

**Putnam County Library Board of Trustees Minutes
May 8, 2018**

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

Board members attending: Laura Clemons, Harry Ingle, Bryan Payne, Patricia Phillips, Daniel Rader

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

Also in attendance: Greg LaPlant, PCLF President

Approval of Minutes: The minutes from the April 10, 2018 meeting were approved with a motion by Patricia Phillips, seconded by Harry Ingle, motion carried.

Approval of Treasurer's Report: Phil Schaller presented the treasurer's report noting that the issues have been fixed regarding the budget lines for Baxter and Algood. The phone and internet lines are still inaccurate due to e-rate. Phil explained that the salary budget was under because of the multiple shifts in positions throughout the year.

The Treasure's Report was approved with a motion by Patricia Phillips, seconded by Daniel Rader, motion carried.

Public Comment: N/A

Old Business: *a) Re-approval of 2018-2019 Budget-* Phil Schaller explained that the county suggested adding a cost of living increase which will effect one full time staff members pay.

Daniel Rader suggested that the library spend down the fund balance before the next budget cycle. The board discussed items for the Tennessee Room and preservation equipment that could be purchased using fund balance. The board also discussed using fund for the construction of study rooms.

Daniel Rader moved to approve the 2018-2019 budget, seconded by Patricia Phillips, motion carried.

New Business: *a) Library Mission Statement-* The board reviewed the proposed mission statement and discussed the definition of transformative. Daniel Rader moved to approve the statement with suggested grammatical improvements, seconded by Patricia Phillips, motion carried.

b) Request for Fund Balance – Phil Schaller reported that there will be a switch to Charter service in June and two wireless routers will need replaced at the Monterey branch, costing approximately \$1,000. Daniel Rader moved to approve this request, seconded by Patricia Phillips, motion carried.

c) Closing for Slide CKV on June 30th – Daniel Rader moved to approved the closure on June 30, 2018, seconded by Bryan Payne, motion carried.

d) Two Seats open for Re-election – Laura Clemons and Larry Garret’s board seats have opened up for re-election. Daniel Rader moved that they both be re-nominated, seconded by Patricia Phillips, motion carried.

Director’s Report: Phil Schaller reported that the floors have been completed and library staff are in the process of putting the Tennessee Room back together. Staff are also working to prepare for the Summer Reading Program which begins on May 24th. The contract for the current cleaning service is up on June 30th so bids for cleaning has been announced. A meeting for the cleaning bids is scheduled for May 18th. The back door of the Putnam County Library is now ADA compliant with the automatic buttons being installed. The board discussed using fund balance to fix the Monterey branch doors and make them ADA compliant before next year. Laura Clemons suggested looking into the cost of the doors.

Phil Schaller reported on the success of the Memory Lab program hosted at the library in partnership with Megan Atkinson from Tennessee Tech’s Library and Archives. She brought over equipment to help patrons digitize photos, videos, and slides. Library staff will be meeting with her to discuss sustainability on Thursday. He also reported that insurance premiums will be going up. Randy Porter worked hard to get the new insurance plans as close to the ones already in place so that employees didn’t have to pay so much of the increase. All full time employees will have to re-enroll in June.

Matt Knieling updated the board on the teen programs. There has been a consistent group of teens and increasing numbers. Matt plans to reach out to the 18-25 year old demographic in future programming in the library.

Chelsea Gifford reported on planning and promoting the Summer Reading Program. There are several tours and school visits lined up for the month of May to get the kids excited about it.

Review of Branch Reports: The board reviewed the branch reports. Doyleene Farley thanked the board for the fund balance used to help make improvements to the Monterey Branch.

Falling Water River Regional Report: Tech Grant submissions are coming up. The board reviewed the dates for the Trustees Workshop and are encouraged to attend because it benefits the library.

PCL Friends Report: Greg LaPlant reported that the Friends hosted a successful Books and Brews event at Jig Head brewery. FOTL is planning to host the annual meeting here in Cookeville next year. Chelsea Gifford and Connie Albrecht will be working on plans for this event. Greg also reported that they have author Wiley Cash scheduled for their September Dinner with an Author event.

The board discussed setting a date for a reception for the meeting room dedication.

Adjournment: 5:24 p.m.