

Putnam County Public Library  
115 South 16th Street  
Unionville, MO 63565

Meeting notes for Monday, November 20th, 2023, regular meeting which was scheduled for 10:30 am,

1. Present were trustees Darl Davis, Leatha Walsh, Marge Krigbaum, Jane McDonald and Library Director, Christie Allen. The meeting was called to order at 10:53 am.
2. Public Comments - there were none.
3. Approval of Agenda was made by a motion from Walsh, seconded by Krigbaum which passed 4-0.
4. A motion to approve the bills as submitted was made by Davis and seconded by Krigbaum which passed 4-0.
5. Krigbaum made a motion to approve the minutes from our last meeting which was seconded by Davis and passed 4-0.
6. Librarian's report
  - a. **Beyond the Book** has 10 students signed up, four of whom have attended so far. The Ministerial Alliance is providing refreshments. Art, Science and STEM activities are being employed in conjunction with the book being read, There was discussion regarding using Friends of the Library as a resource as needed.
  - b. **Summer Reading Program Grant** A grant opportunity is open and is being applied for in the amount of \$2,500 to cover craft supplies, a Cricket machine and entertainers such as Aspen Black.
  - c. **Winterfest** will be held on December 2nd. The library will host Santa and the Friends of the Library will have a living window display.
  - d. **Candy and Craft Sale** will be sponsored by the Friends on December 7 and 8.
  - e. **The Genealogy Meeting** on Saturday was attended by the Director who will be taking one hour per week to meet with the Genealogy Society on Wednesdays to compile a list of resources to which library patrons could be directed in the future.
7. Old Business
  - a. **Audit** - all information has been submitted.
  - b. **Policy Book** - this task is tabled at the moment.
  - c. **Mini Tech Grant** has been approved in the amount of \$5,817 and was open for payment on November 15th; it was applied to the purchase of a new printer for the circulation desk and the ScanPro microfilm machine.
  - d. **MSL Survey** has been approved ahead of schedule.
  - e. **Quick Books** has been purchased as the online version on a monthly subscription basis and is installed and functioning well.
  - f. **Cover One Book System** has been ordered.
  - g. **ScanPro 3500** purchased with the mini tech grant included a warranty.
  - h. **Printer** purchased with the mini tech grant included two years of ink.
8. New Business
  - a. **Staff Room** work will begin in December.

- b. **Budget Sheet:** there was discussion of anticipated overages on the established budget action which will be tabled until December.
- c. **Old Printer:** after discussion Davis made a motion that the old printer be declared as surplus and be donated to the museum; Walsh seconded the motion which passed 4-0.
- d. **Christmas and New Years Hours:** after discussion Davis made a motion that the library would be closed on the Saturday prior to Christmas and New Years Day and on Christmas Day and New Years Day which fall on Mondays. The motion was seconded by Krigbaum and passed 4-0.
- e. **In Service Day:** after discussion on the need to take time to clean up storage areas it was determined that comp time would be used when staff work after hours. After discussion Davis made a motion that the Director obtain pricing on getting the carpets professionally cleaned. Walsh seconded the motion which passed 4-0.

9. Any other business that may arise.

**Our next meeting will be held at 10:00 am on December 18th.** A motion to adjourn was made by Leatha Walsh at 11:45 and seconded by Darl Davis. The motion carried 4-0

Respectfully submitted by Jane McDonald in the absence of Gloria Smith, Secretary.