

**Minutes of a Special Meeting of the Board of Trustees of Putnam County  
District Library held at Putnam County Educational Services Center, Ottawa,  
Ohio 4:00 p.m., Tuesday, January 7, 2010**

**Present:** Beth Myers, Keith Kahle, Virginia Schroeder, Dale Nienberg, and Janice Crawfis.

**Others:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

**Guests:** Tony Hovest, Technicon Design Group

**Press:** Nancy Kline, Lima News

**New Business**

Tony Hovest of Technicon Design Group made a presentation to the Board that included building drawing and building cost estimates, including alternates. Fiscal Officer, Nancy Stauffer provided Fund Status reports. The Board discussed at length the building cost estimates, alternates and Fund Status reports. A motion was made by Virginia Schroeder and seconded by Beth Myers to authorize the Fiscal Officer to advertise for sealed bids for the construction of the new library building to be constructed at 136 Putnam Parkway, Ottawa, Ohio. All advertisements to be placed in accordance with applicable Ohio Revised Code sections. All voted yes on the roll call vote.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:15 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, January 19, 2010 at 4:30 p.m.

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Secretary

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President

January 19, 2010

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Putnam County Educational Service Center, Ottawa, Ohio 4:30 p.m., Tuesday, January 19, 2010**

**Board:** Virginia Schroeder, Keith Kahle, Beth Myers, Janice Crawfis, Mary Lieb, and Dale Nienberg

**Administration:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

**Public:** Sue Barnhart, Rose Ellerbrock, Don Schroeder, Judi Parker, Evan Parker, Beth Korte, Laura Schmitz, Teryn Barnhart, Sydney Barnhart, Sue Gratz, Chaz Myers, and Dan Irwin.

**Guest:** Dan Irwin of Irwin Reality was present to provide update of sale of building at 525 North Thomas Street, Ottawa. He has shown the property to six parties. The County Auditor is in the process of reassessing the building's value.

- A. **BOARD MEMBER OATH OF OFFICE.** Judge Basinger, administered the oath of office to Dale Nienberg. Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Dale Nienberg responded I do.
- B. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Judge Basinger administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.
- C. **APPOINT FISCAL OFFICER APPOINTMENT OF FISCAL OFFICER.** Janice Crawfis moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Virginia Schroeder seconded the motion, and all voted yes on the roll call vote.
- D. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Beth Myers moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Mary Lieb seconded the motion, and all voted yes on the roll call vote.
- E. **REGULAR MINUTES.** The minutes of the December 15, 2009. regular meeting were approved, on motion by Dale Nienberg and seconded by Beth Myers. All voted yes on the roll call vote.

January 19, 2010

- F. **SPECIAL MINUTES.** The minutes of the January 7, 2010. special meeting were approved, on motion by Virginia Schroeder and seconded by Janice Crawford. All voted yes on the roll call vote except Mary Lieb who abstained.
- G. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to go into executive session at 5:29 pm to discuss personnel issues. All voted yes on the roll call vote.
- H. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to come out of executive session at 6:26 pm. All voted yes on the roll call vote.
- I. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Dale Nienberg nominated Keith Kahle to the position of President of the PCDL Board of Trustees, nomination was seconded by Beth Myers. Dale Nienberg motioned that the nominations be closed. All voted yes on the roll call vote, except Keith Kahle who abstained.
- J. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Janice Crawford nominated Beth Myers to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Virginia Schroeder. Janice Crawford motioned that the nominations be closed. All voted yes on the roll call vote, except Beth Myers who abstained.
- K. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Beth Myers nominated Virginia Schroeder to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Dale Nienberg. Dale Nienberg motioned that the nominations be closed. All voted yes on the roll call vote, except Virginia Schroeder who abstained.
- L. **RETIREMENT.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to accept the retirement of Tana Tracy effective February 27, 2009. All voted yes on the roll call vote.
- M. **REINSTATEMENT NOTICE.** Motion was made by Janice Crawford and seconded by Mary Lieb to issue a written notice of reinstatement to Kathy Amstutz. All voted yes on the roll call vote.
- N. **INCREASE IN STAFF HOURS.** Motion was made by Dale Nienberg and seconded by Beth Myers add one hour to Ann Baransy's regular weekly schedule at circulation on Thursday morning, effective March 1, 2010. All voted yes on the roll call vote.
- O. **FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Janice Crawford, seconded by Beth Myers. All voted yes on the roll call vote.
- P. **PETTY CASH REPORT.** The petty cash report for December was presented noting that fines and fees and copy was \$758.19 and \$399.55 respectively.
- Q. **GIFTS.** Accepted December memorials of \$544.15 and gift from PCDL Friends donation of \$1,308.95 on the petty cash reports, on motion by Virginia Schroeder and seconded by Mary Lieb. All voted yes on the roll call vote.

- R. **DIRECTORS REPORT.** Kelly Ward Director presented her annual Director's report (see attached report).
- S. **ANNUAL REPORT.** Kelly Ward Director presented her monthly Circulation report (see attached report).
- T. **BUILDING COMMITTEE.** Motion was made by Beth Myers and seconded by Virginia Schroeder to accept the January 11, 2010 building committee notes as read and presented by Keith Kahle. All voted yes on the roll call vote. (see attached notes) Dale Nienberg commented that the master gardeners are interest in providing landscape services to the library. Discussed the possibility of moving memorial trees from the property at 525 N. Thomas Street to the new building location.

