

Putnam County Public Library
Board of Trustees
December 18, 2023

President Jane McDonald called the regular meeting to order at 10:04 am in the library conference room. Those present with Jane included: Library Director Christy Allen, Vice President Leatha Walsh, Treasurer Marge Krigbaum, Parliamentarian Darl Davis, and Secretary Gloria Smith.

Marge moved to accept agenda. Darl seconded. Vote 5-0-0.

Gloria moved to pay bills as presented totaling \$23,568.60. Leatha seconded. Vote 5-0-0.

Darl moved to accept minutes as written. Leatha seconded. Vote 5-0-0.

LIBRARIAN'S REPORT:

- a. Summer reading grant totaling \$3130.60 has been submitted.
- b. Christy attended Missouri Public Library Directors meeting and found it helpful.
- c. Printer is set up and working. Microfilm machine included a 1 1/2-year warranty needs appointment to get set up. Finding no interest in old machine, it will be recycled.
- d. Winterfest went smoothly with all employee's assistance. The Friends of the Library Craft and Candy sale was a success.

OLD BUSINESS:

- a. Trustees received audit packets.
- b. Leatha moved to pay Monica \$200 to finish cleaning carpets. Gloria seconded. Vote 5-0-0.
- c. Christy assisted Brad in choosing cabinets and counter tops at Menards totaling \$2395.
- d. Policy book is still in works.
- e. Christy will request Menard bill plus \$7330 from County grant.

NEW BUSINESS:

- a. Audit was sent to UMB.
- b. Gloria moved to approve 2023 budget. Darl seconded. Vote 5-0-0.
Leatha moved to adopt 2024 balanced budget. Marge seconded. Vote 5-0-0.
- c. Memorandum of Understanding, Missouri Evergreen, job descriptions are being compiled with a completion date within the year.
- d. Holiday time sheet hours were discussed.

Next meeting: January 12, 2024 at 10 am.

Darl moved to adjourn at 11:36 am. Leatha seconded. Vote 5-0-0.

Respectfully submitted

Gloria Smith.

