

**Putnam County Library
Board of Trustees Minutes
November 09, 2021**

Board of Trustees members in attendance: Patricia Phillips, Kathryn Wisinger, Daniel Rader IV, Bryan Payne

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

Additional attendees: Matthew Kirby, Claire Broyles

I. Call to Order: Kathryn called the meeting to order at 4:30 p.m.

II. Approval of Minutes: Daniel motioned to approve the minutes. Patricia seconded the motion. The motion carried.

III. Approval of Treasurer's Report: Phil noted that the salary line looked overspent but that this was due to the recent pandemic services bonus the county paid out which had initially come from the PCLS account but would soon be reimbursed by the county.

Daniel motioned to approve, Patricia seconded. The motion carried.

IV. Public Comment: N/A

V. Old Business

- a. Ongoing discussion of COVID in regards to Library policy: Phil stated that the current precautions seem to be working well. Daniel inquired about the current masking policy; Phil detailed the signage noting that it is "Requested" but not required, also covering the stipulation that staff may ask patrons to wear a mask if they are requesting one-on-one service. The board declined to make any changes to current precautions or policy.

VI. New Business

- a. Review Inclement Weather Policy: Phil presented the policy as part of the regular review of policies. Upon looking it over, no changes were proposed.

- b. Review/approve 5 year plan for county: Phil presented the proposed 5 Year Plan. Items noted for 22/23 include establishing a dedicated marketing budget which would include Niche Academy Database, adding digital services such as Kanopy or Hoopla for patron usage, and replacing the roof of the Monterey library. The focus for 23/24 would be acquiring a Library Van and a budget to support its usage and maintenance.

Kathryn inquired about details regarding Niche Academy and Phil discussed its applications toward marketing and outreach. Daniel asked about hot spots and whether the library currently has enough; staff discussed that they are a high demand item and more could always be helpful.

Phil mentioned that Hoopla was listed twice to allow for its expansion but says he could add money for hot spots as well or instead. They were originally funded by a grant and then the budget was adjusted to cover them. Danny inquired about grants that have been awarded to the library recently; Phil lists the Save the Children, Reading Glasses, and Tech grants. The year five potential renovations were discussed and Phil mentioned that it is always on the plan, but gets routinely bumped back until there is a clear path for it. Bryan discussed that it would help the foundation to put an emphasis on specific long-term goals, such as renovation. Daniel recommended meeting with an architect to get an estimate as well as speaking with other TN libraries that have had success with renovation. He mentioned that Peter Metz has worked on similar projects and may be interested in assisting with this. Bryan asked Matthew Kirby for insight, who says that it is important to have consultations between the librarians and the architects to make sure the needs are clearly met.

Daniel made a motion to approve the proposed 5 Year Plan with the following changes: include in the sections for digital materials funds to improve broadband access and change the funding source for 26/27 renovations from “Library Foundation” to “Capital Match.” Bryan seconded, the motion carried.

VII. PCLS Director Report: Phil delivered the following report:

New position – We have offered the position to one of the candidates and they have accepted. Now we simply have to go through the background check and drug screen before we are able to officially hire this person on.

Training Day – We have our annual training day on Thursday for all the staff. We will be having a one focus on safety and harassment as suggested by the board. We will also be providing training on other health matters and using our databases among others.

Resignation – It is with a heavy heart that must also announce my resignation as director of the library. This will be effective December 31st of this year. I am trying to give the board as much time as possible to find and hire a replacement so that I can aid in the transition if possible. I have been given an opportunity to serve at an academic library in Georgia doing exactly what I went to school for and which also brings me closer to family. While I have accepted the position already, I am still awaiting an official contract so I will be emailing my official resignation letter to the board once that contract has been received and signed. This way though the board can get started on the task of finding a replacement within an adequate timeframe. I want to make sure all of you know how fortunate I feel to have been given this opportunity to lead this library through some of the most challenging times it has ever and may likely ever face. I hope I have been able to bring it through these times with dignity and grace and helped steer the system out through the other side. And also a huge thank you goes out to all the staff who are the most amazing group of people that I have ever worked with. I just wanted the record to show this.

Those present offered congratulations to Phil. Daniel made a motion to have Brian Page serve as the Interim Director, beginning on Dec. 1st and lasting until the next Director is determined, with Brian's pay to be increased during this period to match the starting pay for Library Director. Bryan seconded, the motion carried.

A called meeting is proposed for Nov. 23rd at 4:30 to discuss the hiring of the next Library Director.

VIII. Review of Branch Reports: Doyleene discussed Monterey beginning their Angel Tree, which will serve twenty-two area children. Furniture that had been ordered with funds from a previous meeting are still backed up on delivery, and chairs designated for reupholstery are scheduled to be done in January. Phil added that Matthew Krist from Baxter has been working on outreach with the Upperman Middle School to speak with all twenty-one classes over the next month. As necessary, Baxter Library hours may be slightly adjusted to accommodate this.

IX. Falling Water River Regional Library Report: Matthew Kirby introduced the FWRRL's new assistant director, Claire Broyles. He also noted that he recently advised Sequatchie County Public Library on their own search for a new director, as well as mentioning that the PCLS' READS stats have been high lately. Claire provided a personal introduction detailing her history with libraries and then noted an upcoming training to be held on Dec. 7th, an Alzheimer's resources workshop. The current plan is to hold the training in person, though they are monitoring COVID numbers to determine if changes need to be made.

X. Friends of the Putnam County Library Report: Patricia informed the board that the Friends' annual meeting will be next week, which will include a special opening of the Twice Told Tales Used Book Store for members. Brian mentioned that the Friends recently received a \$3,000 grant to buy new tables for the TN Room.

XI. Adjournment: Patricia motioned to adjourn the meeting at 5:18 p.m., Daniel seconded and the motion carried.