**NEW BUSINESS**

- U. **BUILDING BID OPENING.** Motion was Dale Nienberg and seconded by Janice Crawfis to authorize the fiscal officer to publicly open and read the building construction bids at 12:01 pm on February 16, 2010 at the usual place of meeting of the board, and for tabulating the bids. A report of the tabulation of the bids is to be presented to the board at its next meeting, at 4:30 pm on February 16, 2010. All voted yes on the roll call vote.
- V. **RESOLUTION TO PAY BILLS.** Janice Crawfis moved to adopt Resolution 1-2010 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Virginia Schroeder seconded the motion, and all voted yes on the roll call vote.
- W. **APPOINTMENT OF FINANCE COMMITTEE.** Motion was made by Beth Myers and seconded by Virginia Schroeder to appoint Janice Crawfis, Dale Nienberg, and Mary Lieb to the Finance Committee. All voted yes on the roll call vote.
- X. **APPOINTMENT OF PERSONNEL AND ANNUAL EVALUATION COMMITTEE.** Motion was made by Mary Lieb and seconded by Janice Crawfis to appoint Dale Nienberg, Virginia Schroeder, and Beth Myers to the Personnel and Annual Evaluation Committee. All voted yes on the roll call vote.
- Y. **APPOINTMENT OF RECORDS RETENTION COMMITTEE.** Motion was made by Beth Myers and seconded by Virginia Schroeder to appoint Beth Myers, Virginia Schroeder, and Mary Lieb to the Records Retention Committee. All voted yes on the roll call vote.
- Z. **APPOINTMENT OF BUILDING CONSTRUCTION COMMITTEE.** Motion was made by Beth Myers and seconded by Mary Lieb to appoint all members of the Board of Trustees to the Building Construction Committee. All voted yes on the roll call vote.
- AA. **APPOINTMENT OF FUND RAISING COMMITTEE.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to appoint Beth Myers, Dale Nienberg, and Mary Lieb to the Fund Raising Committee. All voted yes on the roll call vote.



**BB. APPOINTMENT OF TRUSTEE MANUAL COMMITTEE.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to appoint Janice Crawfis, Virginia Schroeder, and New Board member appointee to the Trustee Manual Committee. All voted yes on the roll call vote.

**CC. MODIFY APPROPRIATIONS. MODIFY 2009 APPROPRIATIONS (Resolution 2-2010).** Motion was made by Beth Myers and seconded by Mary Lieb to approve the 2009 appropriations modifications as presented. All voted yes on the roll call vote. (See attachment)

**DD. CONTINUE SALARY SCALE FREEZE.** Motion was made by Beth Myers and seconded by Virginia Schroeder to continue the Payscale freeze thru March 2010 due to the uncertainty of the PLF State funding. The Director recommended the Board continue the salary scale freeze due to the uncertainty in the PLF funds. All voted yes on the roll call vote.

**EE. OLC STAFF MEMBERSHIP.** Motion was made by Dale Nienberg and seconded by Virginia Schroeder to pay half the cost of the annual Ohio Library Council individual members to all interested staff. All voted yes on the roll call vote.

**FF. REVIEWED THE 2010 HOLIDAY SCHEDULE.** Tabled until February regular meeting.

**REPORT OF BRANCHES AND FRIENDS:**

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg would like to begin each meeting with the Pledge of Allegiance. Will the regular Board meetings continue to be held at the rest of the branch library locations? Dale Nienberg commented the he would like the Board to see the new proposed Kalida Library location. The Director will contact OLC and see if it would have to be during a public meeting.

**COMMENTS FROM THE PUBLIC.**

Name	Comment
Rose Ellerbrock	Will the staff be able to evaluate the Director and Fiscal Officer?
Rose Ellerbrock	Is there anything in the new manual defining seniority?
Rose Ellerbrock	Asked that the employee manual be reviewed by a difference attorney from the employees point of view.
Sue Barnhart	Asked that the Board minutes be updated on the library website, the last posting was August minutes.
Sue Barnhart	Asked how are bids opened; who is invited; who opens bids; and is it done in public.
Beth Korte	Will Fort Jennings Library location be closed when Local History is moved into the new building?
Beth Korte	Reported that Leipsic Library location made a request of the Leipsic Friends of the Library for a new sweeper. She asked if that was something that the PCDL not the Leipsic Friends should purchase.

January 19, 2010

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:36 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, January 19, 2010, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Putnam County Educational Service Center, Ottawa, Ohio 4:30 p.m., Tuesday, February 16, 2010**

**Board:** Virginia Schroeder, Beth Myers, Janice Crawfis, Mary Lieb, Dale Nienberg, and Ginger O'Malley

**Administration:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

**Public:** Rose Ellerbrock, Don Schroeder, Laura Schmitz, Teryn Barnhart, Sue Barnhart, Beth Korte, Sue Gratz, Valerie Laukhuf, Audrey Kimmit, and Shelly Kortokrax

**Guest:** John Love, Putnam County Commissioner and Rob Fawcett, Fawcett, Lammon, Recker and Associates Insurance Agency

**PLEDGE OF ALLIGENCE**

- A. **BOARD MEMBER OATH OF OFFICE.** Commissioner, John Love, administered the oath of office to Ginger O'Malley. Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Ginger O'Malley responded I do.
- B. **CONSTRUCTION INSURANCE.** Rob Fawcett of Fawcett, Lammon, Recker and Associates Insurance Agency made a presentation to the Board concerning Inland Marine- Builder's Risk Insurance. Mr. Fawcett presented three quotes from Travelers Insurance (\$10,988), Cincinnati Insurance (\$12,810), and Central Insurance (\$13,917). All three quotes were for the same coverage. The Board discussed the \$5,000 deductible, that wind damage was covered, and that the contractors are required to have an installation floater. Motion was made by Janice Crawfis and seconded by Mary Lieb to enter into a contract with Travelers Insurance for Inland Marine-Builder's Risk Insurance for the coverage detailed in the proposal. All voted yes on the roll call vote.
- C. **BID TABULATION.** The Fiscal Officer presented the Board with the Building Construction Bid Tabulation Report. Bids for building construction were opened at 12:01 pm on Tuesday, February 16, 2010. Two Board members were in attendance for the bid opening. We received approximately 36 bids in all; 17 from general contractors. The bids will be reviewed by Technicon Design Group to determine the lowest bidders in each category. Technicon Design Group should be ready to made recommendations to the Board within the next 30 days. (see attach report)
- D. **REGULAR MINUTES.** The minutes of the January 19, 2010. regular meeting were approved, on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote except Ginger O'Malley abstained.

