

**Putnam County Library Board of Trustees Minutes**  
**Called Meeting: February 18, 2020**

Called to order by Kathryn Wisinger at 4:31pm.

**Board members attending:** Andrew Binkley, Patricia Phillips, Daniel Rader IV, Kathryn Wisinger

**Putnam County Library System staff attending:** Chelsea Gifford, Matt Knieling, Brian Page, Phil Schaller

Phil Schaller updated the Board on Project 1 and 2. One table that will go in the lobby has not come in yet.

Project 2: Booths have come in but still awaiting the other furniture. Phil is working on getting quotes for new blinds. No proposals have been received for the central piece in the Young Adult section. The board discussed this and suggested putting it back out to RFP, sending out a bid with the library's concept sketched out, find a comparable piece of furniture to purchase instead, or rearrange the space. Daniel also suggest hiring a carpenter to come in and custom build the piece.

The idea to separate bids was for purchasing premade furniture. Phil suggests grouping the bids for standard shelving units and the bids for the custom pieces of furniture. Phil will ask for quotes before the bids go out.

**Business:**

Project 3 for Renovation: The Board reviewed Project 3. Daniel made a motion to approve the rotating shelf, display shelf, and behind desk storage requests, seconded by Patricia, motion carried.

**Adjournment:** 5:02 p.m.