

Putnam County Public Library District  
Regular Meeting of the Board of Trustees  
May 11th, 2020

1) The Putnam County Public Library Board was called to order at 7:28 p.m. by Bob Steele, President. The Board meeting was carried out via Zoom videoconferencing.

2) Roll Call:

Present:

Bob Steele, President  
Joan Augustine, Treasurer  
Merry Bassi, Secretary  
Sean Brannon, Trustee  
Sally Young, Trustee  
Jo Ann Steffens, Trustee

Absent:

Bob Hamann, Trustee

3) Correspondence, communications, and public comments: None

4) Committee Reports: None

5) Consent Agenda, Librarian's Report: RBDigital had a few users in April. Sally Young experience difficulties through Windows. Matt Miller & Jay Kalman will investigate and see how to improve. The app worked fine on iPhones and iPads. Aprils Website numbers will be updated and dates the library was closed due to COVID19 will be added. Sally Young motioned to accept the consent agenda as presented. Sean Brannon second. Motion carried.

6) Financial report: Jay Kalman will investigate setting up accounts in Hennepin for McNabb Library Bequest & Magnolia Library Bequest accounts. Jay Kalman will check with Hopkins Associates to verify that the Saving GNB has no Building Maintenance funds. Jo Ann Steffens motioned to approve the financial report. Joan Augustine second. Motion carried.

7) Approval of Bills: Jay Kalman will check with Hotspots users. Sean Brannon motioned to approve the bills for approval as recorded. Sally Young second. Motion carried.

8) Unfinished Business:

a) Condit Building: There is no construction happening at the Condit building at this time. The Senachwine Township Board hasn't met, so no further discussion at this time regarding the Condit library's move to Senachwine Township building.

b) Replacement Taxes: No update at this time.

c) Unstaffed libraries: One option is to buy the equipment for under \$40,000 versus leasing the equipment for approximately \$20,000 per year. Minnesota, California and Georgia currently have unstaffed libraries. Jay Kalman will contact these libraries for plans on implementation,

9) New Business:

a) Curbside Delivery/Library Reopening: Several libraries in Illinois that are doing curbside delivery even though the Illinois Library Association is recommending that the libraries stay closed until further notice. The consensus of the Board was to stay closed until

June when this decision will be reviewed again. Jay Kalman will put notices in the paper publishing the Library Help Hours by library. Jay Kalman and the staff are meeting to discuss plans for staff and patron safety and cleaning procedures.

b) Public Library Non Resident Card Participation: If a non resident wants a library card, we currently charge \$133. We have never had anyone request at Non- Resident Card. Joan Augustine motioned to accept the \$133 fee. Sally Young second. Motion carried.

c) Auditor Engagement: We received a letter of engagement from Hopkins Accounting for the next years accounting. Costs will be \$340/months for checks and books and \$2,350 for the annual audit. Sally Young motioned to accept the Hopkins Accounting engagement fees for next year. Sean Brannon second. Motion carried.

d) Live Streaming Equipment: Jay Kalman & Matt Miller investigated Live Streaming Equipment. The technology would improve our ability to provide programming to a larger audience and with better quality. The equipment is portable so can be moved from library to library. The equipment on sale for \$4,000. Jay Kalman will also check with Chris Cyr on their video capabilities. Sally Young motioned to authorize spending up to \$5000 for video equipment. Sean Brannon second. Motion carried. The money will come from the Bonnie Harris bequest.

10) Board Comments:

11) Signing of paperwork (minutes, bills, others):

12) Adjournment: Meeting was adjourned at 8:38 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for June 8th, 2020.

Respectfully submitted,

Merry Bassi, Secretary