- E. **SPECIAL MINUTES.** The minutes of the February 8, 2010, special meeting were approved, on motion by Virginia Schroeder and seconded by Janice Crawfis. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- F. **FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Janice Crawfis, seconded by Virginia Schroeder. All voted yes on the roll call vote.
- G. **PETTY CASH REPORT.** The petty cash report for January was presented noting that fines and fees revenue was \$945.83; copy revenue was \$703.92 and miscellaneous revenue was \$11.24.
- H. **GIFTS.** Accepted January memorials of \$414.01; gift from PCDL Friends donation of \$418.00; donations to the Summer Reading Club was \$525.00 on the petty cash reports, on motion by Mary Lieb and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- I. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report).
- J. **TRAINING.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to approve the Fiscal Officer's attendance at the Public Library Fiscal Officer Conference sponsored by OLC Accounting Division. The conference will be held 3/25/10 - 3/26/10 in Columbus, OH. The cost is \$75 for both days plus one night hotel and meals. The training fulfills the annual investment training requirement. A representative from the Ohio Department of Taxation will present on the status of PLF funding. All voted yes on the roll call vote.
- K. **TRAINING.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to approved the Director's attendance at the OLC Legislative Date on March 16, 2010 at a cost of \$20. All voted yes on the roll call vote.

**NEW BUSINESS**

- L. **OLC INSTITUTIONAL MEMBERSHIP.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve payment of \$2,583.00 to Ohio Library Council for our annual institutional membership dues. All voted yes on the roll call vote. OLC membership provides assistance in several areas including legal, levy, and policy support as well as reduced costs for all staff when attending OLC training programs.
- M. **LAPTOP USE POLICY.** Director presented a draft Laptop Use Policy to the Board. Dale Nienberg questioned limiting usage to those age 18 and older. After Board discussion of the policy the following changes were made to the draft: user will be informed that they could be prosecuted for theft, eliminated the \$10 late fee, and user will be charged actual replacement cost if property is lost/stolen or damaged. Motion was made Dale Nienberg and seconded by Mary Lieb to approve the Laptop Use Policy with amendments. All voted yes on the roll call vote.
- N. **COMPUTER GRANT FROM STATE LIBRARY.** Tabled.

- O. **REVIEWED THE 2010 HOLIDAY SCHEDULE.** Fiscal Officer provided the Board with a schedule of 2010 holidays as specified in the Employee Policy and Procedure Manual. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to make no modification to the 2010 holiday schedule as presented from the Employee Policy and Procedure Manual. All voted yes on the roll call vote.

P. **FINANCE COMMITTEE MEETING.** Finance Committee meeting was set for 2/18/10 at 1:00 p.m. at the ESC.

- Q. **ADDITIONAL A & E FEES.** The Fiscal Officer presented the Board with a letter from Technicon Design Group detailing additional fees that were incurred during the Schematic (\$9,308) and Design Development phases (\$9,245) of the building project and cost associated with the building alternates (\$7,148). The alternates are part of the original contract and calculated as a percentage of the alternate cost. The letter discusses the delays and revisions to cost estimates due to changes in library funding during 2009 and the reduction in overall building size. Motion was made by Janice Crawfis and seconded by Virginia Schroeder to authorize the payment as reasonable based on changes in the building budget and building design. All voted yes on the roll call vote.

- R. **PERSONNEL MANUAL REVIEW.** The Director led the discussion of proposed modifications to the Employee Policy and Procedure Manual. These modifications were discussed with legal counsel. Questions related to the discussion will be brought back to legal counsel.

**REPORT OF BRANCHES AND FRIENDS:** April 5, 2010 is the next PCDL Friend meeting at the ESC.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg commented that he was pleased with the bidder turnout.

**COMMENTS FROM THE PUBLIC.**

Name	Comment
Beth Korte	Why were employees paid mileage?
Michelle Kortokrax	Why were newspaper article building costs less than original budget?
Michelle Kortokrax	Provided Board members with letter of concerns
Michelle Kortokrax	Asked that the Board hold off on building construction until the economy improves.
Rose Ellerbrock	Ohio and Hawaii receive the highest amount of State funding.
Michelle Kortokrax	She had spoken to Lynn Wachtmann and he told her he thought Library fund would be down for a while. She asked if we were aware his opinion and the State's financial projections.
Beth Korte	Questioned whether staff members were present at Leipsic Library location when the carpets were cleaned and stated that the Leipsic Friends of the Library were not allowed to decorate the location without staff being present.

