

**Putnam County Library**  
**Board of Trustees Minutes**  
**Oct 11, 2022**

Board of Trustees members in attendance: Bryan Payne, Vice-Chair, Pat Phillips, Treasurer, Daniel Rader IV

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

Falling Water River Regional Library Staff in attendance: Claire Broyles

- I. Call to Order: Vice Chair Bryan Payne called the meeting to order at 4:35 p.m.
- II. Approval of Minutes: Pat Phillips moved to approve the September minutes, seconded by Danny Rader, and approved unanimously.
- III. Treasurer's Report: Bookkeeper Andrew Redden presented the budget report. Several items of note were discussed.
  - A. Danny Rader noted that the salary line was over-budget in August, and under in September. The reason for this is the change in the pay schedule so that full-time employees are paid on the same schedule as part-time employees. Bryan Payne requested more information regarding salary projections for October. The salary line is lower because the PCL is down one employee.
  - B. Danny also noted that utilities are over budget every month. Two thousand dollars was cut from the utilities line, but the trend indicates the PCL will be under budget at the end of the year (EOY).
  - C. Andrew noted that copies, fees, and fines had been under budgeted and were bringing in more income than anticipated. It was suggested that the purchase of supplies be deferred as much as possible to the EOY.
  - D. Andrew then went on to explain that the bookkeeping had not been set up correctly in 2012, which has caused inaccurate reporting of the Fund Balance. He went on to review and explain several lines in the budget report. The unrestricted lines were changed in 2013, however the system was not updated to reflect the change to four categories: non-spendable, restricted, assigned, and unassigned. The non-spendable line includes insurance and subscriptions. The amount for non-spendable is provided and managed by the auditor. The restricted line is money that is given for a specific purpose including gifts and grants. This line also includes gifts from the Friends of the Library for programs such as the Summer Reading Program. The assigned line is money that the Board has set aside for specific purposes. Boiler maintenance and server equity are now lumped into computer equity. Danny Rader noted that this line should be left alone. The unassigned line is the money that can be spent with Board approval. The fund balance has been inaccurately reported as the amount reported included restricted line items. This has been corrected and the fund balance is now accurately reported as \$29,507.25. It is anticipated that following the 2021-2022 audit approximately \$40,000,00 will be added to the fund balance.

E. Currently the income from the Algood, Baxter, and Monterey Branches, which is derived from fees, fines, and copies is reported as restricted funds. Danny moved that these funds be moved to the unassigned line on the main balance sheet pending approval from the auditor. Motion seconded by Pat Phillips and approved unanimously. It was noted that the Branches will still retain these funds, it will just now be reported correctly on the balance sheet and the Branches will create a budget for their expenses for the next fiscal year.

IV. Public Comment: None

V. Old Business: None

VI. New Business

- A. Review Inclement Weather Policy: A copy of the Inclement Weather Policy was provided to all attendees and reviewed. No changes were recommended and no action was taken.
- B. November Board Meeting: PCLS Director Kathryn Wisinger stated that the Putnam County Library will be closed November 8 in observance of Election Day; therefore, the Board meeting scheduled for that day would need to be moved. Danny Rader moved to meet Tuesday, December 13, seconded by Pat Phillips and approved unanimously.
- C. Tech Grant/Trustee Luncheon: The PCL has achieved 100% Trustee Certification, which aided the PCLS to receive a Tech Grant in the full amount of \$9,950.00. A Trustee Workshop will be held on October 18, and at least one member of the Board must attend in person. Pat Phillips volunteered to attend.
- D. Evaluations: Evaluations of PCL employees will take place internally in November. The Board conducts the evaluation of the PCLS Director annually. Danny Rader moved that Pat Phillips replace Kathryn Wisinger on the Board Personnel Committee, seconded by Bryan Payne, and approved unanimously. The evaluation of the PCLS Director will take place in January.
- E. Bryan Payne noted that the Board would like to have information regarding security and lighting added to Old Business at the next Board meeting.

VII. PCLS Director Report and Branch Reports

- A. PCLS Director Kathryn Wisinger reported that the October calendar is fully programmed, however programming will slow a bit in November and December.
- B. Circulation numbers continue to improve and if the READs numbers are added to hardcopy circulation numbers, the PCLS may be even with pre-2019 circulation statistics.
- C. The Murder Mystery, a fundraiser for Imagination Library is scheduled for October 22. It is anticipated that in the future this event will become a fundraiser for the PCLS.
- D. Depositions were held recently in the case of the woman who fell in the parking lot in June 2020. A summary judgment is anticipated, and it is hoped that this will be the impetus for the County to make needed repairs to the parking lot.
- E. Meetings are planned with city and county officials to begin the process of preparing for next year's budget.
- F. All branches are working to provide innovative programming for the various communities they serve.

- VIII. Falling Water Regional Report: In the absence of Matthew Kirby, Claire Broyles reported that the Trustee Workshop will be held October 18, and that the MOE is due October 31.
- IX. PCL Friends Report: Pat Phillips reported that the Evening with an Author was a success and that due to the generosity of sponsors the event cleared over \$3,000.00. National Friends of the Library Week is October 17-21, and the Friends have activities planned.
- X. Library Foundation Report: There was no report from the Library Foundation as they will not meet until Thursday, October 13, 2022.

Pat Phillips moved to adjourn the meeting, seconded by Danny Rader. The meeting adjourned at 5:39 p.m.