

Putnam County Public Library District
Regular Meeting of the Board of Trustees
October 14th, 2019

- 1) The Putnam County Public Library Board was called to order at 7:02 p.m. by Joan Augustine, Vice President.
- 2) Roll Call:

Present:	Absent:
Bob Steele, President	Bob Hamann, Trustee
Joan Augustine, Treasurer	
Merry Bassi, Secretary	
Sean Brannon, Trustee	
Sally Young, Trustee	
- 3) Correspondence, communications, and public comments: None
- 4) Annual Audit Report: Kim Bird, Hopkins & Associates presented the Putnam County Library's annual audit. The General Fund had a deficit, which the Board will have to continue to manage. Contractual Services and IMRF funds were discussed. Jay Kalman will review our IMRF liability with the State of Illinois to gain further understanding. Our Audit funds have exceeded expenses, so one option might be to move the Audit Levy to IMRF for one to two years. Sean Brannon motioned to accept the Audit as presented. Sally Young second. Motion carried. Jay Kalman will investigate phone/internet options.
- 5) Committee Reports: None
- 6) Consent Agenda, Librarian's Report: Jay attached an article regarding Libraries without Librarians. There was discussion about the possibilities of using this concept at Condit, McNabb & Magnolia. Jay Kalman will investigate more for discussion for next year's budget. A building consultant was discussed. The building consultant was tabled until next meeting. Jay Kalman also presented the concept of "Library of Things". Peru library recently started this new lending service. Jay will contact Peru library for additional information and understand exactly how this works. Sean Brannon motioned to accept the the Consent agenda as presented. Sally Young second. Motion carried.
- 7) Financial report: Bob Steele arrived at 8:12 pm and resumed the role of Board President. Expenses were discussed and we'll continue to review. Next month we'll have the budgeted vs actual expense report. Joan Augustine motioned to approve the Financial Report as presented. Sean Brannon second. Motion carried.
- 8) Approval of Bills: Sally Young motioned to approve the bills for approval as recorded. Joan Augustine second. Motion carried.
- 9) Unfinished Business:
 - a) Condit Building: The library sent the Intergovernmental agreement back to Senachwine Township for review. The Township's lawyer is reviewing. We asked the Township to outline their grievances regarding the library. The township feels unappreciated and poorly communicated with. They'd like Jay Kalman and Bob Steele to attend their meeting. Joan Augustine has attended their meeting regularly as a representative of the

library. There are not enough programs and hours. The stairs are an issue. Several programs were suggested: Indian artifacts and Chair Tree.

Currently, Condit is open 12 hours a week. The Board discussed adding more programs and also getting additional folding chairs to accommodate overflow crowds.

b) Replacement Taxes: Phil Lenzini sent a letter to Putnam County outlining the fact that the County owes the Library additional money. We have not heard from the County.

10) New Business:

a) Tax Levy Ordinance 19/20-3: The 2019 Putnam County Library budget was published in newspaper over 30 days ago. Our budget falls within 105% of last year's levy. Sean Brannon motioned to adopt Tax Levy Ordinance 19/20-3. Sally Young second. Motion carried.

b) Furniture: Staff suggested that we buy nested tables that could be used for programs and easily moved. Sally Young approved to purchase of 4 tables for \$1,116. Joan Augustine second. Motion carried.

c) Cleaning: Staff clean at the local library. Granville is asking for cleaning service. Action was tabled at this.

d) Computers: Currently there are 10 staff computers. They're 5 years old. Sean Brannon motioned to approve the purchase of 10 refurbished without the extended warranty. Sally Young second. This will come out of the Maintenance Fund.

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

13) Other: Awning costs are still being investigated. Jay Kalman will post signs in McNabb and Magnolia asking for people interested in being Board members.

14) Adjournment: Meeting was adjourned at 9:05 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for November 11th, 2019.

Respectfully submitted,

Merry Bassi, Secretary