

Putnam County Public Library
September 23, 2024
Board of Trustees
Regular Meeting Minutes

President, Jane McDonald, called the regular meeting of the Board of Trustees to order at 10:01 am, in the library conference room. Others present included: Library Director, Christy Allen, Vice President, Leatha Walsh, Treasurer, Marge Krigbaum, and Secretary, Gloria Smith. Parliamentarian, Randall Olmstead was absent.

Marge moved to accept amended agenda adding d (under New Business)
“d. Request Circulation Data,”. Leatha seconded. Vote: 4-0-0

Leatha moved to pay bills received totaling \$13,441.09. Marge seconded. Vote 4-0-0.

Marge moved to accept minutes as written. Gloria seconded. Vote: 4-0-0.

Leatha moved to accept Budget Hearing minutes. Marge seconded. Vote: 4-0-0.

Librarian's report:

- a. Summer Reading Program grant's final payment of \$1,565 has been requested.
- b. Missouri Public Library Survey is due November 30.
- c. Christy is working on inventory. Monica is working on DVD inventory and Missouri Evergreen Reports.
- d. Friends of the Library again sponsored a booth at the fair, awarding 10 free books and 10 \$10 food certificates. They also conducted a story hour each day.
- e. Christy has completed the Missouri Evergreen Catalog Training and will test soon.
- f. Beyond the Book will begin October 21, 4-5:30 pm.

Old Business:

- a. Danny Shuey will repair foyer tile with self-leveling floor.
- b. Christy is waiting to hear on glass block repair.
- c. Danny Shuey will repair the roof in staffroom.
- d. Presto-X came and reduced bill from \$800 to \$400. We are locked in to them for 1 year.

New Business:

- a. Gloria moved to prepay \$10,000 on building to LJ Hart bonds on Nov. 1. Leatha seconded. Vote: 4-0-0.
- b. Policy Book Update: on purchasing authority to add: "exclusion of books and circulation items." Leatha moved, Marge second. Vote 4-0-0
- c. Gloria moved Library Holiday Hours: the library will be closed: November 28, December 24 and 25, January 1.
Leatha seconded. Vote: 4-0-0.
- d. Request was made for circulation data.

The next meeting will be Monday, October 21, at 10 am.

Leatha moved to adjourn the meeting at 10:38 am. Marge seconded. Vote: 4-0-0.

Respectfully submitted,

Gloria Smith