

**Putnam County Library
Board of Trustees Minutes
January 10, 2023**

Board of Trustees members in attendance: Harry Ingle, Chair, Bryan Payne, Vice-Chair, Pat Phillips, Treasurer, Drew Binkley, Cynthia Putman, Daniel Rader IV, and Alicia Upchurch

Putnam County Library Staff in attendance: Cynthia Julian-Simmons, Brian Page, Andrew Redden, 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 4:30 p.m.
- II. Approval of Minutes: Danny Radar moved to approve the minutes, seconded by Bryan Payne, and approved unanimously.
- III. Treasurer's Report: Bookkeeper Andrew Redden, presented the budget report. The software line increased due to an increase in the cost of Quickbooks. This line may go over approximately \$1,000.00 but will be offset by savings in other lines. Kathryn stated that we should begin asking for incremental increases on the software line. Danny asked about the fund balance. The amount reported as the, Total Board Reserve (Unassigned) \$45,036.37 is correct. Danny Radar moved to approve the report, seconded by Drew Binkley, and approved unanimously.
- IV. Public Comment: Chair Harry Ingle recognized the Cookeville Crazy Quilters and reviewed the rules regarding public comment. Marcia Glenn, treasurer of the group spoke in the absence of Club President Catherine Dille. She stated that the Cookeville Crazy Quilters had been meeting at the Putnam County Library for 30 years, and the recent change in the meeting room policy had created a hardship for their group. She stated that the group would not request an exception, but rather that they be grandfathered in on the previous policy regarding scheduling meeting rooms. Discussion ensued. The group expressed their appreciation at being heard and retired from the meeting. The Board continued discussion regarding this matter. It was determined that Chairperson Harry Ingle would communicate the Board's decision in writing, with said decision being not to grandfather this group, but to require them to follow current policy.
- V. Old Business:
 - A. Security Cameras: Brian Page recommended that 24 Lorex 4K waterproof security cameras, switch, and cable be purchased at a cost of no more than \$3,000.00. Discussion ensued. Danny Rader moved to purchase 32 cameras at a cost not to exceed \$5,000.00; seconded by Pat Phillips, and approved unanimously.
 - B. 5 Year Plan: Director Kathryn Wisinger presented rough draft of the 5-year plan and stated that it had been presented to the county on a provisional basis. She drew attention to the following points in the plan: 1) increase part-time staff pay, 2) increase book budget, which would include Hoopla and software, 3) capital projects; parking lot and servers, 4) new Baxter building in 2026-27 which would be a capital project.

- VI. New Business
 - A. Review Policy for Study Room Usage: A copy of the policy was provided to each attendee and reviewed. Drew Binkley moved to approve the policy as read, Danny Rader seconded, and the motion passed unanimously.
 - B. Holds Policy: A copy of the policy was provided to each attendee and reviewed. Kathryn Wisinger requested that the Board change the policy of keeping a book on the holds shelf from 3 days to 5. Pat Phillips moved to approve the change; seconded by Drew Binkley, and approved unanimously.
- VII. PCLS Director Report and Branch Reports: Director Kathryn Wisinger reported that she is currently working on completing the budget which is due March 24, 2023. The Algood Branch expansion is almost complete and they plan to move in next week. Kathryn plans to meet with AEI architect Peter Metz to continue discussion regarding the parking lot. Kathryn requested that the Food for Fines program be discontinued as very few people utilize it and there is no place in the system to show that fines were waived due to taking a donation of food which makes tracking fines exceedingly difficult. Discussion ensued. Drew Binkley proposed that the library proceed by discontinuing Food for Fines on a trial basis from now through April and report back to the Board. Kathryn reported that the change in library hours has been well received by the public, noting that people are very happy specifically with the change in Saturday hours to 10:00 a.m. – 3:00 p.m.
- VIII. Falling Water Regional Library Report: Matthew Kirby announced that the Overdrive app is going offline in April and patrons will now need to access electronic resources via the Libby app. The Trustee Workshop will be held September 28, 2023.
- IX. Friends of the Library Report: Pat Phillips reported that the Friends have planned their calendar of events for the year. Prices in the Book Sale were increased from \$1.00 to \$3.00 for hardbacks, and \$.50 to \$1.00 for paperbacks. The Friends provided funds for a new 3D printer, a computer kiosk, and furnishings for the Storytime Room.
- X. Library Foundation Report: No Report
- XI. Pat Phillips moved to adjourn the meeting, seconded by Alicia Upchurch. The meeting adjourned at 6:05 p.m. The next Board meeting will be March 14, 2023.