

Putnam County Public Library District
Regular Meeting of the Board of Library Trustees
February 12, 2018

- 1) The Putnam County Public Library District Board meeting was called to order at 7:03 p.m. by Bob Steele, President.
- 2) Roll Call:

Present:	Absent:
Bob Steele, President	John Crist, Trustee
Debbie Ward, Vice President	
Kim McCracken, Treasurer	
Merry Bassi, Treasurer	
Debbie Pletsch, Trustee	
Joan Augustine, Trustee	
- 3) Correspondence, communications, and public comments: None
- 4) Committee Reports: None
- 5) Consent Agenda, Librarian's Report: Debbie Ward motioned to accept the minutes & librarian report & statistics. Kim McCracken second. Motion carried
- 6) Financial report: Joan Augustine motioned to approve the Treasurer's report. Debbie Pletsch second. Motioned carried.
- 7) Approval of Bills: Kim McCracken motioned to approve the November & December bill as recorded. Debbie Ward second. Motion carried.
- 8) Unfinished Business:
 - a) Condit Building: No updates.
 - b) Landscaping: On hold until Spring.
 - c) Library Policies: Debbie Ward motioned to change library vacation & sick time off to Personal Time Off. Kim McCracken second. Motion carried.
 - d) Personnel: Salary recommendations were reviewed for 2017-2018. The Board recommended a 3% increase in salary for all staff as well as a \$1000 increase to for the Director's additional responsibilities as Safety Manager position. Kim McCracken motioned to approve the recommended salary increases. Joan Augustine second. Motion carried.
 - e) Safety in the Library (Per Capita Grant): The Board discussed safety in the library.
 - f) Replacement Taxes: Bob Steele has been handed off to the State's Attorney's office to discuss the issue of the County not paying the Library District the annual Replacement Taxes. At this time, the State's Attorney has not responded at this time. We will have the Library Attorney, Phil Lenzini, to write a letter to the County Board notifying the County that the Library District is entitled to the annual Replacement Taxes.
- 9) New Business
 - a) Furniture: Staff has requested 10 new chairs for the public computers. The cost will be approximately \$500. Debbie Pletsch motioned to approve purchasing 10 new computer chairs. Kim McCracken second. Motion carried.

b) Donations: Two donations were received. Eleanor J McCoy estate donated approximately \$10,000 to be utilized by the Magnolia Branch. Bonnie Lu Harris donated a large, yet to be determined amount to Hennepin, Granville, Standard, McNabb & Magnolia branches. Jay will discuss with Peggy Smith ways to utilize the money that improves the library permanent fixtures or structure. Debbie Ward motioned to set up the Magnolia donation with Illinois Funds, ear marked for purposes. Kim McCracken second. Motioned carried.

c) Staffing: Jay will talk with Bernie & Denise to see if they're willing to take on additional hours.

d) Jay will talk with the Putnam County record about doing an article about the Putnam County Library District branches.

10) Signing of paperwork (minutes, bills, other)

11) Board Comments:

12) Adjournment: Meeting was adjourned at 8:44 p.m.

Next regular Putnam County Public Library District Board meeting is scheduled for March 12th, 2018.

Respectfully submitted,

Merry Bassi, Secretary