

Putnam County Public Library District
Regular Meeting of the Board of Library Trustees
January 8th, 2018

1) The Putnam County Public Library District Board meeting was called to order at 6:58 p.m. by Bob Steele, President. Joan Augustine, from Putnam, Illinois was sworn in as an officer of the Putnam County Public Library District Board of Library Trustees.

2) Roll Call:

Present:

Bob Steele, President
Debbie Ward, Vice President
Kim McCracken, Treasurer
John Crist, Trustee
Joan Augustine, Trustee

Absent:

Debbie Pletsch, Trustee

3) Correspondence, communications, and public comments: None

4) Committee Reports: None

5) Consent Agenda, Librarian's Report: John Crist motioned to approve the Treasurer's report. Joan Augustine second. Motioned carried

6) Financial report: John Crist motioned to approve the Treasurer's report. Joan Augustine second. Motioned carried.

7) Approval of Bills: Debbie Ward motioned to approve the November & December bill as recorded. Kim McCracken second. Motion carried.

8) Unfinished Business:

a) Condit Building: No update.

b) Library Policies: Jay will discuss time off with staff at the next staff meeting. Many libraries are moving toward paid time off versus vacation and sick time.

c) Landscaping: Tabled until after painting is completed.

9) New Business

a) Personnel: Staff raises were discussed. The last raise was in July 2016. Any action is tabled until next month, when Jay will bring additional information.

b) Per Capita Requirements: The Board will review the Per Capita grant via the url <https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>.

c) Trustee Training: The Board has agreed to review the training on 1) Trustee Duties & Responsibilities, 2) Orientation for New Trustees, 3) Legal Responsibilities & Liability, and 4) Policymaking. The training URL is https://youtu.be/YSU_Jm-NFF8.

d) Mileage rate: Has increased to 54.5 cents in 2018 vs 53.5 cents in 2017.

e) Personal Property Tax: Phil Lenzini found the original order stating that the library became a library district in June 8th, 1995. The order will be attached to the minutes. Bob Steele will contact Kevin Kunkel, the County Treasurer, and present a copy of the Order.

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

11) Board Comments: Bob Steele brought up the issue of patron focus. Jay will emphasize at the Staff meeting. This is a priority of the Board.

12) Adjournment: John Crist motioned to adjourn the meeting. Joan Augustine second. Meeting was adjourned at 7:45 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for February 12th, 2018.

Respectfully submitted,

Merry Bassi, Secretary