

Putnam County Public Library  
Board of Trustees  
September 25, 2023, 10am

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

Darl moved to accept the agenda as presented. Gloria seconded. Vote: 3-0-0.

Gloria moved to pay bills totaling \$20,562.82. Darl seconded. Vote 3-0-0.

Darl moved to accept minutes as written. Gloria seconded. Vote 3-0-0.

#### LIBRARIAN'S REPORT:

a. Darl moved to have Christy apply for Mini Tech Grant. Gloria seconded. Vote 3-0-0.

Plans were discussed to replace micro film reader.

b. Locks have been changed.

c. Christy completed IdentoGo certification.

d. Leatha will help Christy with MSL survey.

e. Monica and Christy attended circulation training.

f. Monica will train Christy on catalog and inter library loan.

g. Christy will start weekly staff meetings tomorrow.

h. Sara will take charge of genealogy and social media.

i. Library staff will start story hour at 10am on Wednesdays beginning October 4.

j. Library staff will organize Beyond the Book beginning in November.

k. Library will change from Axis 360 to Bondless.

l. Brad will start work on staff room later this fall.

m. Gloria Fordyce, Library and Administration Consultant, will visit on this Thursday.

#### OLD BUSINESS:

a. Members received audit forms.

b. County grant continues.

c. SRP grant and STEM kit grants are completed.

d. Darl moved to purchase desk top rather than QuickBooks for \$59 a month. Gloria seconded. Vote 3-0-0.

e. Leatha 's name will be removed from Business card and Christy's will be added.

f. Christy will attend Museum meeting.

#### NEW BUSINESS:

a. At 10:33, Jason Hill, from NEMR, entered meeting to discuss phone system. He left at 11:01. Darl moved we lease (for 3 years) 3 land line better phones, and one mobile. The plan is to requests County grant to pay the \$520 set up fee. The phone will cost \$128 a month. We will keep fax at approximately \$34 a month. Gloria seconded. Vote 3-0-0.

b. Board made no budget adjustments at this time.

c. Christy will review policy book and present concerns next month.

The next regular meeting of the Board of Trustees will be held Monday, October 16, 2023 at 10:30 am in the library conference room.

Darl moved to adjourn meeting at 11:24 am. Gloria seconded. Vote 3-0-0.

Respectfully submitted,

Gloria Smith

