

**Putnam County Library
Board of Trustees Minutes
April 18, 2022, 4:30 p.m.**

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

Putnam County Library Staff in attendance: 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 Ingle called the meeting to order at 4:30.
- II. Approval of Minutes: Danny and Cindy Putnam made motions to approve the March 2022 minutes, all approved.
- III. Approval of Treasurer's Report:
 - a. Kathryn reported the budget requests were submitted but no response. Danny noticed that the Fund balance area was missing in the report. Andrew says that was an error and will make sure it is included next meeting. He reported that it is around \$90,000.
 - b. Danny and Bryan made motions to approve the Treasurer's Report, all approved.
- IV. Public Comment: None
- V. Old Business:
 - a. Budget status was discussed during the Treasurer's report. No other old business.
- VI. New Business
 - a. Pat Phillips is up for renewal as a Board member. Danny spoke highly of her institutional knowledge. Danny and Drew request, that we ask Pat, who was unable to attend this meeting, to make sure she wishes to renew her Library Board Membership for another term.
 - b. Mileage reimbursement increase. – The State and County have increased the mileage reimbursement. Request to match that rate by increasing ours to 58.5 cents per mile. Danny and Bryan made motions to approve, all approved.
 - c. Kathryn requests the addition of Cynthia Julian-Simmons as a signature to the library's checking account and the removal of the previous employee Shannon Buford. Other employees on the Checking Account are Brian Page, Kathryn Wisinger, Doyleene Farley, Rochelle Turner, and Matthew Krist. Library Board Chair, Harry Ingle stated that the board would be willing to sign a separate resolution listing all those mentioned above as current signatories on the bank account if needed. Motions made by Brian Payne and Cindy Putnam to approve all bank account details as listed above, all approved.
- VII. Director's Report
 - a. Kathryn requested the addition of a credit card or debit card for the library to accommodate certain purchases that require payment in this form, like the Conference Hotel and Zoom, among others. Redden, bookkeeper said that both he and the auditor have no problem with the library having this type of payment option. Matt from the region says many libraries have a procedure for using

payment cards. Danny said he would be ok with a credit card and suggested finding out how the Putnam County offices use credit or debit cards. The Board advised Kathryn to go ahead with getting a card payment method.

- b. Programming report: In March we had 136 attendees to In-Person Programming. Feedback has been good and program evaluation forms have been collected. Programs are advertised in the Newspaper weekly, on Facebook, Instagram, Twitter, and on the library's website.
 - i. The Lunch and Learn programs continue twice a week in April and May and are fully booked. In June this program will be once a week. Attendance is both in-person and virtual. Doylene is planning to start a Lunch and Learn program in Monterey once a week.
 - ii. Current Events and Arts and Crafts programs have small attendance but show growth.
 - iii. Language Classes: Sign language classes are underway with average attendance in the twenties. Spanish class will start in May with a cap of 20 attendees, 15 have pre-registered at this point.
 - iv. Upcoming programs: Save the Children's literacy program in the Park on April 30th, May the 4th (Star Wars Theme Day). Senior/Older Adult Day May 19th, and Summer Reading Program for all ages beginning in June.
 - c. Kathryn toured the Sevierville Library System with Rhonda Tippett, library director. She also reported her enjoyment of the Level 5 summit and getting to meet other directors at the same level.
 - d. TLA Conference: Kathryn reported that Putnam County was well represented at the conference. Doylene was in charge of Registration and Cynthia presented a program. Doylene expressed thanks to the Board for letting us attend and said it was nice to be back in person with other librarians and to learn new things. Doylene will be the head of the Public library roundtable next year.
- VIII. Branch Reports:
- a. Monterey: Doylene is now finished with tax assistance and helped 156 patrons. a wide variety of people use and appreciate this help. She plans to have an adult SRP in May with Lunch and Learn programs. Lovely Brew restaurant will deliver lunches. SRP for children starts on June 4th.
- IX. Regional Report - Reads statistics were sent out. The region is winding down the fiscal year. The last day of Regional book spending is April 29. An in-service will be held on Thursday about google suites. Clair is working on next year's topics for training. Two state documents will be sent out in the 1st week of May. The Library Service agreement and the Maintenance of Effort agreement. State librarian Chuck Sherrill retires on June 5th.
- X. Friends: None
- XI. Foundation report: Their goal is to set some fundraising objectives. They wish the library to look at the building plans from 2008 and make new goals, which they will use to plan their goals around.
- XII. Adjournment: Motions made by Danny and Drew, all approve.