

Putnam County Public Library District
Regular Meeting of the Board of Library Trustees
November 12, 2018

1) The Putnam County Public Library Board meeting was called to order at 7:06p.m. by Debbie Ward, Vice President.

2) Roll Call:

Present:

Debbie Ward, Vice President

Kim McCracken, Treasurer

Merry Bassi, Secretary

Joan Augustine, Trustee

John Crist, Trustee

Absent:

Bob Steele, President

Debbie Pletsch, 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 from Bernie Egan for approval of pay raise.

4) Committee Reports: None

5) Audit Report - Hopkins & Associates: Kim Bird from Hopkins, reviewed the audit report for our library district. John Crist motioned to approve the Audit Report with the modification of Board Member Term date modification for John Augustine & Kim McCracken. Kim McCracken second. Motion carried.

5) Consent Agenda, Librarian's Report: Joan Augustine motioned to accept the minutes & librarian report & statistics. John Crist second. Motion carried

6) Financial report: John Crist motioned to approve the Treasurer's report. Kim McCracken second. Motion carried.

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

8) Unfinished Business:

a) Condit Building: Joan Augustine attended the November 2018 Senachwine Township meeting. Our letter offering to pay for Soffits & Gutters was again reviewed, but no action was taken. Senachwine Township is getting an estimate on windows & doors. A group on the Township Board has discussed with Klein, Thorpe & Jenkins the possibility of withdrawing from our library district and creating their own library. Jay Kalman will discuss Senachwine Township concerns with our attorney, Phil Lenzini. Kim McCracken will attend the next township meeting on December 13th meeting.

Preliminary results of the Condit survey were discussed. More detail will be reviewed at our next meeting. Jay Kalman will send a note to Lake Thunderbird Chair Tree newsletter thanking everyone for filling out the Library survey.

b) Replacement Taxes: We're waiting for the letter from Phil Lenzini. Jay Kalman will followup with Phil Lenzini regarding our letter.

9) New Business:

a) Web Site: Staff would like help with our website. Shaw Media's quote was \$925 for five pages for \$925 to set up and \$60/month to maintain for 6 months. Jay Kalman will ask Matt Miller & Paula Taylor to attend the next meeting to discuss what we expect to get from the improved website. Princeton & Utica library's have great websites.

a) Personnel: The Board received a letter from Matt Miller, outlining all his library activities, his pursuit of educational opportunities that support the library and requesting additional hours. The request has been tabled until next meeting when we have a full board. Jay Kalman will put together a spreadsheet of each staff member, their individual responsibilities along with their current hours.

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

11) Adjournment: Meeting was adjourned at 8:52 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for December 10th, 2018.

Respectfully submitted,

Merry Bassi, Secretary