February 16, 2010

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:32 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, March 16, 2010, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County  
District Library, at the Putnam County Educational Service Center, Ottawa,  
Ohio 4:30 p.m., Tuesday, March 16, 2010**

**Board:** Virginia Schroeder, Keith Kahle, Beth Myers, Janice Crawfis, Mary Lieb, Dale Nienberg, and Ginger O'Malley

**Administration:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

**Public:** Rose Ellerbrock, Don Schroeder, Teryn Barnhart, Sue Barnhart, Sue Gratz, Evan Parker, Judi Parker, and Beverly Ricker

**Guest:** Dan Irwin, Irwin Realitors

**PLEDGE OF ALLEGIANCE**

- A. **REPORT FROM DAN IRWIN.** Mr. Irwin discussed with the Board that the property has been listed for 90 days, 9 groups have been shown the property, 3 appeared to be serious about purchasing. No offers have been made to date, therefore, the Board might want to think about reducing the asking price. Keith Kahle asked if Mr. Irwin had an idea as to why an offer had not been made. Mr. Irwin thought it was the amount of work needed on the property. Keith asked if zoning was an issue and Mr. Irwin responded that it wasn't an issue so far and he didn't think it would become one. Mr. Irwin commented that the interested parties have been getting various estimates of the cost to repair the building. Dale Nienberg asked if Mr. Irwin had a recommendation on a new asking price. Mr. Irwin recommended looking at a 10% to 20% reduction in price. Beth Myers asked if the County Auditor had completed the revaluation. Mr. Irwin commented that he had not seen anything official. Mary Lieb asked if the 10% to 20% reduction is the standard. Mr. Irwin commented that it was, but the amount is up to the Board's discretion.
- B. **REGULAR MINUTES.** The minutes of the February 16, 2010, regular meeting were approved, on motion by Dale Nienberg and seconded by Ginger O'Malley. All voted yes on the roll call vote except Keith Kahle abstained.
- C. **SPECIAL MINUTES.** The minutes of the March 3, 2010, special meeting were approved, on motion by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- D. **FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Janice Crawfis, seconded by Beth Myers. All voted yes on the roll call vote.
- E. **PETTY CASH REPORT.** The petty cash report for February was presented noting that fines and fees revenue was \$383.56; copy revenue was \$280.50 and miscellaneous revenue was \$1.05.
- F. **GIFTS.** Accepted February memorials of \$447.06; gift from Better World Books donation of \$310.68; donations to the Summer Reading Club were \$1,190.00 on the petty cash reports, on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.



- G. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report).
- H. **CIRCULATION REPORT.** Kelly Ward Director presented her monthly Circulation report (see attached report).
- I. **TRAINING.** Motion was made by Beth Myers and seconded by Mary Lieb to approve the Director's attendance at the OLC Think Ahead, Think Opportunity training on March 31, 2010 at Kent State University. The cost for the training is \$110, no hotel cost. All voted yes on the roll call vote.
- J. **SET DATE FOR GROUND BREAKING FOR THE NEW BUILDING.** The Board discussed a tentative date for the ground breaking to be April 5, 2010 at 3:00 pm.

**NEW BUSINESS**

- K. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Ginger O'Malley to go into executive session at 5:18 pm to discuss personnel issues and building sale. All voted yes on the roll call vote.
- L. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to come out of executive session at 7:14 pm. All voted yes on the roll call vote.
- M. **DISCUSSED BUILDING SALE IN EXECUTIVE SESSION.** No action required.
- N. **ADMINISTRATIVE ASSISTANT POSITION.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to create the position of Administrative Assistant. The position will be supervised by the Director and the Administrative Assistant will work with the Director and Fiscal Officer. The position will be for 20 hours per week. All voted yes on the roll call vote.
- O. **ADVERTISEMENT OF THE POSITION OF ADMINISTRATIVE ASSISTANT.** Motion was made by Ginger O'Malley and seconded by Mary Lieb to authorize the Director to advertise for the position of Administrative Assistant to include minimum qualifications and testing. All voted yes on the roll call vote.
- P. **PAY CHANGE FOR COMPUTER POSITION.** Ruth Wilhelm's duties currently are part time in Local History Department and part time Computer Coordinator. Motion was made by Janice Crawfis and seconded by Virginia Schroeder to authorize a change in hourly rate of pay for Ruth Wilhelm to \$15.48 for the hours she spends as Computer Coordinator. All voted yes on the roll call vote.
- Q. **PERMANENT APPROPRIATIONS FOR 2010 (Resolution 3-2010).** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve the 2010 Permanent Appropriations as presented. All voted yes on the roll call vote. (See attachment)

- R. **NEW FUND.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to approve the creation of a Special Revenue fund, Better World Books Fund. Revenue for this fund is from the sale of old books. All voted yes on the roll call vote.
- S. **CLARIFY MAY 20, 2008 MOTION.** Motion XVI. Clerk/Treasurer's Hours included her new number of hours per week, but did not restate her new annual salary with the increase in hours from 32 to 36 hours per week from \$47,357.44 to \$53,277.12. (no change in rate per hour) Motion was made by Janice Crawfis and seconded by Mary Lieb to establish the Fiscal Officer's annual rate of pay for 36 hours per week as \$53,277.12 effective May 20, 2008. All voted yes on the roll call vote.
- T. **PERSONNEL MANUAL REVIEW.** The Director led the discussion of proposed modifications to the Employee Policy and Procedure Manual. These modifications were discussed with legal counsel. Questions related to the discussion will be brought back to legal counsel.

**REPORT OF BRANCHES AND FRIENDS:** PCDL Friends will hold next meeting on April 5, 2010 at 1:30 pm. Master Gardeners are considering a children's garden project for the new building. Continental Community Library Corp. will be holding a book sale along with a raffle by the Continental CCL group.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Jack Williams from the Village of Ottawa reported to Dale Nienberg that the Village has plans to complete Putnam Parkway out to Route 15.

