

Putnam County Library
Board of Trustees Minutes
March 14, 2023

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

Putnam County Library Staff in attendance: Doyleene Farley, Chelsea James, Cynthia Julian-Simmons, Matthew Krist, Lexxi Romero, Carol Teeters, and Kathryn Wisinger

Falling Water River Regional Staff in attendance: None

- I. Call to Order: Vice Chair Bryan Payne called the meeting to order at 4:33 p.m.
- II. Approval of Minutes: Danny Rader moved to approve the minutes, seconded by Pat Phillips, and approved unanimously.
- III. Treasurer's Report: New bookkeeper Chelsea James was introduced to the Board, and then presented the budget report. Spending is currently on track with the budgeted line items. Tech grant monies were received in the amount of \$9,500.00 and placed in the computer line to reimburse the recent expenditures for computers. It is anticipated that professional fees will increase due to lawyer fees and audit expenses. Pat Phillips moved to accept the report, seconded by Danny Rader, and approved unanimously.
- IV. Public Comment: None
- V. Old Business:
 - A. Five-Year Plan: The Five-Year Plan has been submitted to the County, however the County or the Library may choose to make additional changes or corrections. One addition to the plan is the digitization of genealogical resources in the Tennessee Room, and new shelving is to be removed from the plan. Capital projects include new servers and parking lot repair. Danny Rader moved to approve this plan, seconded by Pat Phillips, and approved unanimously.
- VI. New Business
 - A. Review Photography/AV//Security Camera Policy: A copy of the policy was provided to each attendee for review. It was noted that the new security cameras had been received and installed, and that a subpoena is required, in order to release video to law enforcement. Pat Phillips moved to approve the policy as read, seconded by Danny Rader, and approved unanimously.
 - B. Review Social Media Policy: A copy of the policy was provided to each attendee for review. Kathryn Wisinger requested that verbiage be added regarding the addition of new social media platforms. Discussion ensued. Pat Phillips moved to table the policy, seconded by Danny Rader, and the motion was approved unanimously.
 - C. County and City Budget Review: Director Kathryn Wisinger has presented the budget to the county. Upon advice from County Executive Randy Porter, the 5% placeholder for benefits was removed. An additional \$500.00 was added to the Cookeville utilities line to account for increase in utility rates. The digital materials line was reduced from \$15,000 to \$10,000 and the remaining \$5,000.00 moved

to reference. The City and County are currently working from two different agreements. Kathryn has requested \$30,000 from the City of Cookeville. Danny Rader moved to approve, seconded by Pat Phillips and approved unanimously.

- D. Meeting Schedule: Currently the Board does not meet in February, however there is a need to meet that month related to submission of the budget each year. Danny Rader moved to meet in February, but not March, seconded by Pat Phillips and passed unanimously. Discussion continued. Danny Rader moved to meet in June and to allow for abbreviated meetings at the Director's discretion, seconded by Pat Phillips, and approved unanimously. A review of the bylaws was requested by Bryan Payne.
- VII. PCLS Director Report and Branch Reports: Director Kathryn Wisinger reported that the budget has been submitted to the County for review. A new bookkeeper, Chelsea James has been hired. The library provided READS cards/numbers to every K-12 students in Putnam County in observance of National Reading Awareness Month. Several staff members went out into area schools to read aloud. Planning for the summer reading program is underway. Each branch continues to provide programs of interest for their patrons.
- VIII. Falling Water Regional Library Report: No report
- IX. Friends of the Library Report: Pat Phillips reported that printed newsletters are sent twice yearly and will be mailed this week. Authors have been scheduled for upcoming events including Evening with an Author.
- X. Library Foundation Report: Bryan Payne reported that the 501c3 paperwork was filed on March 8, 2023.
- XI. Adjournment: Danny Rader moved to adjourn the meeting. The meeting adjourned at 5:26 p.m. The next Board meeting will be April 11, 2023.