

Putnam District Library Board Meeting Notes February 18, 2020

Meeting Called to Order at 6:10 pm

Members Present: Holly Carpenter, Ginger Cole, Tina Williams, Duane Hansen

Staff Present: Savannah Shilton

Motion to Approve the Agenda by Duane Hansen, Second by Holly Carpenter. No Discussion. Motion Carried.

Motion to Approve January Meeting Minutes by Duane Hansen, Second by Holly Carpenter. No Discussion. Motion Carried.

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

Review Board Calendar

February: Staff Evaluations; follow up board survey, board strategic planning on a Saturday in February – Still waiting on responses from board survey, has only received one so far

March: ~~Director reports staff evaluations~~; finalize e-rate bid-will be finalized 2/19/2020; finance meeting (review proposed budget)-scheduled for March 17 at 5 p.m.

April: Director share staff evaluations and goals; staff sign conflict of interest forms; Annual meeting (elect officers, set committee membership, sign conflict of interest forms, set annual goals); budget meeting – scheduled for 5:30 p.m before April meeting

Committee Reports

Finance: CD closed at Eaton Federal CD. \$62,509 deposited into checking acct. Will open CD at Highpoint Community Bank. Savannah to check into who is authorized signer on Eaton Federal account and possibly mimic that for the Highpoint Community Bank account.

Building and Grounds:

New computer chairs ordered and received. Old chairs put up for donation and all were taken right away.

Lounge chairs for sunroom to be ordered this week. Just waiting for tax exempt status to go through, then the chairs will be ordered. Will be on next fiscal year credit card statement.

Operations: Nothing to report.

Director's Report

Staff update: Tracey almost 3 months in; Brittany/library aide position-considering cutting back, doing sub, or doing one eight hour shift for personal balance. May need to hire aides or Tracey may be willing to take on more hours.

Technology update: Nothing to report

Programming update: Understanding Alzheimer's and Dementia presentation by Alzheimer's Association planned Feb 22; Leap Day Celebration event; Pete the Cat Character visit on March 7; Mercy

Watson Character Visit March 20; Darcie is leading both character events; planning to do another March Madness: Library Edition bracket; Winter Reading runs until March 24

Old Business:

Dental plan – Savannah purchased on her own for approx. \$300, wondered if board was interested in covering. Board opted to wait for a full board in attendance to discuss.

Annual giving – Received a couple of small donations. Need to look into something to use the funds donated by the dissolved Friends group plus the annual giving donations for previously discussed porch project. There was discussion about potential risk of benches being stolen if that was the choice. The DPW to take lead on porch project and collect the bids. Savannah expects the bid process to take at least through February and into March. No one has come yet to look at it or give a bid.

New Business: None

Public Comment: Three minute limit. None.

Motion to Adjourn by Duane Hansen, Second by Holly Carpenter. Motion Carried.

Meeting Adjourned at 6:45 pm

Next meeting is Tuesday, March 17, 2020 at 6pm.