

Putnam County Public Library
Board of Trustees
Tuesday, July 19, 2023

President, Jane McDonald called the regular meeting to order at 10:36 am in the conference room. Those present with Jane, included: Director, Christy Allen, Interim Director, Leatha Walsh, Treasurer, Marge Krigbaum, Parliamentarian, Darl Davis, and Secretary, Gloria Smith.

Darl moved to accept the amended agenda adding e. Amend budget under New Business. Marge seconded. Vote: 4-0-0.

Marge moved to pay bills totaling \$28,044.50. Darl seconded. Vote 4-0-0.

Gloria moved to approve minutes of June 26, meeting. Darl seconded. Vote 4-0-0.

LIBRARIAN'S REPORT:

- a. PC Mover: quick books has been installed. Old monitor has been transferred to new.
- b. Monica presented to the Rotary about Summer Reading Program. Rotary donated \$100 to program.
- c. Still working to add Microsoft Office to computers.
- d. There was a newspaper advertisement about Summer Reading Program.
- e. Circulation Reports indicate increase especially in New Books.
- f. Brad will fix LED lights that were damaged in storm.

OLD BUSINESS:

- a. An extension has been requested with the state. Bank statements will be received next week.
- b. Summer Reading Program is going well.
- c. Grants: AED is being finished; Summer Reading Program was received; will requests \$19,810.53 of completed work on County Cares Grant. Darl moved to purchase a Thermal Bed Bug Box. Marge seconded. Vote: 4-0-0.
- d. Minor forms are in place.

NEW BUSINESS:

- a. Marge moved to retain current officers for Board of Trustees for another year: President, Jane McDonald; Vice president, Leatha Walsh; Treasurer, Marge Krigbaum; Parliamentarian. Darl Davis; Secretary, Gloria Smith. Darl seconded. Vote 4-0-0.
 - b. Darl moved to schedule budget hearing for Monday, August 14, 2023 at 10:15 am in the conference room of the Putnam County Public Library. Marge seconded. Vote 4-0-0.
 - c. Christy will contact Dana about picking up items and returning keys within 2 weeks. Darl moved to change all exterior door locks. Gloria seconded. Vote 4-0-0.
 - d. Christy will begin full time employment on August 1, 2023. Jane moved her annual salary be set at \$34,000. Darl seconded. Vote 4-0-0.
- Leatha will contact the Commissioners about returning to Library Board Trustee, August 1, 2023.

e. Darl moved to Amend the budget: line #12: Training: from \$100 to \$1000; line #13: Supplies: from \$6000 to \$16000; line #18: Building: \$55000 to \$74000; line #21 Misc. \$2000 to \$4000; line #35: Grants: \$10000 to \$50000. Marge seconded. Vote 4-0-0.

The next meeting will be held in the library conference room, Monday, August 14, at 10:30 am.

Marge moved to adjourn. Darl seconded. Vote 4-0-0.

Respectfully submitted

Gloria Smith