

PUTNAM DISTRICT LIBRARY

Agenda

April 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 February Meeting Minutes (March meeting canceled)

Motion: Second: Discussion: Vote:

Treasurer's Report

- March Financial Statements
 - Motion: Second: Discussion: Vote:

Monthly Board Business

- **Review board calendar**
 - *April:*
 - Annual meeting (elect officers, set committee memberships, set budget); Summer Reading business support letters;
 - POSTPONED: Director share staff evaluations and goals; staff and board members sign conflict of interest forms; board set annual goals
 - *May:* Community Calendar check-in; audit, Building/Grounds projects planned; complete postponed tasks from April if possible
 - *June:* review patron policies; send tax mailing to village residents;

Committee Reports

- **Finance:**
 - March 17 finance meeting canceled; rescheduled for April 20th 6 pm
 - CD at Highpoint Community Bank \$62,000; Ginger, Holly, Savannah are on account
- **Bldg/Gds:**
 - No progress on porch bids via DPW, revisit once businesses open for business
- **Operations:**
 - Staff have been paid their average/expected hours during closure due to Covid-19

Director's Report

- Staff update
 - Library Aide job opening suspended until library open for business;
 - Staff not working from home, except Director
 - Savannah has been staying connected digitally during closure (taking calls/returning calls; connecting on Facebook, creating option for signing up for library card digitally, payroll/bills, checking in on building)

- Technology update
 - No updates

- Programming Update
 - Events on or after March 14 have been canceled
 - awaiting more information from state government before moving forward with programs for Summer Reading
 - Care Local 49073 update

Program statistics:

- No statistics due to shutdown

Old Business:

- Strategic Planning was scheduled for March 21, will reschedule once able to do so

New Business:

Public Comment: Three minute limit

Adjournment: Motion: Second: Vote: Time: _____

Next regular meeting is Tuesday, May 19 at 6 pm