

Putnam County Public Library District  
Regular Meeting of the Board of Trustees  
May 10th, 2021

1) The Putnam County Public Library Board meeting was called to order at 7:02 p.m. by Bob Steele, President. The Board meeting was via Zoom videoconferencing.

2) Roll Call:

Present:

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

Absent:

Bob Hamann, Trustee

3) Swearing in Newly Elected Trustees: Jo Ann Steffens was sworn in for the two year term. Sally Young, Joan Augustine and Bob Steele were sworn in for four year terms.

4) Election of Officers: Merry Bassi nominated Bob Steele for position of President. Sally Young second the nomination. Bob Steele nominated Sean Brannon for Vice President. Sally Young second the nomination. Sally Young nominated Merry Bassi for secretary. Jo Ann Steffens second the nomination. Joan Augustine was nominated for Treasurer. Jo Ann Steffens second. Sally Young motioned to accept the nominations. Sean Brannon second. Motion carried.

5) Correspondences, communications, public comments: The Granville Police Department sent a letter to Granville, McNabb and Standard libraries requesting a donation for Christmas shopping for children of need.

6) Committee Reports: None

7) Consent Agenda, Librarian's Report: Joan Augustine motioned to accept the minutes and librarian's report as presented. Sean Brannon second. Motioned carried. Jay Kalman will ask Matt Miller investigate putting library programs on our webpage.

8) Financial report: Sean Brannon motioned to approve the financial report and statistics. Jo Ann Steffens second. Motion carried.

9) Approval of Bills: Jay Kalman will investigate StarLink for Condit. Sally Young motioned to approve the bills as presented. Sean Brannon second. Motion carried.

10) Unfinished Business:

a) Condit Building: Bob Steele will send a letter requesting a joint meeting at the Township building.

b) Replacement Taxes: Jay Kalman will ask Phil Lenzini to send a letter to the county.

d) Unstaffed libraries: On hold for now.

e) Library buildings plan: Cargill Building was shown as a building for sale. Jay Kalman will set up time to see the building.

11) New Business:

a) Electronic Device Circulation Limits: We have 10 working hot spots. Several are used by teachers. Currently, patrons can renew it twice before they have to bring the hot spot in for library renewal. At this time, no action was taken.

b) Donations: Granville Police department asked for donations to take children shopping for a Christmas gift. The Putnam County Community center asked for a donation for a Quad Cities Golf Tournament. The donation is given back to the Community Center along with 5% more. Since the Standard Library is housed in the Putnam County Community Center, the Board decided to make a donation. Sally Young motioned to donate \$100 to the Putnam County Community Center. Joan Augustine second. Motion carried. Jay Kalman will investigate a library Christmas give away that would bring children into the library.

c) Public Library Non-Residents Cards: Jo Ann Steffens motioned to renew the non-resident library card of \$133/year. Sally Young second. Motion carried.

d) Accountant/Auditor Engagement: Hopkins & Associated proposal for 2021-2022 accountant/auditor/bills is the same cost as last year. No other proposals were received. Sally Young motioned to accept Hopkin's accountant/auditor/bills engagement proposal. Joan Augustine second. Motion carried.

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

13) Other: Jo Ann Steffens asked about having First Aid supplies available in the libraries. Sally Young will ask several vendors for First Aid Supply kits.

14) Meeting adjourned at 8:04 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for June 14th, 2021.

Respectfully submitted,

Merry Bassi, Secretary