**COMMENTS FROM THE PUBLIC.**

Name	Comment
Rose Ellerbrock	She would like the seniority defined in the Employee Policy Procedure Manual by overall days of work. Layoffs should be by seniority, not by departmental seniority, employees should have bumping rights according to their seniority.
Sue Barnhart	What are the basic qualifications for the Administrative Assistant's position? What are the memorial procedures? Does Kelly and Nancy have a set schedule?
Rose Ellerbrock	Are you saying there is no set schedule? Commented that the Director and Fiscal Officer should be in the library every day for a scheduled number of hours.
Sue Barnhart	We should be available for patrons.
Sue Gratz	Commented that a book she checked out at Leipsic Library Location had the cover upside down.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:07 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, April 21, 2010, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County  
District Library held at Putnam County Educational Services Center, Ottawa,  
Ohio 1:00 p.m., Monday, March 29, 2010**

**Present:** Beth Myers, Keith Kahle, Virginia Schroeder, Dale Nienberg, Mary Lieb, and Janice Crawfis.

**Others:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

- A. The Board discussed various items related to the ground breaking ceremony to be held April 9, 2010, at 3:00 pm off the west side of the Educational Service Center parking lot. Items discussed included invitations, guest list, program, speakers, whether or not a tent is needed, weather, mulch to cover the wet dirt, microphone, permission from the ESC, purchase of the official shovel, and to asking the Friends of the PCDL to provide refreshments following the event.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 3:00 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, April 21, 2010 at 4:30 p.m.

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Secretary

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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Putnam County Educational Service Center, Ottawa, Ohio 4:30 p.m., Tuesday, April 20, 2010**

**Board:** Virginia Schroeder, Keith Kahle, Beth Myers, Janice Crawfis, Mary Lieb, Dale Nienberg, and Ginger O'Malley

**Administration:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

**Public:** Rose Ellerbrock, Don Schroeder, Teryn Barnhart, Sydney Barnhart, Sue Barnhart, Evan Parker, Judi Parker, Ruth Wilhelm, Connie Radabaugh, Colleen Sager, and Beverly Ricker

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the March 16, 2010, regular meeting were approved, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the March 29, 2010, special meeting were approved, on motion by Virginia Schroeder and seconded by Mary Lieb. All voted yes on the roll call vote.
- C. **SPECIAL MINUTES.** The minutes of the March 30, 2010, special meeting were approved, on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote except Mary Lieb and Janice Crawfis who abstained.
- D. **FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Janice Crawfis, seconded by Virginia Schroeder. All voted yes on the roll call vote.
- E. **PETTY CASH REPORT.** The petty cash report for March was presented noting that fines and fees revenue was \$1,033.56; copy revenue was \$753.25 and miscellaneous revenue was \$67.50.
- F. **GIFTS.** Accepted March memorials of \$500.07; donations to Local History were \$60.50; donations to the Summer Reading Club were \$385.00 as listed on the petty cash reports, on motion by Mary Lieb and seconded by Dale Nienberg. All voted yes on the roll call vote.
- G. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report). In addition to the attached report the Director discussed that we are in the process of making corrections to the SIRSI catalog system.

**NEW BUSINESS**

- H. **COPIER PURCHASE.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to purchase a new staff copier from Friends Business Source for \$4,079.00. The copier has the capability to network print/scan and fax. All voted yes on the roll call vote.

- I. **SALARY SCALE FREEZE.** Tabled until Finance Committee could meet to discuss the matter.
- J. **CHILDREN OF EMPLOYEES PARTICIPATING SUMMER READING PROGRAM.** Motion was made by Ginger O'Malley and seconded by Virginia Schroeder to allow all children including those of PCDL employees to participate in the Summer Reading Program and be eligible to win prizes provided winners of the prizes are selected by someone from the general public and not an employee. All voted yes on the roll call vote.
- K. **VACATION LEAVE FOR AUDREY KIMMET.** Fiscal Officer, Nancy Stauffer discussed with the Board the unique situation for calculating Audrey Kimmet's vacation leave for 2009 due to the September 2009 layoff. Motion was made by Janice Crawfis and seconded by Beth Myers to calculate Audrey Kimmet's prorated one week vacation leave for 2009 by adding all hours worked in 2009 and dividing by 52 weeks. All voted yes on the roll call vote.
- L. **EXECUTIVE SESSION.** Motion was made by Dale Nienberg and seconded by Beth Myers to go into executive session at 5:35 pm to discuss personnel issues. All voted yes on the roll call vote.
- M. **EXECUTIVE SESSION.** Motion was made by Dale Nienberg and seconded by Virginia Schroeder to come out of executive session at 6:34 pm. All voted yes on the roll call vote.
- N. **INTERVIEW TEAM FOR ADMINISTRATIVE ASSISTANT POSITION.** Motion was made by Beth Myers and seconded by Mary Lieb to create an interview team for the administrative assistance's position to include Keith Kahle, Ginger O'Malley, Kelly Ward, and Nancy Stauffer. All voted yes on the roll call vote.
- O. **CRIMINAL BACKGROUND CHECK.** The Director discussed with the Board that the cost of Ohio background check is \$32 and the FBI check is \$34 if we use the Educational Services Center. Janice Crawfis commented that only the finalist for each open position would need a background check. Dale Nienberg commented that he does not know of any agency that pays for the cost of the background check. The cost is paid by the employee. Dale is in favor of having both the Ohio and FBI checks done. Ginger O'Malley commented that as a substitute teacher and volunteer she pays the cost of the background checks herself. Motion was made by Dale Nienberg and seconded by Beth Myers requiring all new hires to have both an Ohio and FBI background check at the employee's cost. Employment is contingent on the outcome of the background checks and review of the results. All voted yes on the roll call vote.
- P. **PERSONNEL MANUAL REVIEW.** The Director led the discussion of proposed modifications to the Employee Policy and Procedure Manual. The Director asked the Board to review the contents of the manual one last time.
- Q. **SPECIAL AND COMMITTEE MEETINGS.** Special Meeting to discuss finances was set for May 13, 2010 at 1:30 pm. Fundraising Committee meeting was set for May 13, 2010 at 12:30 pm. The Personnel Evaluation committee will meet again after the Director and Fiscal Officer review their job descriptions.

