

PUTNAM DISTRICT LIBRARY

Agenda

April 20, 2021 - 6 PM

Call to Order

Time: _____

Members Present Attendance (name, location):

Ginger Cole –
Bessie Smith –
Holly Carpenter-
Duane Hansen –
Tina Williams –
Christy Trigg –

Staff Present Savannah Shilton

Approve Agenda Motion: Second: Discussion:

Roll call vote:

Ginger Cole –
Bessie Smith –
Holly Carpenter-
Duane Hansen –
Tina Williams –
Christy Trigg –

Approve March Meeting Minutes Motion: Second: Discussion:

Roll call vote:

Ginger Cole –
Bessie Smith –
Holly Carpenter-
Duane Hansen –
Tina Williams –
Christy Trigg –

Treasurer's Report

- Approve March Financial Statement Motion: Second: Discussion:

Roll call vote:

Ginger Cole –
Bessie Smith –
Holly Carpenter-
Duane Hansen –
Tina Williams –
Christy Trigg –

Monthly Board Business

- **Review board calendar**
 - *April:* Director's evaluation delivered (December) compensation reviewed (January) ~~finance meeting~~; Annual meeting (elect officers, set committee membership, sign conflict of interest forms, set annual goals); Summer Reading letters to businesses
 - *May:* audit, Building/Grounds projects planned; review board survey results; share staff goals/evaluations
 - *June:* review patron policies; send mailing with tax bill to village residents;

Committee Reports

- **Finance:** nothing to report
- **Building and Grounds:** nothing to report
- **Operations:** nothing to report

Director's Report

- **Staff**
 - Darcie's resignation
 - Hiring plans and staff duties
- **Technology**
 - Equipment installation for AT&T service starting (service begins July 1)
- **Covid19 response**
 - Barry County issued State of Emergency in March, this allows board to meet virtually for now; option to meet outside during warmer months (or other location)
 - MIOSHA has extended workplace COVID 19 requirements
- **Programming**
 - Looking ahead to summer reading, planning reading challenge so far; hoping to plan outdoor events
 - Planning a rock painting event (held outside) in May
 - Take & Make Kids Craft: 62 for March
 - Program statistics:

Program Attendance by event					
Date	Program	Total	Kids	Teens	Adults
3/4/2021	Nighttime Tales	6	3	0	3
3/11/2021	Nighttime Tales	2	1	0	1
3/18/2021	Nighttime Tales	5	3	0	2
3/25/2021	Nighttime Tales	3	2	0	1
3/31/2021	Backyard Birding and Beyond	17	0	0	17

Old Business:

New Business:

Public Comment: Three minute limit

Adjournment: Motion: _____ Second: _____ Time: _____
Roll call vote:
Ginger Cole –
Bessie Smith –
Holly Carpenter –
Duane Hansen –
Tina Williams –
Christy Trigg –

Next regular meeting May 18 at 6 pm

Putnam District Library Board Meeting Minutes for March 16, 2021

Call to Order at 6:02 pm

Members Present: Attendant (Name, location)

Ginger Cole – Maple Grove Township

Bessie Smith – Castleton Township

Holly Carpenter – Maple Grove Township

Duane Hansen – Village of Nashville

Tina Williams – Village of Nashville

Christy Trigg – Castleton Township

Staff Present: Savannah Shilton

Motion to Approve the Agenda by Duane Hansen, Second by Tina Williams No Discussion.

Ginger Cole – yes

Bessie Smith – yes

Holly Carpenter – yes

Duane Hansen- Aye

Tina Williams – yes

Christy Trigg – Aye

Motion Carried.

Motion to Approve February Meeting Minutes by Christy Trigg, Second by Duane Hansen. Discussion-Duane Hansen listed location was Maple Grove. He is from Village of Nashville.

Motion to Approve February Meeting Minutes amended with Duane Hansen from Village of Nashville by Bessie Smith, Second by Duane Hansen. No Discussion.

Ginger Cole – yes

Bessie Smith – yes

Holly Carpenter – yes

Duane Hansen - yes

Tina Williams – yes

Christy Trigg – Aye

Motion Carried.

Treasurer's Report

Motion to Approve February Financial Statement by Tina Williams, Second by Duane Hansen. No Discussion.

Ginger Cole – yes