

**PUTNAM DISTRICT LIBRARY**

**Agenda**

**July 21 at 6 PM**

**Call to Order**

Time: \_\_\_\_\_

**Members Present** Ginger Cole, Bessie Smith, Holly Carpenter, Christy Trigg, Duane Hansen, Tina Williams

**Staff Present** Savannah Shilton

**Approve Agenda** Motion: Second: Discussion: Vote:

**Approve June Meeting Minutes**

Motion: Second: Discussion: Vote:

**Treasurer's Report**

o June Financial Statement

o Motion: Second: Discussion: Vote:

**Monthly Board Business**

o **Review board calendar**

o *July*: Sign County Assessment form (L-4029); finance meeting (review apr-jun)

o *August*: Director recommends staff wage adjustments;

o *September*: review staff policies

**Committee Reports**

o **Finance:**

o Audit status

o 2<sup>nd</sup> state aid payment received

o Reimbursement percentage received for firewall project

o Applied for grant from Library of Michigan for PPE

o Savannah not on account @ Commercial Bank

**Motion to add Savannah Shilton to Commercial Bank account and remove Shauna Swantek**

**Motion: Second: Discussion: Vote:**

o **Bldg/Gds:**

o Wasp and hornet nests

o Carpet cleaning - August

o **Operations:**

o Discuss patron policy update: page 12 update

**Motion to update page 12 of patron policies:** "The Library maintains copies of official library documents for the current and previous fiscal years; library fiscal years are April - March."

**Motion: Second: Discussion: Vote:**

**Director's Report**

- Staff update
  
- Technology update
  - New firewall received; Clark Technical Services working on initial setup
  
- Programming Update
  - Programming attendance very slow
  - Summer reading has ~25 kids registered, ~5-10 teens, ~5-10 adults
  
- Covid 19/Reopening update
  - No major issues; majority of visitors are complaint with rules;

**Program statistics:**

Program Attendance by event							
Date	Program	Total	Kids	Teens	Adults	Male	Female
6/22/2020	Imagination SR Kickoff	0	0	0	0	0	0
6/25/2020	Imagination SR Kickoff	2	1	0	1	0	2
6/29/2020	Dragons - Summer Reading event	0	0	0	0	0	0

**Old Business:****New Business:****Public Comment:** Three minute limit**Adjournment:**

Motion:

Second:

Vote:

**Next meeting is Tuesday, August 18, 2020**

## Putnam District Library Board Meeting Notes for June 16, 2020

Call to Order at 6:07pm

**Members Present:** Ginger Cole, Bessie Smith, Christy Trigg, Duane Hansen, Tina Williams

**Staff Present:** Savannah Shilton

**Motion to Approve the Agenda** by Tina Williams, Second by Christy Trigg. No Discussion. Motion Carried.

**Motion to Approve May Meeting Minutes** by Christy Trigg, Second by Tina Williams. No Discussion. Motion Carried.

**Motion to Approve June 3 Meeting Minutes** by Christy Trigg, Second by Tina Williams. No Discussion. Motion Carried.

### **Treasurer's Report**

**Motion to Approve May Financial Statement** by Christy Trigg, Second by Bessie Smith. No Discussion. Motion Carried.

### **Monthly Board Business**

#### **Review Board Calendar**

POSTPONED- Director Share staff evaluations, staff sign conflict of interest forms, board set annual goals

*June-* review patron Policies (recommendations below), send summer tax mailing to Village -did not send this year

*July-* County Assessment form (L-4029) – sets yearly millage/Ginger and Christy sign, Finance meeting – review April – June

*August-* Director recommends staff wage adjustments

### **Committee Reports**

*Finance* – Called on status of audit – preliminary stages

*Buildings and Grounds-* plexiglass guards for circulation desk are installed

*Operations-* Discussed policy updates (included are the updates to DVD as last discussed and voted on last meeting) – Expand number of items to be borrowed at a timer per library card to 20 instead of 14.

**Motion to Approve Policy changes for total number of items borrowed per card to 20** by Tina Williams, Second by Christy Trigg. Discussion: None. Motion Carried.

### **Director's Report**

*Staff update-* Shared staff goals.

*Technology Update-* firewall having issues, working with Tony Clark to get new (already approved) firewall installed

*Programming Update-* Due to firewall issues, planning to launch Summer Reading June 15, Surveying preschool storytime families, Tracey planning virtual events that follow Summer Reading theme – Imagine Your Story

*Covid 19 updates-* Curbside received well so far. Plexiglass shields in place. TO be completed – pull out kid toys, seating, blocking off internet seating. Working on how to comply with completing and filing assessment questions for staff and naming a supervisor. Board meetings are allowed to be electronic until end of June – will notify if that gets extended. July board meeting may be in the building.

**Old Business:**

Strategic Planning that was scheduled for March 21<sup>st</sup> will be rescheduled when able to do so

**New Business:** None

No Public Comment

**Motion to Adjourn** by Duane Hansen, Second by Bessie Smith. Motion Carried.

**Meeting Adjourned at 6:42pm**

**Next meeting is Tuesday, July 21, 2020 at 6pm.**