

Putnam County Public Library District
Regular Meeting of the Board of Trustees
March 9th, 2020

1) The Putnam County Public Library Board was called to order at 7:01p.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
Jo Ann Steffens, Trustee

Absent:

3) Correspondence, communications, and public comments: We received a letter from the Illinois State Library saying we're to inform them of vacancies.

4) Trustee Vacancy: Bob Steele nominated Jo Ann Steffens to fill the vacant library trustee position. Sally Young motioned to accept Jo Ann's nomination. Joan Augustine second the motion. Jo Ann Steffens from Mark, Illinois was sworn in as as Putnam County Public Library Trustee by Bob Steele.

4) Committee Reports: None

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

6) Financial report: Jay Kalman did talk with our accountants about salary and phone/automation accounts variances. Salary accounts will be fixed by next meeting. Phone & automation variance will need to be addressed through the next budget. Phone expenses were again discussed along with various options. Joan Augustine motioned to approve the Financial Report as presented. Jo Ann Steffens second. Motion carried.

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

8) Unfinished Business:

a) Condit Building: The Senachwine Township offered to switch buildings. They'd move into the existing Condit library and the library would move into the Township building. The Senachwine Township building is also the current voting facility. We're interested in pursuing the switch. It appears to be feasible, but we'll need to work the details out. Questions related to square footage, heating & cooling costs, voting, roof, future repairs, rent, separate thermostats, snow removal will need to be addressed.

b) Replacement Taxes: No update at this time.

c) Unstaffed libraries: One concern with unstaffed libraries is always about losing jobs. Many libraries that utilized unstaffed hours actually increased staffing. Jay will put together the costs for the Hennepin and Granville library. Also, we'll need to decide what our measures of success would be. Discussion to be continued.

d) Awning: The vendor that was going to install the awing said that the building front could not support the weight of the awning. Other vendors are being investigated.

e) Building plan: Bob Hamann and Bob Steele will attend the next library building planning session at the University of Illinois on Wednesday, March 11,2020.

9) New Business:

a) Magnolia hours: Peggy Smith has requested extra help, approximately 4 hours per week. Jay will schedule Cheryl Young.

10) Board Comments: Questions were raised about coronavirus and staff concerns. The staff want to start sanitizing more. Staff will be wiping down keyboards, desk tops, door knobs, common areas more frequently.

11) Signing of paperwork (minutes, bills, others):

12) Adjournment: Meeting was adjourned at 8:17 p.m.

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

Respectfully submitted,

Merry Bassi, Secretary