April 20, 2010

**REPORT OF BRANCHES AND FRIENDS:** The Director reported that the Continental Community Library Association will be have a book sale April 21, 22, and 24 at the Continental Library Location.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

**COMMENTS FROM THE PUBLIC.**

Name	Comment
Sue Barnhart	Remarked on content of the recent letters to the editor and the related on line responses.
Rose Ellerbrock	She stated that the Board needs to have a discussion of departmental seniority on the next meeting agenda. She stated that seniority should be spelled out in the employee manual in order to protect the employees.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:07 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, May 18, 2010, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Putnam County Educational Services Center, Ottawa, Ohio 3:30 p.m., May 7, 2010**

**Present:** Beth Myers, Keith Kahle, Ginger O'Malley, Dale Nienberg, Mary Lieb, and Virginia Schroeder.

**Others:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

**Guest:** Tony Hovest, Technicon Design Group

Tony Hovest of Technicon Design Group was present to discuss five Requests for Proposal (RFP) related to the construction of the new building.

- A. Motion was made by Beth Myers and seconded by Ginger O'Malley to approve RFP P-001 from L. R. Babcock, Inc. at a cost of \$999.00 to install  $\frac{3}{4}$ " CW line with shut off valve in the northeast back corner of the building. All voted yes on the roll call vote.
- B. Motion was made by Virginia Schroeder and seconded by Mary Lieb to approve RFP E-003 from Bodie Electric at a cost of \$661.00 to provide 1" empty conduit for future garden in the northeast back corner of the building. All voted yes on the roll call vote.
- C. Motion was made by Mary Lieb and seconded by Beth Myers to approve RFP E-002 from Bodie Electric at a cost of \$507.00 to provide four additional floor electrical boxes. All voted yes on the roll call vote.
- D. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to approve RFP E-001 (Bulletin #1) from Bodie Electric at a cost of \$6,480.00 to provide raceways for telephone and CATV (requested by AEP). All voted yes on the roll call vote.
- E. Motion was made by Beth Myers and seconded by Virginia Schroeder to approve RFP G-001 dated 5/7/2010 from Westerheide Developers, Inc. at a cost of \$2,798.00 for under cutting and lean concrete fill. Additional excavating and concrete was needed for the footings due to poor soil conditions and ground water infiltration. All voted yes on the roll call vote.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 4:47 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, May 18, 2010 at 4:30 p.m.

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Secretary

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President



**Minutes of a Special Meeting of the Board of Trustees of Putnam County  
District Library held at Putnam County Educational Services Center, Ottawa,  
Ohio 1:30 p.m., May 13, 2010**

**Present:** Beth Myers, Keith Kahle, Ginger O'Malley, Dale Nienberg, Mary Lieb, and Janice Crawfis.

**Others:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

- A. Discussed building sale offer from Croy's Mowing. Call Irwin Realty to request a time extension from Croy's Mowing until after the May 18, 2010 regular board meeting.
- B. The Director presented the State Term Contracts related the furniture specified for purchase by Design Group. She stated that Design Group is recommending the furniture order be placed by June for January delivery. Office furniture is not specified by Design Group. The Board asked the Director to create a list of office furniture required for the new building. No action was taken.
- C. Fiscal Officer discussed payroll projections, appropriation modifications and OPERS exemptions. No action was taken.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 4:50 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, May 18, 2010 at 4:30 p.m.

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Secretary

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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Putnam County Educational Service Center, Ottawa, Ohio 4:30 p.m., Tuesday, May 18, 2010**

**Board:** Virginia Schroeder, Keith Kahle, Beth Myers, Janice Crawfis, Dale Nienberg, and Ginger O'Malley

**Administration:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

**Guests:** Dan Irwin, Irwin Real Estate

**Public:** Rose Ellerbrock, Don Schroeder, Sue Barnhart, and Beverly Ricker

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the April 20, 2010, regular meeting were approved, on motion by Dale Nienberg and seconded by Beth Myers with change to draft minutes to reflect date correction. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the May 7, 2010, special meeting were approved, on motion by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote except Janice Crawfis who abstained.
- C. **SPECIAL MINUTES.** The minutes of the May 13, 2010, special meeting were approved, on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- D. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Beth Myers to go into executive session at 4:38 pm to discuss the building sale and personnel issues. All voted yes on the roll call vote.
- E. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to come out of executive session at 6:18 pm. All voted yes on the roll call vote.
- F. **SALE OF BUILDING.** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to authorize Dan Irwin, of Irwin Real Estate to approach both interested parties to provide their highest and best offer of the purchase of the building. Deadline of the offer to be set for on or before Thursday, May 20, 2010 at 5:00 pm. All voted yes on the roll call vote.
- G. **ADMINISTRATIVE ASSISTANT POSTION.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to offer the position of Administrative Assistant to Michelle Johns at 20 hours per week and \$10.50 per hour, contingent on passage of a criminal background check. Hire date to be June 1, 2010. All voted yes on the roll call vote.
- H. **FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Janice Crawfis, seconded by Ginger O'Malley. All voted yes on the roll call vote.

- I. **PETTY CASH REPORT.** The petty cash report for April was presented noting that fines and fees revenue was \$523.71; copy revenue was \$521.25 and miscellaneous revenue was \$342.14.
- J. **GIFTS.** Accepted April memorials of \$514.10; donations to Local History were \$45.00; as listed on the petty cash reports, on motion by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- K. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report).
- L. **FUND RAISING COMMITTEE MEETING REPORT.** Discussed the PCDL Commemorative Opportunities prepared by the Director. (see attached report).

