

PUTNAM DISTRICT LIBRARY

Agenda

June 15, 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 May Meeting Minutes

Motion: Second: Discussion:

Roll call vote:

Ginger Cole –
Bessie Smith –
Holly Carpenter-
Duane Hansen –
Tina Williams –
Christy Trigg –

Treasurer's Report

○ Approve May 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**

- *June*: review board survey results; share staff goals/evaluations; review patron policies; send mailing with tax bill to village residents

- *July*: County Assessment form (L-4029); finance meeting (review apr-jun)
- *August*: staff wage recommendations;

Committee Reports

- **Finance:**
 - Summer Reading donations
- **Building and Grounds:**
 - Porch bids are hitting a snag due to lumber prices; project will now likely take place in fall
- **Operations:**
 - Patron policy recommendations:
 - Items charged to account at 45 days overdue (currently at 90 days)
 - patrons notified of item being overdue at least 4 times (currently 3)
 - reduce hold/reserve period to 7 business days (currently 10 business days)
 - removal of MI ID# being stored in the patron record (we will still use the ID to confirm patron's address and birthdate)
 - -add policy: fines/fees are forgiven after 5 years, at Director's discretion

Director's Report

- **Staff**
 - No updates
- **Technology**
 - Clear Rate issues with ending contract
- **Covid19 response**
 - Plans for upcoming board meetings
 - Updated patron signage following CDC guidelines
 - Discuss staff policies for masks
- **Programming**
 - Summer Reading weekly events – held outside
 - Car Show June 19 – we will host art on the lawn (library not organizing), provide kids activities
 - Take & Make Kids Craft: 84 kits in May; pausing the kits for summer
 - Program statistics:

Program Attendance by event					
Date	Program	Total	Kids	Teens	Adults
5/6/2021	Nighttime Tales	2	1	0	1
5/13/2021	Nighttime Tales	2	1	0	1
5/20/2021	Nighttime Tales	2	1	0	1
5/17-5/22	Rock Painting	11	8	0	3
5/27/2021	Nighttime Tales	2	1	0	1

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 July 20 at 6 pm

Putnam District Library Board Meeting Minutes for May 18, 2021

Call to Order at 6:01 pm

Members Present: Attendant (Name, location)

Ginger Cole – Maple Grove Township

Holly Carpenter – Maple Grove Township

Duane Hansen – Village of Nashville

Tina Williams – Village of Nashville

Christy Trigg – Castleton Township

Staff Present: Savannah Shilton

Motion to Approve the Agenda by Duane Hansen, Second by Tina Williams. No Discussion.

Ginger Cole – yes

Holly Carpenter – yes

Duane Hansen- Aye

Tina Williams – yes

Christy Trigg – yes

Motion Carried.

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

Ginger Cole – yes

Holly Carpenter – yes

Duane Hansen - yes

Tina Williams – yes

Christy Trigg – yes

Motion Carried.

Treasurer's Report

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

Ginger Cole – yes

Holly Carpenter – yes

Duane Hansen – yes

Tina Williams – yes

Christy Trigg – yes

Motion Carried.

Monthly Board Business

Review Board Calendar

POSTPONED- set annual goals

May- director compensation, audit, B/G projects planned, review board survey results – push to June, share staff goals /evaluations – push to June

Motion to increase Savannah pay from \$17/hr to \$17.75/hr (≈4% increase) by Duane Hansen, Second by Tina Williams, No discussion.

Ginger Cole – yes

Holly Carpenter – yes

Duane Hansen – yes

Tina Williams – yes

Christy Trigg – yes