

PUTNAM DISTRICT LIBRARY

Agenda

June 16 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 May Meeting Minutes
Motion: Second: Discussion: Vote:

Approve June 3 Meeting Minutes
Motion: Second: Discussion: Vote:

Treasurer's Report

- May Financial Statement
- Motion: Second: Discussion: Vote:

Monthly Board Business

- Review board calendar
 - *June*: review of patron policies; send summer tax mailing to Village
 - *July*: Sign County Assessment form (L-4029); finance meeting (review apr-jun)
 - *August*: Director recommends staff wage adjustments;

Committee Reports

- Finance:
 - Status of audit
- Bldg/Gds:
- Operations:
 - Discuss suggested patron policy updates:
 - Account Limits
 - Each library card is limited to borrowing a total of 4 DVDs (provided by MeLCat or Putnam Library) at one time.
 - Each card is limited to 1 new DVD, which are designated as such.
 - Each library card is limited to borrowing a total of 14 items at one time. This is a combination of all physical items checked out, including those through interlibrary (MeLCat) loan.

Director's Report

- Staff update
 - Share staff goals

- Technology update
 - firewall having issues again; working with Tony Clark to get new (already approved) firewall installed ASAP

- Programming Update
 - Planning to launch Summer Reading June 15; may be delayed due to firewall issues
 - Surveying preschool storytime families
 - Tracey planning virtual events which follow Summer Reading theme "Imagine Your Story"

- Covid 19/Reopening update
 - Curbside received well so far;
 - Plexiglass shields in place at front desk

Program statistics: none; closed

Old Business:

New Business:

Public Comment: Three minute limit

Adjournment:

Motion:

Second:

Vote:

Next meeting is Tuesday, July 21, 2020

Putnam District Library Board Meeting Notes for May 19, 2020

Call to Order at 6:05pm

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

Staff Present: Savannah Shilton

Motion to Approve the Agenda by Duane Hansen, Second by Bessie Smith. No Discussion. Motion Carried.

Motion to Approve April Meeting Minutes by Duane Hansen, Second by Christy Trigg. No Discussion. Motion Carried.

Treasurer's Report

Motion to Approve April Financial Statement by Duane Hansen, Second by Bessie Smith. No Discussion. Motion Carried.

Monthly Board Business

Review Board Calendar

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

May - Audit (sent out to firm), B/G projects planned,

June- review patron Policies , send summer tax mailing to Village, complete postponed tasks from April if possible

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

Committee Reports

Finance – we may not receive 2nd payment (roughly \$2000), new computer chairs will come out of this budget cycle \$800

Buildings and Grounds- plexiglass guards for circulation desk (U-shaped) might order from village and come out of the Village fund for the Library, Contractor calendar for porch is filling up quickly.

Operations- Review Policy changes for DVDs due to removal of rental fee.

Motion to Approve Policy changes for DVDs due to removal of rental fee by Duane Hansen, Second by Bessie Smith. Discussion: Add: are checked out for free, may be renewed 2x if there is no hold, each library card is limited to 1 new DVD. Remove: free rentals with white tape, deposits for rentals, cost of rentals. Motion Carried.

Director's Report

Staff update- Savannah met with staff to discuss evaluations and staff goals. Evaluating if there is a need to hire a new aide once reopened.

Technology Update- no update

Programming Update- Setting up digital summer reading software where all ages can track reading progress using software provided by the Library of Michigan, attending many webinars regarding best practices and ideas for hosting virtual events

Covid 19 updates- Signed up library for OverDrive Advantage which gives library ability to purchase titles in high demand with a quarterly fee of \$250 which is what would have been purchased on new books, reviewed opening plan, current plan is for staff to return to work on June 1 – gloves, masks and hand sanitizer is on order.

Old Business:

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

New Business: None

No Public Comment

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

Meeting Adjourned at 6:34pm

Next meeting is Tuesday, June 16, 2020 at 6pm.