

Putnam County Public Library District
Regular Meeting of the Board of Trustees
December 9th, 2019

1) The Putnam County Public Library Board was called to order at 7:03 p.m. by Bob Steele, President.

2) Roll Call:

Present:

Bob Steele, President
Joan Augustine, Treasurer
Merry Bassi, Secretary
Sean Brannon, Trustee
Bob Hamann, Trustee
Sally Young, Trustee

Absent:

3) Correspondence, communications, and public comments: The Board received a nice card from Bernie Egan regarding the recent raise, desire to serve patrons and the lovely Granville library. A letter was also received from Phil Lenzini of Kavanagh, Scully, Sudow, White & Frederick, P.C., library attorneys regarding their fees.

4) Committee Reports: None.

5) Consent Agenda, Librarian's Report: Sean Brannon motioned to accept the consent agenda as presented. Joan Augustine second. Motion carried.

6) Financial report: Bob Hamann motioned to approved the Financial Report as presented. Sean Brannon second. Motion carried.

7) Approval of Bills: Joan Augustine motioned to approve the bills for approval as recorded. Bob Hamann second. Motion carried. Jay Kalman will investigate phone/internet options for Standard.

8) Unfinished Business:

a) Condit Building: Dave Boucher, Senachwine Township Board, did not attend our meeting so unstaffed hours at Condit were not discussed.

b) Replacement Taxes: No update at this time.

c) Unstaffed libraries: Jason Haab from Springfield Electronic offered to provide bid documents at a cost of \$400. Also, leasing the equipment in an option for a monthly fee. No action was taken at this time.

d) Vacant Trustee Position: Jay will post a notice in each library regarding the vacant trustee position.

9) New Business:

a) Personnel (5ILVS 120/2(c) (1): The Board acknowledges our agreement to meet the requirements for the 2020 Per Capita grant. Trustees will review chapters 11-Appendices of the "Trustee Facts File Third Edition".

<https://www.cyberdriveillinois.com/departments/library/libraries/pdfs/trusteefacts.pdf>. Staff and trustees will complete at least one free online education opportunity focusing on organizational management. Providers may include but are not limited to the Illinois State Library, and Illinois Library System, ALA, PLA, ILA and other state libraries. Library staff and trustees will familiarize themselves with services provided by the Digital Public Library of America (DPLA): <https://dp.la/> and the Illinois Digital Archives (IDA): <http://www.idaillinois.org/>.

b). Staff will also receive bonus checks for Christmas, \$25 for staff, \$50 for director.

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

11) Adjournment: Meeting was adjourned at 7:49 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for January 13th, 2020.

Respectfully submitted,

Merry Bassi, Secretary