

Putnam County Public Library District
Regular Meeting of the Board of Trustees
January 11th, 2021

1) The Putnam County Public Library Board meeting was called to order at 7:05 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
Sally Young, Trustee
Jo Ann Steffens, Trustee
Jay Kalman, Director

Absent:

Bob Hamann, Trustee
Sean Brannon, Trustee

Guest: Mike Kmetz

3) Report Architect Mike Kmetz: Jay Kalman, Marilyn Calbow and Mike Kmetz met to review the Fred Schlipf building plan. They reviewed the recommendations from Fred Schlipf's building plan and what the Board identified as necessary additions for the Hennepin library building. Based on property line, we can add 27 feet onto the north side of the building. A large and small meeting room, vestibule, restrooms, mechanical, workspace and young adult, and expanded children's area were identified. The meeting room could be used after hours as well as the restrooms. The service desk is placed so the librarian can see who's entering the library. The Children's area is near the back. DVDs and CDs are to the east of the service desk. The current restrooms would become mechanical and storage space. The heating and cooling would be moved from the ceiling to the mechanical room. The director's office stays where it is. A small area near the director's office will be the storage. Young adult area is near the service desk.

Mike Kmetz suggested we remove the existing ceiling and allow the old structure to be visible. It would open up the library, A concern is how that would affect the heating and cooling. The architect would have to do an analysis to understand how this would affect our costs.

Storage space was questioned. There are ways to go from 170 to 340 square feet for storage.

Once we develop a plan that is close to what we need, then a cost estimate would be put together. Right now, for the building addition and the remodel, we're talking approximately \$765,550.

A special meeting will be scheduled in two weeks to review the plan. After that the next step will be for Jay Kalman to talk with Fred Schlipf so the building plan matches the floor plan. To submit for the library building grant, we need the budget and floor plan.

4) Personnel (5 ILCS 120/2 (c)(1) : This has been removed as an agenda item.

5) Correspondence, communications, public comments: None

6) Committee Reports: None

5) Consent Agenda, Librarian's Report: The question about switching to solar was regarding Ameren to Acadia Solar. There is the potential for cost saving with this switch. Jay will add Master Class statistics. The Master Class is a grant via Master Class to libraries to offer free programming during Covid. The Prairie Cat app was \$2,600 for the initial access, but will be \$500 year annually. Joan Augustine motioned to accept the Consent Agenda and report. Jo Ann Steffens second. Motion carried.

6) Financial report: Jay Kalman will work with our accountant to get the Director salary and Risk Management categories corrected. Sally Young motioned to approve the financial report. Joan Augustine second. Motion carried.

7) Approval of Bills: Amazon Capital Services were for switches, hard drives and BluRay/DVDs. TechPro Logic will install. Two of the computers in Granville are not working, but it's not a priority since we're not open at this time to patrons. JoAnn Steffens motioned to approve the bills for approval as recorded. Joan Augustine second. Motion carried.

8) Unfinished Business:

a) Condit Building: No updates. Joan Augustine will attend the Senachwine Township meeting on Thursday.

b) Replacement Taxes: There are not updates at this time. The County's financial condition has not improved.

d) Unstaffed libraries: On hold for now.

e) Library Building Plans: We met with Mike Kmetz and reviewed the building proposal.

9) New Business:

a) 2021 Standard Milage Rate at \$0.56 per mile Joan Augustine motioned to adopt the new mileage rate of \$0.56 per mile. Jo Ann Steffens second. Motion carried.

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

11) Other: We have not nominated a Vice President, Joan Augustine nominated Sean Brannon as Vice President, Merry Bassi second the motion. Motion carried.

12). Meeting adjourned at 8:20 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for February 8th, 2021. A special meeting is scheduled on January 25th, 2021 to review the building schematic.

Respectfully submitted

Merry Bassi, Secretary