**NEW BUSINESS**

- M. **SALARY SCALE FREEZE.** With great regret and looking at the money available for operations, Janice Crawfis made a motion that we maintain the salary scale freeze through December 31, 2010. The motion was seconded by Beth Myers and all voted yes on the roll call vote.
- N. **MODIFY APPROPRIATIONS. MODIFY (Resolution 4-2010).** Motion was made by Janice Crawfis and seconded by Dale Nienberg to approve appropriations modifications as presented. All voted yes on the roll call vote. (See attachment)
- O. **2011 REQUEST BUDGET.** (Resolution 5-2010) Fiscal Officer, Nancy Stauffer submitted the 2011 Request Budget to the Board. Ginger O'Malley moved to adopt Resolution 5-2010 approving the 2011 Request Budget. Beth Myers seconded, and all voted yes on the roll call vote.
- P. **FURNITURE ORDER.** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to place the order for furniture and shelving for the building with Design Group (\$156,038) and RDT Concepts (\$45,149). All voted yes on the roll call vote except Dale Nienberg who voted no.
- Q. **FUND RAISING ITEMS.** Tabled until next meeting.
- R. **LIBRARY TOBACCO FREE ENVIRONMENT.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to modify section 10.7 of the Putnam County District Library Employee Policy and Procedure Manual to "smoking or the use of tobacco is not permitted anywhere on library property or ground owned and or operated by the Library Board. All voted yes on the roll call vote.
- S. **PERSONNEL MANUAL.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to approve the Putnam County District Library Employee Policy and Procedure Manual with the addition of the Tobacco Free Environment section to be effective May 28, 2010. All voted yes on the roll call vote.

- T. **REPORT OF BRANCHES AND FRIENDS:** The Director reported that the Continental Community Library Association sold everything but the donated copier. PCDL Friends book sale will be held at the Ottawa Elementary school gym on June 8th and 9th. The Director mentioned the Library has been named as a beneficiary in the Virginia Zirkle estate.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg mentioned that the June 5th Trustee meeting wasn't just for new trustees

**COMMENTS FROM THE PUBLIC.**

Name	Comment
Sue Barnhart	Mention e-books and asked if we were any further in the project.
Rose Ellerbrock	Asked if comp time was just for Administrative staff? Also asked if we were going to replace the microfilm reader lost in the flood.
Don Schroeder	Asked the pavers in the memorial garden are going to be moved to the new building and if so were they going to be placed in a separate area from the new pavers.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:48 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, June 15, 2010, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County  
District Library held at Putnam County Educational Services Center, Ottawa,  
Ohio 5:30 p.m., May 20, 2010**

**Present:** Beth Myers, Keith Kahle, Ginger O'Malley, Dale Nienberg, Mary Lieb, Virginia Schroeder, and Janice Crawfis.

**Others:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

- A. **BUILDING SALE COUNTER OFFER.** Motion was made by Dale Nienberg and seconded by Beth Myers to authorize Dan Irwin to make a counter offer to Croy's Mowing LTD of \$29,000. All voted yes on the roll call vote.
- B. **BUILDING SALE.** Motion was made by Dale Nienberg and seconded by Beth Myers to accept the counter offer from Croy's Mowing LTD of \$25,000.00 for the sale of the building at 525 N. Thomas St., Ottawa. All voted yes on the roll call vote.
- C. **FUND RAISING.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve PCDL Commemorative Opportunities prepared by the Director for granite pavers, furniture, and room naming rights as presented and attached. All voted yes on the roll call vote.
- D. **GRANITE PAVER DISCOUNT.** Motion was made by Beth Myers and seconded by Mary Lieb to offer a discount on the sale of the granite pavers of \$20 through July 1, 2010 and \$10 July 2, 2010 through September 15, 2010.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:00 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, June 15, 2010 at 4:30 p.m.

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Secretary

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President

May 26, 2010

**Minutes of a Special Meeting of the Board of Trustees of Putnam County  
District Library held at Putnam County Educational Services Center, Ottawa,  
Ohio 1:30 p.m., May 26, 2010**

**Present:** Beth Myers, Keith Kahle, Ginger O'Malley, Dale Nienberg, Mary Lieb, and Janice Crawfis.

**Others:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

- A. **BUILDING STONE TRIM.** Motion was made by Beth Myers and seconded by Ginger O'Malley to approve the building stone trim color of Natural. All voted yes on the roll call vote.
- B. **BRICK AND STONE MOCK UP.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve the brick and stone mock up on the building site. The Brick pattern to be Running Bond. All voted yes on the roll call vote.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 2:55 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, June 15, 2010 at 4:30 p.m.

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Secretary

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President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Putnam County Educational Services Center, Ottawa, Ohio 12:30 p.m., June 8, 2010**

**Present:** Beth Myers, Keith Kahle, Ginger O'Malley, Dale Nienberg, Virginia Schroeder, and Janice Crawfis.

**Others:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

**Public:** Rose Ellerbrock, Sue Barnhart, Beth Korte, Evan Parker, Judi Parker, Sue Gratz, Jim Maurer (The Findlay Courier), and two members of ABC TV Lima.

- A. TAX LEVY RESOLUTION.** The Board asked the Director and Fiscal Officer to provide the cost related to library operations if each library location was open a similar number of hours prior to the funding cuts that began in 2008.

Director, Kelly Ward, provided the Board a listing of various Libraries around the state, which included dollar amount and millage rate of their current or proposed operating levies. She also discussed PCDL open hours by location and compared current open hours to open hours prior to funding cuts. She also proposed new open hours by library location.

Fiscal Officer, Nancy Stauffer, prepared an estimate of operating expenses for 2011 which included the additional open hours for all library locations. This estimate was compared to estimated 2010 and actual 2009, 2008, 2007, and 2006 activity. Also provided were copies of levy information provided by the Putnam County Auditor's Office.

Keith Kahle asked the cost to maintain current library open hours of operation. Nancy Stauffer responded approximately \$300,000. He questioned the term of a levy whether 5 year or continuing. Kelly responded 5 years terms appear to be the trend with the majority of other libraries. Keith also stated that the trend is a declining PLF.

