

Putnam County Library Board Meeting  
Sept 14<sup>th</sup>, 2010

The meeting was called to order by Chairman Dr. Peter Li at 4:30 PM

Board members in attendance were Dr. Peter Li, Ruth Ann Woolbright, Sue Pogue, Dr. Greg Rector, Dr. Gerald Barker, Marla Williams and Patricia Lawrence.

Putnam County Library staff in attendance was Dale Stapp, Brian Page, Doyleene Farley, Sarah Lewis, Kathy Kellerman, Barbara Zimmerman and Nelda Stewart.

Others present Faith Holdredge, Director Upper Cumberland Regional Library.

The Minutes from the August 10, 2010 meeting were approved by a motion made by Dr. Barker and 2<sup>nd</sup> by Ms. Pogue, motion passed.

The treasurer's report was given by Ms. Zimmerman. The treasurer's report was approved by motion made by Ms. Pogue and 2<sup>nd</sup> by Ms. Lawrence. The budget does not reflect what Monterey City is contributing to the library.

Ms. Pogue made a motion that the board unfreeze the branches board accounts for materials and budget these amounts for 10-11: Algood \$750, Baxter \$2090 and Monterey Branch \$4120. Mr. Rector 2<sup>nd</sup> the motion and the motion passed. Algood was to stay at the 09-10 level due to the date of their collection.

Brian Page reported as the Interim Head of Technology indicated that circulation was up overall this month.

Mr. Page stated that the monies for the Stimulus 2 grant for the new children's computers had been disbursed.

The USDA grant has been sent to Washington for funding.

Dale Stapp reported as Interim Head of Library Services.

Ms. Stapp reported that the staff at the Cookeville branch has been working hard to prepare for the Clay Robertson to arrive.

Ms. Pogue reported for Friends of the Putnam County Library.

Ms. Pogue stated that the friends group will be paying \$3706 for the 30% match for the Stimulus 2 literacy computer grant.

The Friends group will host an author dinner on September 24; Author Amy Green will be speaking. This is not an attempt to raise money; however it is an attempt to raise friends. Tickets will be \$25 each.

Faith Holdredge reported for the Upper Cumberland Regional Library.

The Tri-regional Trustee Workshop will be October 19<sup>th</sup> at the New Art Circle Public Library. This is open to all trustees and friends of the library and staff is invited as long as they have a trustees attending also.

There will be a web survey coming out in the next couple of weeks concerning the Regional Services. Ms. Holdredge asks everyone to please complete the survey this vital to the future of Regional services.

Mr. Page got estimates on a new heating and cooling unit for the Putnam County Library. Cookeville Heating and Cooling said it would cost \$75000 - \$80000 to replace the units. Dr. Li ask that Mr. Page check what the yearly cost of maintenance for the units we currently have.

The board discussed the current dress code, and considered changing the policy. However, they tabled the discussion waiting for more information.

Mrs. Williams saw an incident of a child being roughly pulled by the arm by the parent in the children's section. She asked that the board consider setting some guidelines for staff to follow so that they know when and who to call when children are being mistreated; especially the weekend staff with neither a Ms. Stapp nor Mr. Robertson would be in the building.

A committee was formed to come up with an employee evaluation system. Ms. Stapp, Ms. Pogue, Ms. Lawrence and Ms. Faith Holdredge will be on the committee.

There was a discussion of dates and times for meetings for all the local government boards and funding bodies, the board ask that employees from each branch find out when their city boards would meet.

Name tags will be ordered for each board member, it will say:  
Putnam County Library Board Member  
First & Last Name

Ms. Stapp discussed the need for an addition to the collection development policy to include self-published materials. She shared the policy used at Nashville Public Library. Mrs. Woolbright made a motion that the library board accept and approve the policy "Independently Published Material" Ms. Pogue 2<sup>nd</sup> the motion, motion passed. See below for a copy of the policy.

Ms. Pogue talked about trying to collect part of the \$207,000 in fines and lost materials that are owed to Putnam County Library System. These fines occurred before PCL hiring the collection agency. The board discussed coming up with a plan on how to collect this money.

Meeting adjourned at 6:05 PM

## Independently Published Material

The Putnam County Library System is often asked to include items in our libraries that are written and/or published independently. This can include materials that are self-published/produced or items published through a vanity press company. The library looks for material with regional connections and collection relevance that will appeal to a wide audience. The best way to bring an item to the library's attention is through reviews. Review sources that specialize in independently published material include the following:

- ForeWord
- Small Press Review
- Independent Publisher

A positive review in one or more of the library review journals, such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, Publisher's Weekly or in the Sunday edition of the local daily paper will give an independently published book an improved chance for selection by Putnam County Library System.

Information regarding the material should be sent to the Putnam County Library System's Collection Development Committee. The following information should be included:

- A brief summary of the material.
- Any professional reviews
- Intended audience
- Author background and contact information
- Publisher information
- Item description (price, ISBN, date of publication)
- Distributor(s)
- OCLC Worldcat Record

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