

**Putnam County Library**  
**Board of Trustees Minutes**  
**January 11, 2022**  
**4:30 p.m.**

Board of Trustees members in attendance: Andrew Binkley, Harry Ingle, Bryan Payne, Patricia Phillips, Daniel Rader IV

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

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

- I. Call to Order: Pat called the meeting to order at 4:30 p.m.
- II. Approval of Minutes: Bryan motioned to approve the minutes. Drew seconded the motion. The motion carried.
- III. Approval of Treasurer's Report: Brian plans to check on Monterey's first quarter check. He noted that the Library had gained 1/3rd of its budgeted fines and the Software line was high for reasons including the purchase of new accounting software and protection software for the public computers. The Copies line shows as over budget, but Andrew said it is at around 50% after corrections. Brian noted that some of the book lines have not been spent from enough yet. The Board discussed the Salaries line being low which Andrew explained was due to a one-time \$60,000 reimbursement from the county for COVID stipends. Daniel motioned to approve the Treasurer's Report. Bryan seconded the motion. The motion carried.
- IV. Public Comment: N/A
- V. Old Business:
  - A. Ongoing discussion of COVID in regards to Library policy: Brian did not recommend any changes. He said the Putnam County Health Department recommended that vaccinated individuals, if exposed, wear a mask for five days then get tested then wear a mask another five days, whereas unvaccinated individuals should quarantine for five days if exposed.
- VI. New Business:
  - A. New Director Hiring: Daniel provided an update, stating that the Personnel committee has met twice. The committee discussed whether they should recommend candidates to the Board; since there were only three candidates at the time, although there were now five, they decided to bring them all to the Board for review. They planned to reuse the hiring matrix used when Phil was hired in June 2017. The Board discussed the current pool of applicants, noting that Kathryn Wisinger stepped down from the Board to apply for the Director position. Daniel noted that all five candidates met all the requirements. Pat inquired about the Board's role at this point. Daniel said they could have the Personnel committee make a decision, could take action that night, or could schedule interviews. Drew motioned to approve the hiring of Kathryn Wisinger as the PCLS Director consistent with step 10 on the payscale, consistent with her

previous county employee experience. Danny seconded the motion. Pat was opposed. The motion carried.

- B. Shannon Buford salary adjustment: Brian explained that the county changed the payscale in July so that the first year of your payscale was increased, meaning that Shannon is now under step 0 salary, even though Cynthia was hired in at step 0. He said step 0 pay for Shannon for the rest of the year would equal \$2,763, and her backpay would be the same as that. Daniel motioned to approve the future payment and backpay. Pat seconded the motion. The motion carried. Shannon thanked the Board. Brian stated that Doyleene, Shannon, and Andrew have helped him a lot, for which Daniel expressed his appreciation.
  - C. Review Policy for Posting Information at the Library: Drew approved the unchanged policy, Bryan seconded it, and the motion carried.
  - D. Remove Phil and Matt from bank account: Daniel moved to approve their removal, Bryan seconded it. The motion carried.
- VII. PCLS Director Report: Brian provided the director's report. Marcia Donovan, the Library's Storyteller of over 30 years, retired in December. Matt and Phil left in December and Cynthia started then. Brian complimented Cynthia on being a self-starter and taking initiative. He said there were no updates on Project IV, noting that new estimates would be necessary. He also noted that the Friends did much to help the Library in December. A \$500 advocacy grant from Friends of Tennessee Libraries allowed them to decorate the library, host a hot cocoa and cookies event at the library, and give the Library supplies for take-home craft kits children used to make ornaments and decorate a Christmas tree outside the Children's Library. The Friends used their \$3,480 Cookeville Junior Women's Club grant to provide furniture for the Tennessee Room. Randy Porter recently mentioned the budget deadline was March 18th; Brian said he and Andrew would work on that and prepare to bring it to the Board. The Board discussed a possible February called meeting to discuss the budget.
- VIII. Review of Branch Reports: Doyleene is waiting to hear from Livingston Furniture concerning recovering the chairs. She said she has not heard from Franklin Fixtures regarding puzzles. Brian said he was expecting word soon from Parks & Recreation regarding the Algood expansion. Doyleene said tax season will begin in February at Monterey, and their tax services helped 250 people last year. Brian said the main branch will also have AARP coming to provide tax preparation assistance.
- IX. Falling Water River Regional Library Report: Matt Kirby said Regional is assisting this library and two others with their director searches, and those others have interviews this week. Today was the first training session of the new calendar year; they had the E-rate coordinator speak. Some joined virtually, others in person, and they plan to do all trainings like that for the foreseeable future. They are planning a training about budgeting in about two weeks. He announced a trustee field trip inviting all trustees, one region at a time, to come see the new state library building and the state museum. They will charter a bus from Cookeville to Nashville, but trustees may also travel solo and meet up with the group. More details will follow. They are about to start allowing libraries to use state material allocations for OverDrive. TSLA's Teen Librarian Summit will be held virtually(?) on March 16th with Kate Greene-Smith. Daniel thanked Matt and Claire for helping the hiring sub-committee.

- X. Friends of the Putnam County Library Report: Pat reported that they are working on their calendar of events for the year and determining whether to do virtual or in person events. They continue to send out an electronic newsletter monthly to Friends members. They hope to hold events every month.
- XI. Adjournment: Harry adjourned the meeting at 5:55 p.m.