

Putnam County Public Library District
Regular Meeting of the Board of Trustees
June 13th, 2022

1) The Putnam County Public Library Board meeting was called to order at 7:01 pm. by Bob Steele, President.

2) Roll Call:

Present:

Bob Steele, President
Sean Brannon, Vice President
Merry Bassi, Secretary
Joan Augustine, Treasurer
Jo Ann Steffens, Trustee
Bob Hamann, Trustee
Marilyn Calbow, Acting Director

Absent:

Sally Young, Trustee

Guests: Jay Kalman, Matt Miller, Ron Bluemer

3) Correspondence, communications, public comments: The Library Board received a letter of resignation from Paula Taylor. Paula will be attending the University of Illinois next semester. Paula will be missed.

‘Shop with a Cop’ sent a donation request.

Ron Bluemer addressed the Board regarding the research books he utilized in writing his twelve books. He has around ten boxes of primary source books that he’d like to donate to the library. The Board accepted his donation. Marilyn Calbow will research how to best handle these books.

Matt Miller found Megan Baznik, a storyteller. She will be offering a Story Telling Workshop sometime around Harvest Home. Matt will talk to the Putnam County Historical Society about having the workshop at the meeting house. After the workshop, participants will present a short story.

A patron suggested we rent Kayaks. She had one she would donate. The Board had many questions that we’ll need to investigate.

4) Committee Reports: None

5) Consent Agenda: Bob Hamann motioned to accept the Consent agenda. Sean Brannon second. Motion carried.

6) Financial Report & Approval of Bills: There were questions about categories 116 & 117 Cash on Hand, what’s included in these accounts and what records we keep on how it’s used. We will have to move around \$15,000 from the SuperNow account to Payroll. Marilyn will investigate eRate reimbursement. Joan Augustine motioned to approve the financial report. Jo Ann Steffens second. Motion carried.

7) Approval of Bills: Digital Signage was discussed. The Digital Signs would be used for announcing programs, on 40-60 inch TV’s. They will include QR codes that can be scanned

and sent to peoples phones. Matt Miller would be able to program all the digital signs from Hennepin. There are 100's of template. We could try it a year. Bob Hamann motioned to purchase two digital sign boxes along corresponding hookups. Sean Brannon second. Motion carried. Stephenson Transfer monthly storage fee was discussed. We'll discuss more at a later time. Bob Hamann motioned to approve the May 2022 bills for approval. Joan Augustine second. Motion carried.

8) Unfinished Business:

a) Condit Building: No update. The floor is still being replaced.

b) Unstaffed Libraries & Library Building Plan: No updates at this time.

c) Replacement Taxes: Bob Steele asked Christine Mennie for a response to our letter to the County requesting our fair share of the Personal Property Taxes that we're due, before our meeting tonight. Christine Mennie informed Bob Steele that the information had been sent to their lawyer for an opinion. The County would like to resolve this issue. To date, Phil Lenzini has heard nothing from the County lawyer.

9) New Business:

a) Board of Trustee Meeting Date Ordinance FYE2022: We will continue to meet the second Monday of each month. Bob Hamann motioned to accept the meeting Ordinance Number 2021/2022-4. Sean Brannon second.

b) Prevailing Wage Rate: Joan Augustine motioned to accept and honor the State's Prevailing Wage Rate. Jo Ann Steffens second. Motion carried.

c) Personnel. (5ILCS 120/2 (c) (1): Paula Taylor is leaving at the end of the month. Marilyn Calbow suggested that we give Michele Trujillo up to 23 hours a week which would make her IMRF eligible. For the time being we'll move her to 18 hours per week. Jay Kalman is eligible to come back to work part time, less than 20 hours per week. We will re-hire Jay Kalman as an Executive Director for \$684/week, with part allocated to Risk Management. Jo Ann Steffens motioned to rehire Jay Kaman, as Executive Director at \$684 per week. Bob Hamann second. Motion carried.

d) Shop for a Cop request of Donation: Since we are a government agency dealing with tax payer funds the Board made no motion to provide a donation.

e) Landscaping for the Library. The landscaping is getting too much for the staff. There is an Eagle Scout who is looking for community service. Marilyn Calbow will find out if the Eagle Scout is interested.

f). Closing Standard on Thursdays: No patrons are utilizing the Standard library on Thursdays. The recommendation is to close on Thursdays. Sean Brannon motioned to close the Standard library on Thursdays. Bob Hamann second. Motion carried.

G). Appointing Marilyn Calbow as IMRF agent. Bob Hamann motioned to appoint Marilyn Calbow as the IMRF agent. Sean Brannon second. Motion carried.

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

11) Other: Putnam County Painting has repainted 5 library book drops. Several had to have major repairs. Putnam County Painting donated their services. Thank you Putnam County Painting. We received a \$1000 donation for Condit. The donator did not wish to be known.

12) The meeting adjourned at 8:28 pm. The next meeting of the Putnam County Public Library District Board is scheduled for July 11th, 2022.

Respectfully submitted,

Merry Bassi, Secretary