

Putnam County Public Library District  
Regular Meeting of the Board of Trustees  
October 12th, 2020

1) The Putnam County Public Library Board was called to order at 7:04 p.m. by Bob Steele, President. The Board meeting was carried out via Zoom videoconferencing.

2) Roll Call:

Present:

Bob Steele, President  
Joan Augustine, Treasurer  
Merry Bassi, Secretary  
Sean Brannon, Trustee  
Sally Young, Trustee  
Jo Ann Steffens, Trustee  
Jay Kalman, Director

Absent:

Bob Hamann, Trustee

Guests: Fred Schlipf, Library Building Plan Consultant  
Joshua Hackel, Library Building Plan Student

3) Report from Library Building Consultant Fred Schlipf & student Joshua Hackel: Hennepin library is currently around 4000 square feet and could be expanded by approximately 2,500 square feet. Several questions were raised by Fred Schlipf; 1) is the library building plan affordable and 2) what functions are needed in the Headquarters that are utilized by the whole district. Meeting rooms, storage, the collection size and work area are primary issues. None of the libraries have a specified meeting room. The Granville library does have room in the back of the library that could be converted into a modest meeting room.

The state library does provide grant money. We would have to match approximately 50% of the grant. The grant is issued based on need which is based on the percentage of children in the school district utilizing free or reduced lunch support. To apply for the library grant, a schematic design (a floor plan, elevations, drawing of the building straight on), a site plan and a cost estimate must be submitted. Selecting an architect takes about 2 months, unless we already have an architect we've selected for other projects. The architect would take about 4 months to come up with the plan. Application for construction grant must be submitted by April 15th. We'll need to come to decision quickly on the priorities. A project cost for us would be at a minimum of \$200/square foot. The goal is to be ready with a plan before April 15th. Building a new library takes around 1.5 years. Remodeling an existing building takes approximately 2 years. The Board will need to meet soon to review the Building Plan and decide on priorities. The Board will also have to discuss the probabilities of receiving community financial support. Jay Kalman will find out from the schools the percentage of children receiving free and reduced lunches.

Jo Ann Steffens questioned whether meeting rooms would be utilized with COVID. Online meetings are well attended. Will this become the future and maybe more staff work space should be the priority. Sally Young discussed the importance of meeting rooms. The Board needs to go through the report and decide what is expendable and can be cut from the building plan based on priorities. We also do not have a 501C organization that could support fund raising for the library.

4) Correspondence, communications, and public comments: None

5) Committee Reports: None

- 6) Consent Agenda, Librarian's Report: Sally Young motioned to accept the consent agenda as presented. Sean Brannon second. Motion carried.
- 7) Financial report: Our second tax distribution was received. Joan Augustine motioned to approve the financial report. Jo Ann Steffens second. Motion carried.
- 8) Approval of Bills: Sean Brannon motioned to approve the bills for approval as recorded. Sally Young second. Motion carried.
- 9) Unfinished Business:
  - a) Condit Building: The roof is completed and the gutters are on. Moving to the Senachwine Township building is still on hold waiting for the kitchen issue to be resolved.
  - b) Replacement Taxes: No update at this time.
  - d) Unstaffed libraries: On hold for now.
  - e) Library Building Plans: Jay Kalman will schedule a special meeting of the Board to discuss the library building plan. Sally Young motioned to have a special meeting on October 26th, at 7pm. Joan Augustine second. Motion carried.
- 10) New Business:
  - a) Tax Levy Ordinance 20/21-3: Our tax levy is under 4.9%. Sean Brannon motioned to accept Tax Levy Ordinance 20/21-3. Joan Augustine second. Motion carried.
  - b) Ann Wink Memorial: The family donated \$350 in memory of Ann Wink. A ledger line item will set up for the donations. One idea was to move the children's items into the meeting room and name the room after Ann Wink. We'd have to move the computers and audio books out. There would be cost related to moving the computers and adding an additional window. Jay Kalman will get the costs on adding a window. Jay Kalman will get a plaque for the wall of the new children's area and let the family know what we're doing.
- 11) Board Comments: Sally Young suggested that we add a plastic envelopes in the lobby to include allow handouts for people to take. An example of the use of this is the key bullet points of why to vote for the increased tax referendum.
- 12) Signing of paperwork (minutes, bills, others):
- 13) Joan Ann Steffens motioned to adjourn the meeting at 8:25p.m. Sally Young second. Motion carried.

Next regular Putnam County Public Library District Board meeting is scheduled for November 9th, 2020.

Respectfully submitted

Merry Bassi, Secretary