

Putnam County Library
Board of Trustees Minutes
March 08, 2022
4:30 p.m.

Board of Trustees members in attendance: Drew Binkley, Harry Ingle, Pat Phillips, Cindy Putman, Daniel Rader IV, Alicia Upchurch

Putnam County Library Staff in attendance: Shannon Buford, Doyleene 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 to order at 4:30.
- II. Minutes: Alicia, Cindy motioned to approve January minutes. February minutes: Daniel, Alicia motioned to approve.
- III. Treasurer's Report: Danny—salary line for January down because we're down Matt and Phil, February down because still short Matt? Kathryn: Yes. We will start reviewing applications and scheduling interviews after this meeting. Danny, Pat approve.
- IV. Public Comment: N/A
- V. Old Business
 - A. Budget: Kathryn—Andrew annotated the printed copies of the budget to show who was being asked for what. Andrew and I met with Randy Porter, who walked us through the budget. At a county department head meeting, Randy said the County's top priority was a cost of living raise, but it still needs approval. We asked for more money from the individual cities. Daniel suggested Kathryn call Ella Dishman, the longtime city recorder, for info on Monterey requests. Andrew—county and city budget requests due next week. Kathryn: Hoopla was a \$15,000 ask from the counties and cities (split among them); will try to ask for that. Daniel, Pat approved the budget.
- VI. New Business:
 - A. Per diem: Kathryn—briefly mentioned last meeting—okay for per diem with travel? Daniel—budgeted? Kathryn: Yes. Daniel, Drew approved per diem conditioned upon the budget request going through.
 - B. Five-year plan: Kathryn—this copy has proposed revisions. 2022-2023: kept Kanopy and Hoopla, put it in this budget. Kathryn: Increasing our book budget—we are at 7% and need to be at 15% to meet standards, so I plan to ask for book budget increases each year so we can slowly meet that standard. New marketing/outreach budget is a change. 24-25—kept increased offerings for Kanopy and Hoopla. 25-26—left the same but took out self-checkout kiosks and will look at how much RFID costs, so we put N/A there. I changed the estimated cost of the parking lot renovations. We had \$200k, and Randy Porter said that was

very high, so I changed it to \$85k based on an average of bids received. Harry–Library card registrations to 60% from what? Kathryn: Not sure. Brian said about 20k cardholders now. Drew–book budget increase–this year’s would get us to what percentage? Andrew: About 9%. Brian noted we don’t have the space for 15%’s budget worth of books. Daniel: Percentage at Overton? Cynthia: About 3%. Matthew Kirby noted that none of the Level V libraries in the region are at 15%. Kirby–any Advantage titles or anything paid for by us would count toward the percentage (“locally owned”), but anything paid for by Regional (like non-Advantage READS) would not count toward the percentage. Andrew: Since Hoopla would count, that \$15,000 will make a significant difference in our percentage of the budget that is the book budget. Kathryn would like to spend the next few months figuring out how to shape the five-year plan. Pat, Cindy approved the updated 5-year plan.

- C. Board Member vacancy: Matthew–Regional board is gone as of June 30th. Daniel, Cindy motioned to make Alicia a regular Board member.
- D. Ledger/audit: Daniel, Alicia approved the audit.
- E. Vice Chair position: Drew motioned, Danny seconded to nominate Bryan Payne.
- F. Director’s Report: Lots of working on the budget. National Literacy Awareness Month celebrations–lots of in-person programs. Lunch and Learn partnerships with Backroom Bistro, arts and crafts corner, current events chat, virtual outreach–reading stories. Language classes upcoming. Alicia and Harry commented on how much they enjoyed the Facebook posts and active social media presence from the library. Shannon: storytime has had good attendance. Kathryn said Shannon has been offering it at different times as we try to serve a wider audience.
- G. Branch Reports: Doylene–tax season–78 returns for February, over 100 total. Lady volunteered to do the violin classes in the meeting room. She (the lady) knows a company that will lease violins to families that don’t have one. Promoted this program and the Library at Burks, two parents and two kids came to the program and more can participate in future programs. Appropriate \$1,500 from the fund balance along with what was already approved but hasn’t been paid for Doylene’s furniture–Danny motioned, Cindy seconded.
- H. Regional Report: Documents distributed to you are for reference. Tennessee Advisory Council for Libraries, which assists TSLA in making sure its meets its goals and plans, needs a new . Trustees or patrons from the Regional libraries are potential candidates. A couple of trips involved, good statewide networking opportunity. He sent out application; decisions will likely be made in the Spring. End of April as deadline for federal money spending. TLA conference in Knoxville in April; first in-person since 2019. George McRary, Macon County’s trustee, is the trustee of the year and is being celebrated as a longtime educator

and board member. TLA has an annual trustees luncheon on the 14th of April, which everyone is welcome to attend. Kathryn: How do we have someone certified as a trustee? Matthew: Information is on the papers I sent out. As many trustees as possible need to get certified so the Library can get more money for the tech grant. Brian suggested doing it before the end of the fiscal year for next year's tech grant. He says his computer budget really depends on the tech grant, because the computer budget is too small on its own. Matthew: Highlights a couple of things from the standards—We meet many of the standards. Ones that might be easy to tackle—governance—confidentiality of library records—Matthew suggested reviewing current policies to see what could be done to make the already-existent confidentiality of patron records more clear. Additionally, we could— Matthew—at least one Board member attending the trustee workshop— hopefully can be easily met in the next year. Budget—the book budget percentage— lower level libraries should be at 10% and 15% for Level V libraries. Our libraries need to work toward meeting all these standards. If it's not feasible that's okay, but it needs to be worked toward. At least one board member needs to be present when the budget is presented to the county budget committee. Personnel—director does not have the MLIS degree. One recommendation in the standards is that non-MLIS directors apply for and attend PLMI within the first five years of their directorship. Lots of yeses to feel good about, especially in community relations, which is great. He noted that the five-year plan seems to be based on the standards, which is great.

- I. Friends: Pat said the newsletter that's available to pick up pretty much has it all. We've selected an author for Dinner with an Author and have solidified the contract. Will be virtual.
- J. Kathryn will see about having the Foundation give a report at meetings too.

VII. Adjournment