

**Putnam County Library
Board of Trustees Minutes
August 9, 2022, 4:30 p.m.**

Board of Trustees members in attendance: Harry Ingle, Chairperson, Bryan Payne, Vice Chairperson, Pat Phillips, Treasurer, Drew Binkley, Cindy Putman, Daniel Rader IV

Putnam County Library Staff in attendance: Doylene Farley, Cynthia Julian-Simmons, Brian Page, Andrew Redden, Carol Teeters, Kathryn Wisinger

Falling Water River Regional Library Staff member in attendance: Matthew Kirby

- I. Call to Order: Chairperson Harry Ingle called the meeting to order at 4:30 p.m.
- II. Approval of Minutes: Danny moved to approve the May 2022 minutes, seconded by Drew, and approved unanimously.
- III. Approval of Treasurer's Report: Andrew presented the Treasurer's Report and stated that items were ready for the auditor to pick up. The Board reviewed all documents. Danny moved to approve the report, Drew seconded and motion passed unanimously.
- IV. Public Comment: None
- V. Old Business: Matt Kirby provided members with a copy of TCA 10-3-103 effective 7/1/22, which establishes the appointment and effective terms of joint venture, Public Library Boards. He stated that this law closed certain loopholes from the previous legislation passed in 2017 regarding the tenure of members of a Library Board. Discussion ensued. Chairperson Harry Ingle stated that no immediate action is required. The Board concurred that this legislation resets the Board members terms and all are eligible to continue serving.
- VI. New Business:
 - a. Kathryn reported that the budget was submitted to the County and approved. Some changes were made from the budget shared with the Board in May as Algood, Baxter, and Monterey city governments provided no increase in funding. Updated budget also reflects the cost of living raise provided by the County. Bryan Payne moved to approve the budget, seconded by Pat Phillips and approved unanimously.
 - b. The meeting room policy was discussed and it was requested that the policy be changed to reflect that patrons may reserve a meeting room 3 months in advance rather than the current 12 months in advance. Discussion ensued. The Board agreed that the policy state that patrons may reserve a meeting room no more than 60 days in advance of an event. Kathryn moved that the policy also reflect that in order to reserve the meeting room it must be used for groups of 5 or more. Cindy amended to add that an adult sponsor must remain with youth groups present at all times. This was seconded by Danny Rader and approved unanimously.

- c. Danny moved that Carol Teeters, new Children's Services Librarian be added to the checking account. This was seconded by Drew and approved unanimously.
- d. Kathryn requested that the part-time staff receive one-time bonuses as they were the only County employees not to benefit from the cost of living raise. Discussion ensued. Danny moved the following scale be applied for determining a one-time bonus to part-time employees
Employees working <12 hours/week receive \$500.00
12-25 hours/week receive \$750.00
>25 hours/week receive \$1,000.00
Cindy seconded and the motion was approved unanimously. Kathryn stated that she would continue to pursue an increase in the part-time hourly rate next year.

VII. Director's Report:

- a. Kathryn reported that the Summer Reading Program was very successful. This was the first year that programming was provided for adults. The Lunch and Learn series has become very popular. Participation was up at the Main Library and all branches. It was noted that several children and families had to be turned away from some programming at the Cookeville Library due to lack of space in the meeting rooms. Data is now being maintained to determine trends in participation and the need for more space.
- b. Library staff have attended 16 Back to School events at local schools.
- c. Putnam County Library has a booth at the Putnam County Fair 2022.
- d. Cindy Putnam was recognized and reported on the upcoming Readers Theater to be held on August 26 & 27. Board members were encouraged to attend and participate.

VIII. Branch Reports:

- a. Monterey: Doyle reported a successful partnership with the Monterey Police Department as they hosted a "Nerf & Protect" evening at the library with an attendance of 90+. The summer reading program was successful and 100+ people visited the Back to School Bash.
- b. Baxter: In the absence of Matt, Kathryn reported that the Baxter Branch Summer Reading Program was a huge success, and that Baxter posted the largest growth in program attendance. The Baxter Branch is located in 2 classrooms of the Baxter Primary School and as that area of the county has experienced exponential growth a new library building is needed.
- c. Algood: In the absence of Rochelle, Kathryn reported that the expansion of the Algood Branch Library is underway.

IX. Regional Report:

- a. The first continuing education of the fiscal year will be a session on Grant Writing taught by Dr. Bernard Turner of Belmont University.
- b. A mix of virtual and in-person training will continue to be provided.
- c. Sarah Crawford and Lonessa Boyd have both completed Core Competencies training which is provided by TSLA and is worth 10 hours of CEU's.

- d. The new TSLA State Librarian & Archivist is James Ritter. This follows the retirement of former TSLA State Librarian & Archivist Chuck Sherrill.
 - e. Save the Date of October 18 from 9:00-3:00 for the Trustee Workshop which will be held at the Art Circle Public Library in Crossville, TN. At least one member of the Board needs to attend either live or virtually.
 - f. The Putnam County Board of Trustees is completely certified.
- X. Friends: Pat Phillips reported that Evening with an Author will be September 16. The Friends continue fundraising through the book sale, bake sale, and flowers. Funds were used to provide programming for the Summer Reading Program, and to purchase two SMART boards for the meeting rooms at the main library.
- XI. Library Foundation Report: The current chair is stepping down and will be replaced by Rachel Steidl. The Foundation will focus on completing the filing to obtain 501c3 status and will serve as a repository for funds for a future expansion of the PCL. When expansion plans are finalized, the Foundation can begin to build a fundraising campaign.
- XII. Adjournment: Bryan Payne moved to adjourn, Pat Phillips seconded, approved unanimously and meeting adjourned at 6:00 p.m.