

**PUTNAM DISTRICT LIBRARY**

**Agenda**

**March 16, 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 February Meeting Minutes** Motion: Second: Discussion:

Roll call vote:  
Ginger Cole –  
Bessie Smith –  
Holly Carpenter-  
Duane Hansen –  
Tina Williams –  
Christy Trigg –

**Treasurer's Report**

○ Approve February 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**

○ *Previously postponed:* Director's evaluation delivered (December) compensation reviewed (January); follow up board survey results (February)

- *March*: finalize e-rate bid; finance meeting (review proposed budget: March 16 @ 5:30)
- *April*: finance meeting; Annual meeting (elect officers, set committee membership, sign conflict of interest forms, set annual goals); budget meeting

**Committee Reports**

- **Finance:**
  - 5:30 meeting March 16<sup>th</sup>, discussed proposed budget
  - 2 computer monitors no longer being used sold for donation of \$25 each
- **Building and Grounds:**
  - No updates
- **Operations:**
  - No updates

**Director’s Report**

- **Staff**
  - No updates
- **Technology**
  - No updates
- **Covid19 response**
  - Can increase to 50% capacity; gatherings limited to 25 people (w/ social distancing, masks)
- **Programming**
  - Backyard Birding and Beyond via Zoom March 31 6 pm (partnered with Hastings Public Library)
  - Take & Make Kids Craft: 42 total for February
  - Program statistics:

Program Attendance							
Date	Program	Total	Kids	Teens	Adults	Male	Female
2/4/2021	Nighttime Tales	2	1	0	1	1	1
2/11/2021	Nighttime Tales	2	1	0	1	1	1
2/18/2021	Nighttime Tales	6	4	0	2	2	4
2/25/2021	Nighttime Tales	4	2	0	2	2	3

**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 April 20 at 6 pm**

## Putnam District Library Board Meeting Minutes for February 16, 2021

Call to Order at 6:08 pm

**Members Present:** Attendant Name, location

Holly Carpenter – Maple Grove Township

Duane Hansen (presiding) – Maple Grove

Tina Williams – Village of Nashville

Christy Trigg – Castleton Township

**Staff Present:** Savannah Shilton

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

Holly Carpenter – Aye

Duane Hansen- Aye

Tina Williams – Aye

Christy Trigg – Aye

Motion Carried.

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

Holly Carpenter – Aye

Duane Hansen - Aye

Tina Williams – Aye

Christy Trigg – Aye

Motion Carried.

### **Treasurer's Report**

**Motion to Amend line 200 from \$6500 to \$7500 (replacement of old books)** by Christy Trigg, Second by Tina Williams. No discussion.

Holly Carpenter – Aye

Duane Hansen - Aye

Tina Williams – Aye

Christy Trigg – Aye

Motion Carried.

**Motion to Approve January Financial Statement with amendment to line 200** by Tina Williams , Second by Christy Trigg. No Discussion.

Holly Carpenter – Aye

Duane Hansen – Aye

Tina Williams – Aye

Christy Trigg – Aye

Motion Carried.

### **Monthly Board Business**

Duane Hansen joined the meeting from the Village of Nashville

### **Review Board Calendar**

POSTPONED- sign conflict of interest forms, board set annual goals

*February* – Staff evaluations, review Trustee Bylaws, Director's compensation