

**Putnam County Library
Board of Trustees Minutes
December 13, 2022**

Board of Trustees members in attendance: Harry Ingle, Chair, Bryan Payne, Vice-Chair, Drew Binkley, and Daniel Radar IV

Putnam County Library Staff in attendance: Matthew Krist, Brian Page, Carol Teeters, Kathryn Wisinger

Falling Water River Regional Staff in attendance: Matthew Kirby

- I. Call to Order: Chair Harry Ingle called the meeting to order at 4:34 p.m.
- II. Approval of Minutes: Danny Radar moved to approve the minutes as corrected, seconded by Bryan Payne, and approved unanimously.
- III. Treasurer's Report: In the absence of bookkeeper Andrew Redden, Kathryn Wisinger presented the budget report. A draft of the auditor's balance sheet was presented. An increase of \$47,000 to the fund balance was reported. While this is not the final report, it is not anticipated that the numbers will change. It was noted that the salary line was higher in November due to longevity pay included in employee checks. The software increase was due to the TLC upgrade and associated costs. Hoopla, a library media streaming platform, was funded by the county and will be implemented early in 2023, which resulted in a lower cost in the digital materials line. Danny Radar moved to approve the report, seconded by Drew Binkley, and approved unanimously.
- IV. Public Comment: None
- V. Old Business: None
- VI. New Business
 - A. Review Policy for Posting Information at the Library: A copy of the policy was provided to each attendee and reviewed. Drew Binkley moved to approve the policy as read, Bryan Payne seconded, and the motion passed unanimously.
 - B. Increase Fees: copies/prints/faxes: The current cost of these services was discussed. Prices for paper and toner have risen and the cost of these services has never been increased. Kathryn Wisinger requested that the Board approve raising the cost of copies from \$.15 to \$.25 and the cost of color prints from \$.25 to \$.50. The cost of sending a fax will remain at \$2.00. Drew Binkley moved to approved the request, seconded by Bryan Payne and approved unanimously.
 - C. Mileage: Kathryn Wisinger requested that the Board allow the PCL to follow State Comprehensive Travel Regulations from the Department of Finance and Administration when reimbursing employees for mileage. Brief discussion followed. Danny Radar moved to approve this request, seconded by Drew Binkley, and approved unanimously.
 - D. Library Hours: Kathryn Wisinger presented a graph illustrating the circulation statistics by day and hour from Jan.-Nov. 2022. It was noted that circulation dramatically declined on Wednesday and Friday afternoons after 6:00 p.m. She requested that the Cookeville location be allowed to adjust hours of service to

reflect the needs of the community. Danny Radar moved to allow the PCL Director have the discretion to change hours of service on a trial basis for the Cookeville location for up to 180 days. The motion was seconded by Bryan Payne, and approved unanimously.

- E. 5-year plan: The 5-year plan is due to the county at the end of 2022. Items discussed included:
 - a. Removal of the parking lot project from 2026-27 because it is included as a capital project in 2023.
 - b. Remove the addition of an elevator until there is a definitive timeline on an expansion project for the Cookeville location.
 - c. Digitization of the Tennessee Room. The PCL will request information and assistance from TSLA in forming an action plan and timeline to accomplish this goal.
 - d. Due to an increase in the population in the Baxter area, the need for a building for the Baxter Branch continues to be a priority.
 - e. Deletion of RFID technology. The cost outweighs the benefit of this technology.
 - f. There is a need to continue to increase the budget for materials/technology as technology prices continue to rise.
- F. Security Cameras: There is a demonstrated need for additional security cameras with a higher resolution. Danny Radar requested that Brian Page get an estimate for additional security cameras and bring it back to the Board for consideration to use fund balance monies for their purchase.

At the conclusion of New Business, Danny Radar noted that PCL Board member, Alicia Upchurch was named the Putnam County Teacher of the Year. The Board extends its congratulations to her and appreciation for her service as an outstanding Putnam County educator. Kathryn Wisinger stated that Cynthia Putnam's mother had passed away. The Board extends its condolences to her.

- VII. PCLS Director Report and Branch Reports: Kathryn Wisinger announced that "Make Reading Your Resolution" will be a library promotion in January 2023, and that learning new skills would be promoted throughout 2023. The remodeling of the additional space at the Algood Branch continues, and several calls have been made to the Algood City Manager requesting the completion of the project. Matthew Krist attended the Public Library Management Institute (PLMI) at Montgomery Bell State Park. PCL Training Day will be held Thursday, Dec. 22. Several sessions are planned including diversity training, a SWOT analysis, and Regina Legge, Manager, Putnam County Human Resources will discuss benefits and retirement.
- VIII. Falling Water Regional Library Report: Matthew Kirby stated that the Maintenance of Effort (MOE) has been submitted. He congratulated those Board Members in attendance for their completion of Board training and presented certificates from TSLA.
- IX. Friends of the Library Report: No report
- X. Library Foundation Report: The Foundation has decided to meet quarterly. The next meeting is January 19, 2023. Members will discuss goals and objectives and how to meet those in the next 5 years.

Bryan Payne moved to adjourn the meeting, seconded by Drew Binkley. The meeting adjourned at 5:26 p.m. The next Board meeting will be January 10, 2023.