

**Putnam County Library  
Board of Trustees Minutes  
May 10, 2022, 4:30 p.m.**

Board of Trustees members in attendance: Drew Binkley Daniel Rader IV, Pat Phillips

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: Matthew Kirby

- I. Call to Order: Pat Phillips called the meeting to order at 4:30.
- II. Approval of Minutes: Danny made a motion to approve the April 2022 minutes, Drew seconded, and all approved.
- III. Approval of Treasurer's Report:
  - a. Andrew informed the board of an auditor reported a discrepancy of \$18939.48 in the fund balance which lowers that fund. Danny asked what was the reason for this discrepancy and Andrew reports that the auditor has not replied to his repeated emails asking for this information. Kathryn gave Danny a hard copy of the auditor's report. Danny will contact the auditor. The fund balance is \$80,059.00
  - b. Danny made a motion to approve the Treasurer's Report, Drew seconded, and all approved.
- IV. Public Comment: None
- V. Old Business: None
- VI. New Business:
  - a. Kathryn reported about an April 27th incident where a patron, Dwight Colburn, threw coffee at another patron, through the new books display shelf and destroyed over \$1000 in books, which is a felony charge of vandalism. This incident was filed with the Cookeville Police. This patron has not returned to the library since that day. Kathryn has emailed all PCLS staff with the footage & asked for their email confirmation that they watched the footage. They will inform him of his banned status at the library and told him to not return again. Kathryn referred and Danny confirmed the library's code of conduct policy that says we need to notify a patron of their revoked status by registered mail.
  - b. Review Code of Conduct policy – the policy was reviewed with no changes suggested.
  - c. Kathryn and Andrew have been working on a revised budget narrative for both Putnam County and Cookeville City. The County Commissioner's meeting for review of the library's budget is on May 16<sup>th</sup> at 6 pm. She reported that there would be roughly \$30,000 left in staff line items for this budget year, because of staff turnover. She hoped to use some of these funds for
    - i. Staff bonuses (\$15,000) – the board will reconsider in a June called-meeting.

- d. Memory Lab Project: Kathryn requested to use a portion of the fund balance to pay for a short-term project implementing the Memory Lab that the library owns for patron use & the scanning of unique local books owned by the library. She would use employee and recent MLIS graduate, Jenny Huffman for this project. She estimates the cost to be \$1200 per month. Drew made a motion to start the memory lab project until the next board meeting. Danny seconded all approved.
- VII. Director's Report
- a. Upcoming events: Kathryn reported on the upcoming Senior Spotlight Day, French classes, history series, crocheting classes, ukulele classes, etc.
  - b. Upcoming Summer Reading Program for children: STEM classes, Spanish lessons, Animology show, Mr. Rich Super Science show, and a struggling readers class. We may be able to apply for a grant to help fund an emergent readers program.
  - c. Programming report: Program numbers are showing an encouraging incline in attendance with a lot of verbal approval for new programs and social media postings.
  - d. Lunch and Learn – Still going strong. This program will be changed to only Fridays in June.
  - e. Kathryn introduced & welcomed Carol Teeters as the new Children's Services Librarian starting June 1<sup>st</sup>. She is an experienced 20-year school librarian.
  - f. Kathryn reported filling the outreach & marketing librarian position with Lexxi Romero, MLIS. She starts on May 16<sup>th</sup>.
- VIII. Branch Reports:
- a. Monterey: Doyleene is now assisting a Reading Railroad group that assists struggling readers in 1st and 2nd grade in Monterey. She is also planning a Summer Reading Program at the Monterey Branch Library.
  - b. Baxter & Algood: Kathryn reports that both are planning & promoting a children's summer reading program.
- IX. Regional Report:
- a. The regional staff is working remotely because their office is being refurbished.
  - b. They are planning for the next fiscal year.
  - c. The allocations for next year will no longer have restrictions on spending that differ between state and federal funds. The PCLS is given around \$21000.00 in allocations yearly. This change will help the READS program.
  - d. Access to training on 1st Amendment Audits in libraries will be sent out soon.
- X. Friends:
- a. Books and Brews with author Christopher Grayson, will be held on May 23<sup>rd</sup>. at Father Toms.
  - b. The virtual "An Evening with an Author" event will feature Kevin Wilson and will be on Sept. 15<sup>th</sup>. A sponsor reception may be planned.
- XI. Adjournment: Danny expressed his thanks for the library going in a good direction. A motion for adjournment was made by Danny, Drew seconded, and all approved.