

Putnam County Public Library District
Regular Meeting of the Board of Library Trustees
December 10, 2018

- 1) The Putnam County Public Library Board meeting was called to order at 7:02p.m. by Bob Steele, President.

- 2) Roll Call:

Present:	Absent:
Bob Steele, President	Joan Augustine, Trustee
Debbie Ward, Vice President	
Kim McCracken, Treasurer	
Merry Bassi, Secretary	
Debbie Pletsch, Trustee	
John Crist, Trustee	

- 3) Correspondence, communications, and public comments: We received a thank you note from Carrie Prater for flowers sent for her dad's funeral and Bernie Egan for approval of pay raise.

- 4) Committee Reports: None

- 5) Consent Agenda, Librarian's Report: Per capital grant requirements were discussed. Trustees acknowledge the online requirements. Debbie Ward motioned to accept the minutes & librarian report & statistics. Debbie Pletsch second. Motion carried

- 6) Financial report: Debbie Ward motioned to approve the Treasurer's report. Kim McCracken second. Motioned carried.

- 7) Approval of Bills: John Crist motioned to approve the September bills as recorded. Debbie Ward second. Motion carried.

- 8) Unfinished Business:
 - a) Condit Building: Jay met with David Boucher and George Wheeler, Senachwine Township Board Trustees, regarding their Condit concerns and their desire to de-annex. We'll need to investigate the legal aspect. Their primary concern is the building, however, they want more hours, more programs and newer books. Jay Kalman will share the Condit Library patron survey results of Condit with the Senachwine Township Board. The Senachwine Board is planning on replacing the roof and windows on the Condit building.

 - b) Replacement Taxes: No updates. We're waiting for Phil Lenzini's letter to the county.

 - c) Website: Shaw Media has given us a quote of \$925 dollars for redesigning the library webpage. The \$925 would include 5 pages. There would be an additional \$59.99 monthly hosting fee for 6 months, and an addition \$300 for the webpage files at the end of the 6 months. Shaw Media would move the website for us at the end of the 6 months. Benefits would be that it would be more organized, large programs would be separated from small programs, improved calendar, tracking of current website usage, existing links will stay. Matt Miller plans to do additional marketing of the website. Matt Miller & Paula Taylor would be

responsible for the ongoing maintenance of the webpage. Website redesign would start immediately. Changes should be available in several weeks. Kim McCracken motioned to approve the website redesign and employ Shaw Media. Thank you Matt Miller for your work investigating our website redesign.

d) Personnel: Jay Kalman will look at options in scheduling to give Matt Miller time to work on key projects such as web design, program and grants. At this time, we do not have the option to increase Matt's hours due to IMRF concerns. Debbie Ward motioned to approve a Christmas bonus of \$25 for library staff and \$50 for library director. Debbie Pletsch second. Motioned carried.

9) New Business:

a) Acknowledgement of Per Capital Requirements: Debbie Pletsch motioned to acknowledge the Board per capital grant requirement. Kim McCracken second. Motion carried.

10) Signing of paperwork (minutes, bills, other):

11) Adjournment: Meeting was adjourned at 8:50 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for January 14th, 2019.

Respectfully submitted,

Merry Bassi, Secretary