

Putnam County Library Board of Trustees Minutes

Tuesday, May 14, 2013

4:30 p.m.

The meeting was called to order at 4:30 p.m. by Chairman Sue Pogue.

Board members attending: Ms. Alma Anderson, Ms. Beth Thompson, Mr. Larry Garrett, Ms. Tricia Lawrence, Ms. Faith Holderedge, Ms. Marla Williams, and Ms. Sue Pogue

Putnam County Library staff attending: Ms. Doyleene Farley, Mr. Brian Page, Mr. Clay Robertson, and Ms. Amanda Yother

Alma Anderson made a motion to approve the minutes of the April 9th, 2013 board meeting. Beth Thompson seconded the motion, motion carried.

Treasurer's Report: Mr. Robertson presented the treasurer's report. Mr. Robertson shared that the reference line was over budget due to a necessity of ready reference purchases. Mr. Robertson shared that there was also a variance in the insurance spending due to the fact that library employee Sarah Crawford had a change in marital status. The treasurer's report was approved with a motion made by Alma Anderson, seconded by Larry Garrett, motion carried.

Old Business: Mr. Robertson shared the information that Ms. RuthAnn Woolbright sent a letter of resignation from her duties on the library board. Sue Pogue, Marla Williams, and Dr. Gerald Barker's terms will all expire next month.

New Business: The names on the petty cash bank account need to be updated. Mr. Robertson suggested that all administrators and branch managers be added to the account. The following staff are to have access to the account: Clay Robertson, Director, Stacie Johnson, Assistant Director, Amanda Yother, Children's Services Coordinator, Brian Page, IT Director, Doyleene Farley, Monterey Branch Manager, Sarah Lewis, Baxter Branch Manager, and Kathy Keller, Algood Branch Manager. The addition of these staff members to the petty cash account was approved with a motion made by Alma Anderson, seconded by Larry Garrett, motion carried.

Mr. Robertson presented the five priorities that were requested from the county to coincide with budget requests. These five priorities included the physical plant, collections, technology, outreach, and programming. Ms. Pogue suggested that library staff contact the county for an ADA review of the building.

PCLS Director's Report: Staff members Stacie Johnson, Amanda Yother, Doyleene Farley, Nelda Stewart, and Matt Knieling attended the Tennessee Library Association Conference in April. Administration staff at the Cookeville Branch met with Ms. Kathy Keller regarding services at the Algood Branch Library. Summer Reading Program registrations begin May 17th.

Branch Reports: The library board reviewed the Algood, Baxter, and Monterey Branch Library reports.

Regional Library Report: The regional library budget has passed. Plans have been approved for a new Tennessee State Library and Archives Building. The appointment of an Assistant Director to the Falling Water River Regional Library is waiting for the State Librarian's approval, pending a second interview.

Friends of the Putnam County Library Report: Robert Hicks will be the featured author at this September's event Dinner with an Author. The venue will be St. Thomas Aquinas Church. The Friends will not meet in June.

The meeting was adjourned with a motion by Sue Pogue, seconded by Alma Anderson.