Veterans Day for Staff Training Day. Pat motioned to approve both closures, Kathryn seconded the motion, and the motion carried.

VII. PCLS Director Report:

*New Position:* Phil reported that the extension of the search for a new Marketing/Communications Librarian has yielded a larger candidate pool, and the application window closes on Friday, October 15th, after which admin staff will begin reviewing resumes and scheduling interviews.

*Project 5:* Phil reported that he is still awaiting quotes for purchases to be made for the Baxter Branch; after receiving the quotes he will be better able to create a proposal to present to the Board. He said that he and the new Algood Parks and Recreation Department head, who is in charge of the Library/Senior Center Remodel, have discussed potentially using some money from the Library's fund balance to help with the renovation costs as a measure of good will. He recommended no more than \$1,500 if the Board wished to do so, noting that the money would be used to help cover flooring, materials, and labor costs for making a wall and painting the space, in addition to other costs associated with the renovation. Pat motioned to approve the spending of \$1,500 from the fund balance for renovations. Kathryn seconded the motion, and the motion carried.

VIII. Review of Branch Reports: Phil said that Rochelle is highly engaged in outreach throughout Putnam County and beyond, and he shared a handwritten and hand-drawn thank you card that she received from her outreach recipients at Jere Whitson, a group of English as a Second Language students. Doylene said she is dealing with a furniture shortage. The turnaround time for D.T. McCall's, where she last purchased from, was a year. She plans to speak to Lisa at Franklin Fixtures for a third furniture piece.

IX. Falling Water River Regional Library Report: There was no Regional report due to Matt Kirby being out of office.

X. Friends of the Putnam County Library Report: Pat announced that the latest virtual author event had about 200 viewers. The Friends are currently planning for National Friends of the Library Week and for their annual meeting, which they hope to schedule on a Book Sale day.

XI. Adjournment: Pat motioned to adjourn the meeting at 5:00 p.m. Kathryn seconded the motion. The motion carried.