Putnam County Public Library District Regular Meeting of the Board of Trustees November 11th, 2019

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

2) Roll Call:

Present: Absent: Bob Steele, President Joan Augustine, Treasurer Merry Bassi, Secretary Sean Brannon, Trustee Bob Hamann, Trustee Sally Young, Trustee John Crist, Trustee

3) Correspondence, communications, and public comments: None

4) Committee Reports: The Board received a card appreciation for the pay raise from Bernadette Egan.

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

6) Financial report: Joan Augustine motioned to approve the Financial Report as presented. Bob Hamann second. Motion carried.

7) Approval of Bills: Sean Brannon motioned to approve the bills for approval as recorded. Bob Hamann second. Motion carried.

8) Unfinished Business:

a) Condit Building: The Condit building roof is scheduled to be replaced by the end of the month. Staff hours will be shifted to give an extra day per week to Condit starting in 2020.

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.

c) Unstaffed libraries: Jay is working with Jason Haab on the electronics implement the unstaffed library. The costs range from \$33,378.65 to \$39,619.59 depending on the scope of the project. The project would have to go for bid. Several concerns were discussed such as patron usage and vandalism. If we are to proceed, we'd need an outline of all the components of the project and approach the building owners to gain approval for installing the equipment. Next month, Dave Boucher from Senachwine Township Board will attend out December meeting and we'll discuss the idea of Condit unstaffed hours at that time. Jay will also talk with the McNabb Village Board.

d) Building Consultant: Jay presented four options for a library building consultant to develop a building plan for our system. A plan would give us options for grant money in the future for building improvements. Bob Hamann motioned to approve a visit by Fred Schlipf for the Hennepin and Granville buildings. Sally Young second. Motion carried.

e) Library of Things: Libraries are loaning out more than books, items such as sewing machines, tools, binoculars. Jay will post a poster of "the Library of Things" and ask our patrons what would like us to lend.

f) Granville Library Awning: The proposal was \$2500. Hopkin's Alumni association will need to decide what portion they'll pay for.

g) Trustee: We still have a library board trustee vacancy. Jay will put a notice in the Putnam County Record.

h) Library staff T-shirts: Jay Kalman investigated shirts with the library logo. They could be for staff to wear and also for sale. The shirt with an embroidered logo is around \$20/shirt. Jay Kalman will discuss with the staff and see if they approve.

9) New Business: None

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

1) Adjournment: Meeting was adjourned at 8:09 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for December 9th, 2019.

Respectfully submitted,

Merry Bassi, Secretary