

**Putnam County Library  
Board of Trustees Minutes  
February 8, 2022  
4:30 p.m.**

Board of Trustees members in attendance: Harry Ingle, Bryan Payne, Pat Phillips, Cindy Putman, Daniel Rader IV

Putnam County Library staff members in attendance: Shannon Buford, Doylene Farley, Cynthia Julian-Simmons, Brian Page, Andrew Redden, Kathryn Wisinger

Falling Water River Regional Library staff members in attendance: Claire Broyles, Matthew Kirby

- I. Call to Order: Harry called the meeting to order at 4:30 p.m.
- II. Add Kathryn to Petty Cash Account: Daniel made a motion to add Kathryn to the petty cash account, and Pat seconded the motion. The motion carried.
- III. Review Internet Safety Policy: Kathryn did not recommend any changes to the policy. Doylene noted that the policy needed to be reviewed annually for compliance with E-rate discount requirements. Daniel approved the current policy, Bryan seconded the motion, and the motion carried.
- IV. 2022-2023 Budget Review: The Board discussed the city manager budget request. Kathryn said that she and Andrew tried to make the budget align more precisely with actual expenditures than previous years' budgets had. She also mentioned that this budget also predicted less generated revenue than previous budgets had for Copies and Fines. Andrew noted that the largest budget increase was in Payroll, primarily due to the new county payscale.

Kathryn proposed a raise for part-time employees: They would receive an additional \$0.50 per hour after a year of employment rather than the current \$0.25 per hour, which would raise their salaries to \$9.50 per hour. This would cost about \$1,500.

The Board discussed potential budget requests for all the cities.

Kathryn explained that the increase in Travel-Mileage was due to adding another full-time employee who would need to make trips as well as Kathryn's desire to provide staff with more continuing education opportunities. She pointed out that staff does not currently receive per diem, which she would like changed.

Harry and Daniel suggested asking for more in the marketing budget—\$2,000 instead of \$500.

Kathryn said that Professional Fees usually required increasing the budget, often doubling it. Daniel suggested the Library use CTAS more. Bryan pointed out that Library Materials is static. Matt Kirby said 10% of a Level V library's budget should be for materials. Andrew noted that the fund balance was in the \$90,000-\$100,000 range right now. Cindy asked whether the director presents statistics—like usage statistics—when they present the budget, and Kathryn said she could do that. Daniel suggested requesting a 3% increase for materials. Kathryn said she increased the Cleaning line due to wanting to get the windows cleaned. The Board discussed plans to approve the budget in the next meeting on March 8th, and Kathryn said she gave the Board copies of the audit for them to look over before the next meeting.

- V. Adjournment: Bryan motioned to adjourn the meeting at 5:10 p.m. Pat seconded the motion. The motion carried.