

**Putnam County Library  
Board of Trustees Minutes  
April 11, 2023**

Board of Trustees members in attendance: Bryan Payne, Vice-Chair, Pat Phillips, Treasurer and Drew Binkley

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

Falling Water Regional Library Staff in attendance: Claire Broyles

- I. Call to Order: Vice Chair Bryan Payne called the meeting to order at 4:32 p.m.
- II. Approval of Minutes: Pat Phillips moved to approve the minutes of the March meeting, seconded by Drew Binkley, and approved unanimously.
- III. Treasurer's Report: Kathryn Wisinger presented the Treasurer's Report in the absence of bookkeeper Chelsea James. It was noted that with 2 months remaining in the fiscal year, we are on track and staying within budget having spent 70% of budgeted funds and that there are no updates to the equity fund. Pat Phillips 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: A copy of the current policy was provided to each attendee for review. Discussion ensued. It was determined that no changes are needed at this time. Pat Phillips moved to retain the current policy, seconded by Drew Binkley, and approved unanimously.
  - B. By-Laws: Bryan Payne requested a review of the by-laws at the March meeting to answer questions related to the number needed for a quorum. A copy of the by-laws was provided to each attendee. The number needed for a quorum is (3) three. Discussion ensued. It was determined that no changes are necessary. Drew Binkley moved to retain the by-laws as presented, seconded by Pat Phillips, and approved unanimously.
  - C. Library Training Day: Director Kathryn Wisinger requested that the Putnam County Library System be closed on Friday, May 19, 2023 for staff training. Current plans include presentations from Regina Legge on insurance and retirement, Brandon Smith from Emergency Services and Captain Stout of the Cookeville Police Department on public safety related topics. Discussion ensued. Pat Phillips moved to approve this request, seconded by Drew Binkley, and approved unanimously.
- VII. PCLS Director Report and Branch Reports: Kathryn Wisinger reported that she and Doyleene Farley will attend the TLA conference later this week. Carol Teeters will go to Greenville, TN to visit the Elmer Cox Genealogical and Historic Library on April 12 to tour and get ideas to improve the Tennessee Room. Lexxi Romero will attend an outreach conference later this year. Matthew Krist graduated from the Public Library Management Institute. Hoopla, a digital resource for books, movies, and music will

- go live in May. A budget has been created to control spending. Planning continues for the summer reading program and a meeting with the Branch Managers is scheduled for April 18<sup>th</sup>. A meeting with architect, Peter Metts, to review plans for the parking lot is scheduled for April 12. Bryan Payne requested a digital copy of architectural renderings be provided to the Board in order to determine how parking lot changes will affect any eventual changes to the existing building. Bryan Payne also inquired as to the status of the new security cameras, and was assured that they are functioning well.
- VIII. Falling Water River Regional Library Report: Claire Broyles provided each attendee with a new brochure created by Matthew Kirby to convey current information. Claire reported that regional funds must be spent by May 1.
- IX.
- X. Friends of the Putnam County Library Report: Pat Phillips reported that a monthly e-newsletter is available to members of the Friends group and encouraged everyone to subscribe. The Friends will host Donuts with an Author on Saturday, April 15.
- XI. Library Foundation Report: No Report
- XII. Adjournment: Drew Binkley moved to adjourn the meeting. The meeting adjourned at 5:21 p.m. The next Board meeting will be May 9, 2023.