

Putnam County Public Library District  
Regular Meeting of the Board of Trustees  
September 14th, 2020

1) The Putnam County Public Library Board was called to order at 7:02 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  
Bob Hamann, Trustee  
Jo Ann Steffens, Trustee  
Jay Kalman, Director

Absent:

3) Correspondence, communications, and public comments: The Putnam County Board of Review sent a letter informing us that Vistra Energy is seeking an assessment decrease by over \$100,000 in assessed value.

4) Committee Reports: None

5) Consent Agenda, Librarian's Report: Minutes from the July 13th, 2020 meeting were reviewed. Questions were asked about the Patron withdrawal numbers for August. We are required by the state to withdraw patrons if they haven't used their card for 5 years. Current Patron count will be added to the statistics. Sean Brannon motioned to accept the consent agenda as presented. Bob Hamann second. Motion carried.

6) Financial report: Sally Young motioned to approve the financial report. Sean Brannon second. Motion carried.

7) Approval of Bills: Credit card last fees were discussed in terms of how to eliminate the late charge. The credit card bill timing doesn't match the board meeting. In the future, Jay Kalman will contact the President/Treasurer to authorize payment prior to the meeting date. Sally Young motioned to approve the bills for approval as recorded. Joan Augustine second. Motion carried.

8) Unfinished Business:

a) Budget and Appropriation Ordinance 20/21-2: Bob Hamann motioned to approve the Budget and Appropriation Ordinance 20/21-2. Sean Brannon second. Motion carried.

b) Condit Building: The new steel roof is completed. The Senachwine Township is still working through the issues about switching building.

c) Replacement Taxes: No update at this time.

d) Unstaffed libraries: On hold for now.

e) Library Building Plans: Jay Kalman will contact the court house to get the actual Hennepin library lot measurement

9) New Business:

a) Minimum Wage and Payroll: Our budget is tight and our biggest expense is labor. The Board decided on a 3% rate wage increase. Sally Young motioned to approve a 3% salary increase. Joan Augustine second. Motion carried with one no vote by Bob Hamann.

10) Board Comments: Sally Young asked that we publish the meeting dates for the County Tax Referendum on Facebook. Jay Kalman asked if a staff member tests positive for CoVid would we pay their time off. Sally Young motioned to adopt a policy of paying for two weeks off for CoVid positive/quarantine. Bob Hamann second. Motion carried. We'll also follow the Health Department rules for reopening.

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

12) Adjournment: Meeting was adjourned at 7:54 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for October 12th, 2020.

Respectfully submitted,  
Merry Bassi, Secretary