

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

Regular meeting of the Board of Trustees
Monday, December 15, 2025

President, Jane McDonald, called the meeting to order at 9:07 am in the library meeting room. Those attending with Jane included Library Director, Christy Allen, Vice President, Leatha Walsh and Secretary, Gloria Smith. Those absent were Marge Krigbaum and Randal Olmstead.

Gloria moved to approve the agenda. Leatha seconded. Vote: 3-0-0.

Leatha moved to pay bills totaling \$32,788.16 (including \$10,000 on building loan and reissue check of \$134.95 to Cengage. They did not receive so had to pay \$20 stop payment.). Gloria seconded. Vote 3-0-0.

Gloria moved to approve amended minutes (add "r" to treasure). Leatha seconded. Vote 3-0-0.

Librarian's Report:

- a. Christy reported on MPLD Conference. Evergreen conference will be held in Columbia in April.
- b. Teen Center is up and running on Thursdays from 3-5 pm.
- c. Summer Reading Program Grant, was completed requesting \$4175. We will know in January.
- d. Paper-Pie Book Fair sold \$250 and we received \$125 in free books.
- e. Winterfest was held December 6 with all employees working. Friends of the Library completed the living window winning first place and judges' choice and \$100. Heather and Gloria constructed along with 8 kids from Beyond the Book. Santa was present and handed out 105 gift bags.
- f. Friends of the Library made \$660.25 on candy and craft sale.

Old Business:

- a. Employees can accumulate 60 hours of PTO time
- b. Wall heater in staff room was replaced by Jeremy Jarman for \$425.
- c. Marco continues to charge lease fee even though we bought copier. It was suggested to send certified letter.
- d. Leatha moved to make these Budget Amendments:
 - add \$200 to insurance line to total \$6200.
 - add \$1400 to supplies line to total \$9400
 - add \$500 to misc. line to total \$2500
 - add \$750 to auditor line to total \$3000.

Totaling \$2850 removed from Building line leaving \$85,150. Gloria seconded. Vote 3-0-0.

New Business:

- a. Gloria moved to approve 2026 budget sheet. Leatha seconded. Vote: 3-0-0.
- b. Staff evaluation was favorably reviewed.
- c. Salary assessment:

Leatha moved to go into closed session pursuant to subsections 2, 13 and 14 of Section 610.021, RSMo. at 10:01 am. Gloria seconded. Vote 3-0-0.

At 10:37 am Leatha moved to return to open meeting. Gloria seconded. Vote 3-0-0. Leatha moved to set salaries at: director \$19 an hour, assistant \$17, circulation \$15.50 and temp at \$15, starting January 1, 2026. Gloria seconded. Vote: 3-0-0.

Next meeting will be Wednesday, January 21, 2026, at 9 am.
Gloria moved to adjourn at 10:42. Leatha seconded. Vote 3-0-0.

Respectfully submitted,

Gloria Smith