

Putnam County Public Library District
Regular Meeting of the Board of Trustees
February 14th, 2022

1) The Putnam County Public Library Board meeting was called to order at 7:07 p.m. by Bob Steele, President. The January 2022 meeting was canceled due to lack of quorum.

2) Roll Call:

Present:

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

Absent:

Bob Hamann, Trustee

3) Correspondence, communications, public comments: The high school has requested an ad in the yearbook. Sean Brannon approved a quarter page color for \$140. Joan Augustine second. Motion carried.

4) Committee Reports: None

5) Consent Agenda: Merry Bassi requested that the total patron be included in the statistics. Sally Young motioned to accept the Consent Agenda. Sean Brannon second. Motion Carried.

6) Financial Report & Approval of Bills: Jay Kalman will investigate salaries to see what it will take to be in line with the budget. Jay Kalman will review Public Relations and Telephone expenditures and discuss salary categories with our Auditors. Sean Brannon motioned to approve the financial report and bills. Joan Augustine second. Motion carried.

7) Approval of Bills: Jay Kalman will contact McNabb Telephone Company to find out more information about the fiber optics being installed. Jo Ann Steffens motioned to accept the December 2021 bills as presented. Sally Young second. Motion carried. Jay Kalman will compare Staples pricing to LaSalle Office Supplies. Joan Augustine motioned to approve the January 2022 bills for approval. Sean Brannon second. Motion carried.

8) Unfinished Business:

a) Condit Building: No updates at this time.

b) Unstaffed Libraries & Library Building Plan:

c) Replacement Taxes: Bob Steele will authorize Phil Lenzini to send one additional demand letter. If we again receive no response we will file a lawsuit.

10) New Business:

a) 2022 Standard Milage Rate: Sally Young motioned to approve 58.5 cents per mile.
Jo Ann Steffens

b) Acknowledgement of 2022 Per Capita Grant Requirements: Jay Kalman reviewed the document "Serving Our Public". We need handicap access in Condit and additional space in Hennepin. When we make the move to the Senachwine Township building we addressing the Condit handicap access. Jo Ann Steffens motioned to acknowledge the resolution. Sally Young second. Motion carried.

c) Hotspots: We don't have enough hotspots for the demand. We currently have 14 hotspots. The majority are using for internet. If we went to 20 hotspots to meet the current need. Patrons can check out for 2 weeks with one renewal. Sean Brannon motioned to approve the purchase of 6 additional Hotspots. Sally Young second. Motioned carried.

d) Fine Free: LaSalle Library and many other libraries have moved to fine free. Fines sometimes keep people from returning. Sally Young motioned to remove fines for late books and DVDs. Jo Ann Steffans second. Motion carried.

e) Personnel: (5 ILCS / 120/2(c) (1): Jay Kalman will be retiring the end of February 2022. Marilyn Calbow will be acting director starting in March 2022. We accept Jay Kalman's resignation and thanked him for his service. We look forward to working with him in the future.

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

12) Other:

13) The meeting adjourned at 8:25 pm. The next meeting of the Putnam County Public Library District Board is scheduled for March 14th, 2022.

Respectfully submitted,

Merry Bassi, Secretary