

Putnam County Library Board of Trustees Minutes
April 10, 2018

The meeting was called to order by Chairman Laura Clemons at 4:31 p.m.

Board members attending: Laura Clemons, Larry Garrett, Harry Ingle, Bryan Payne, Pat Phillips, Alicia Senn, Katheryn Wisinger

Putnam County Library System staff attending: Chelsea Gifford, Matt Knieling, Brian Page, and Phil Schaller

Also in attendance: Matthew Kirby, Director of Falling Water River Regional Library and, Amanda Yother, Assistant Director of FWRRL

Laura Clemons introduced Katheryn Wisinger and the board welcomed her.

Approval of Minutes: The minutes from the March 3, 2018 meeting were approved with a motion by Larry Garret, seconded by Alicia Senn, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that there were some issues with the Algood and Baxter budget lines. Phil had been unaware that the McNaughton leased books were not supposed to be purchased through the branch budget but had been funded by the Putnam County Library Friends in the past. He will be discussing this with the Friends at their next meeting.

Phil reported that the internet is a bit over budget and the telephone is right at budget due to less money being reimbursed through E-rate. The amount of reimbursement is decreasing each year.

The board discussed the Fund Balance looking a bit high which may be due to the audit completed in December.

Phil explained to the board what E-rate and the McNaughton book programs were.

The Treasure's Report was approved with a motion by Pat Phillips, seconded by Alicia Senn, motion carried.

Public Comment: N/A

Old Business: *a) Back pay for Director to end of interim period-* Larry Garrett moved to approve that the Director, Phil Schaller receive back pay for his term as interim director which ended December 15, 2017, seconded by Alicia Senn, motion carried.

New Business: *a) New Furniture for Monterey Branch-* Phil Schaller discussed the Monterey Branch's need for a new shelving unit, computer desk, and a box for storing board books. Pat Phillips made a motion to approve up to \$7,000 for the purchase of those items, Alicia Senn seconded, motion carried.

b) Change to Collection Development Policy—Digital Collections- Phil Schaller addressed adding the wording of the Collection Development Policy to reflect digital collections as well as

physical collections. Patricia Phillips made a motion to approve this addition, Harry Ingle seconded, motion carried.

Director's Report: *a) Flooring-* Phil Schaller reported that the floors have been mostly completed here at the Putnam County Library and did not have to close as they completed this on Good Friday. The PCL is still working to schedule a time to complete the Tennessee Room and possibly the downstairs hallway in front of the Children's Library entrance. Maintenance began work on the Monterey Branch floors on April 9, 2018 and are still working to complete that. The Monterey branch will be closed for the rest of the week.

b) Tennessee Library Association Conference- PCL staff attended the TLA conference in Memphis, TN April 4-6, 2018. Staff were able to network and attend sessions full of great information and new ideas to be implemented in the future. Putnam County Library Friends member, Connie Albrecht was honored with the "Friend of the Year" award at the Friends and Trustees Luncheon.

c) Cleaning bid- The cleaning bid is due to go out and will be placed in the paper this month. The board discussed the efficiency of the current cleaning crew.

d) Employee Manual- Corrections have been made concerning sexual orientation, gender identity, and gender expression. All changes have been made according to the recommendations from Jeff Jones, county attorney.

Matt Knieling discussed the partnership with Tennessee Tech Library Archives and the History Museum to celebrate Preservation Week. The library will host informational sessions and provide a free Memory Lab where people can come digitize things like photos, cassettes, and film.

Chelsea Gifford talked about Kindergarten Registration Day outreach where Putnam County Library Friends members volunteered to represent the library at various elementary schools in the community.

Review of Branch Reports: The board reviewed the branch reports.

Falling Water River Regional Report: Matthew Kirby discussed what the regional library does to support libraries with funds and professional development opportunities. The board reviewed the READS statistics. Matt also discussed the TLA conference and the impact of it being the 50th anniversary of Martin Luther King Jr.'s assassination. The region will be working on continuing their webinar series for professional development. Matt updated the board on the progress of the new State Library and Archives which is projected to be finished in late 2019.

PCL Friends Report: Pat Phillips shared information about the Books and Brews event hosted at Jig Head Brewery this evening at 6:00 p.m. The friends are also working on planning their Dinner with an Author event in September at the Leslie Town Center.

Larry Garrett asked if there had been any other issues with the patrons and the sex offender policy. Phil Schaller said there had not been.

The board discussed setting a date for a reception for the meeting room dedication and when to place the plaque.

Adjournment: 5:13 p.m.