

**Putnam County Library
Board of Trustees Minutes
September 13, 2022, 4:30 p.m.**

Board of Trustees members in attendance: Harry Ingle, Chairperson, Bryan Payne, Vice-Chairperson, Pat Phillips, Treasurer, Drew Binkley, Alicia Upchurch

Putnam County Library Staff in attendance: Cynthia Julian-Simmons, Brian Page, 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: Pat Phillips moved to approve the August 2022 minutes, seconded by Drew Binkley, and approved unanimously.
- III. Treasurer's Report:

In the absence of Andrew Redden, bookkeeper, PCL Director Kathryn Wisinger presented the budget report. She called attention to the following items:

 - a. A donation line has been added under Revenue.
 - b. Donation revenue will be designated for Programming and Outreach.
 - c. Line item 7000 has been renamed Outreach/Marketing.

Board members requested explanation for the large percentage of book budget spent this early in the fiscal year. Rationale: Cookeville and Monterey libraries have large standing orders that are fulfilled at the beginning of each fiscal year. All branches held requests over the summer and have ordered those requested items. All hotspots are being replaced and service is paid a year in advance.

Additional items noted: the budget has been adjusted for the Cost of Living raises provided by the county to reflect the increase paid to TSRS and professional fees have increased due to the use of the county attorney.
- IV. Public Comment: None
- V. Old Business: None
- VI. New Business
 - a. Review Volunteer Policy: A copy of the Volunteer Policy was provided to the attendees and reviewed. No changes were recommended. Alicia Upchurch moved to retain the current policy with no changes, seconded by Pat Phillips, and approved unanimously.
 - b. Term Limits: County Executive Randy Porter's office contacted PCL and requested a letter stating that Alicia Upchurch had been moved into Kathryn Wisinger's vacated seat on the Board. This letter was sent to the County Executive's office. Alicia now fills a county appointed seat on the Board.
 - c. Library Staff Training Day: Director Kathryn Wisinger requested that the annual staff training day be moved from November 11 to December 22. Rationale: The change of date will provide more time to plan and provide an opportunity for a staff holiday party. Additionally, the library will close for the holiday on December 23, and closing on December 22 would be less confusing to patrons. Discussion ensued. Pat Phillips moved that the annual staff training day be

moved to December 22 and that the library be open on November 11, seconded by Drew Binkley, and approved unanimously.

VII. Director's Report

- a. Kathryn Wisinger briefly reviewed upcoming events for the remainder of September and October.
- b. The PCL is working internally to overhaul outdated payroll and processing systems. Changes to the processing system include an update of the software program currently in use. There may be a minor cost to update the software however, it will make the Processing Department more efficient. The anticipated completion date of this process is January 2023.
- c. There is currently a vacancy in the processing department. This vacancy will be filled when the software update is complete.
- d. There have been several incidents during the past month that have required calling the police and ambulance service. The cost for improved lighting in the parking lot and additional security cameras is being investigated.

VIII. Branch Reports

Going forward the Branch Reports will be included in the Director's Report. Copies of Branch Reports were provided to all attendees. It was noted that the circulation numbers at all locations of the PCL System have increased dramatically over this time last year, but have not yet returned to 2019 levels. Branch managers met September 12 to begin preplanning for Summer Reading 2023. The City of Baxter voted to provide the Baxter Branch with additional funding. Funds have not yet been received.

IX. Regional Report

- a. September is devoted to data collection. Maintenance of Effort forms are due and assistance is available if needed.
- b. TSLA has training options available.
- c. Staff members recognized for completion of Core Competencies: Reuben DeBord, Mikaylee Flood, Mia Furman, Matthew Krist, Jeff Lamm, Lexxi Romero, Carolyn Shaffer, Nelda Stewart, Carol Teeters, Aaron Ubank, and Catherine Warren.

X. Friends Report

Pat Phillips reported that the Friends annual fundraiser "Evening with an Author" will be held as a virtual event on Friday, September 15. The featured author is Kevin Wilson who will discuss his book *Nothing to See Here*. A sponsor's reception will be held at St. Michael's Episcopal Church and the program broadcast that evening.

XI. Library Foundation Report

Bryan Payne reported that the 501c3 and all state filings have been submitted. The Foundation Board will meet in October to outline a 5-year plan, set goals, and define a strategic plan to accomplish stated goals.

XII. Adjournment: Pat Phillips moved to adjourn. Meeting adjourned at 5:45 p.m.