Jan Crawfis stated that it is an obligation as a Board to provide the voters a right to give their opinion of what they want in library services. The voters have the right to choose. Jan also commented that the Board could reevaluate the situation in 5 years to see what would be needed.

Dale Nienberg stated that the Board should allow the voters a choice in regards to library services. He also commented that a 5 year term makes the Board more accountable to the voters.

Ginger O'Malley questioned whether or not that millage was enough. The Board discussed that the number proposed coincided with the 2007 operating year.

Dale mentioned to compare operating cost to 2007 and then reevaluate after November to a lower amount if the levy doesn't pass.

(Resolution -2010) Motion was made by Dale Nienberg and seconded by Ginger O'Malley to request the Putnam County Auditor to certify the total current tax valuation of the Putnam County District Library, Putnam County, Ohio and the number of mills necessary to produce \$561,000,00 of revenue during the first year of collection of a new tax for current expenses of the Putnam County District Library. All voted yes on the roll call vote. (see attached complete resolution)



400-1

June 8, 2010

**ADJOURNMENT.** There being no further business the meeting was adjourned at 1:00 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, June 15, 2010 at 4:30 p.m.

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Secretary

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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Putnam County Educational Service Center, Ottawa, Ohio 4:30 p.m., Tuesday, June 15, 2010**

**Board:** Virginia Schroeder, Keith Kahle, Beth Myers, Janice Crawfis, Dale Nienberg, and Mary Lieb

**Administration:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer; Michelle Johns, Administrative Assistant

**Public:** Rose Ellerbrock, Sue Barnhart, Teryn Barnhart, Judi Parker, Colleen Sager, Beverly Ricker, and Jim Maurer (The Findlay Courier)

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the May 18, 2010, regular meeting were approved, on motion by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote except Mary Lieb who abstained.
- B. **SPECIAL MINUTES.** The minutes of the May 20, 2010, special meeting were approved, on motion by Mary Lieb and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- C. **SPECIAL MINUTES.** The minutes of the May 26, 2010, special meeting were approved, on motion by Janice Crawfis and seconded by Beth Myers with correction. All voted yes on the roll call vote except Virginia Schroeder who abstained.
- D. **SPECIAL MINUTES.** The minutes of the June 8, 2010, special meeting were approved, on motion by Dale Nienberg and seconded by Janice Crawfis. All voted yes on the roll call vote except Mary Lieb who abstained.
- E. **FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Mary Lieb, seconded by Virginia Schroeder. All voted yes on the roll call vote.
- F. **PETTY CASH REPORT.** The petty cash report for May was presented noting that fines and fees revenue was \$693.95; copy revenue was \$473.66 and miscellaneous revenue was \$25.69.
- G. **GIFTS.** Accepted May memorials of \$390.00; Friends of the PCDL of \$1427.06; Better World Books of \$92.81; Summer Reading Club of \$250.00; as listed on the petty cash reports, on motion by Virginia Schroeder and seconded by Janice Crawfis. All voted yes on the roll call vote.
- H. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report). Kelly did discuss the Ft. Jennings location was closed Friday, Saturday, and Monday due to power outage; also, safety checklist to be used at all locations. Kelly also informed the board that there was a 3<sup>rd</sup> bequest from Virginia Zirkle's estate.

**NEW BUSINESS**

- I. **CONCEALED CARRY POLICY. (Resolution 02-2004).** The board reviewed the concealed carry policy and no changes were made. No need for vote.
- J. **SLATWALL ACCESSORY TEMPLATE TO HOLD PAPERBACK BOOKS; COST \$100.00.** Kelly would like permission to order a sample of the slatwall (SABIC Polymar) for the new library. Cost per unit is \$40.00-\$49.00 each. Beth questioned if it was already budgeted. Kelly responded yes. Keith questioned what happens if it doesn't fit. Kelly commented that she checked with the contractor for measurements. Dale Nienberg motioned and Virginia Schroeder seconded the motion. All voted yes on the roll call vote.
- K. **ADD EARLY LITERACY COMPUTERS AND UPHOLSTERED FURNITURE TO COMMEMORATIVE OPPORTUNITY LIST.** Kelly compared the cost of English \$2660.00 to English/Spanish \$2760.00 to purchase bilingual. Dale questioned if the bilingual can be used at other library locations. Kelly responded yes, every branch would be nice. The motion was made by Dale Nienberg and seconded by Janice Crawfis to add furniture and computers to list. All voted yes on the roll call vote.
- L. **TAXING AUTHORITY LEVY RESOLUTION.** Nancy Stauffer went over the taxing authority levy resolution. The board asked for 3 changes in wording. The motion was made by Janice Crawfis and seconded by Beth Myers to pass the taxing authority levy resolution with the 3 word changes. All voted yes on the roll call vote.
- M. **REPORT OF BRANCHES AND FRIENDS:** Janice Crawfis reported that the book sale was successful but down \$1000.00 from 2009 sale. There were fewer books/materials but easier shopping. Janice was waiting on final amount. Kelly Ward stated that there will be more books/materials in 2011 because we will be getting all out of storage.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg questioned whether anyone has heard anything in regards to the sale of the old library building. Croy's Mowing wants a zoning variance. Kelly Ward has heard nothing. Dale Nienberg also commented on his recent tour of the Kalida location. The building seems like it would have more space. The building is larger than he thought. The structural engineer reviewed and everything in good shape. The police department would occupy 1 room (in front of house). The library could occupy the kitchen & dining area. There is playground equipment right outside the library. Beth Myers questioned the garage space. Dale Nienberg commented that the garage would be part of the police department. Beth Myers also questioned whether the new library would have a locking door. Dale Nienberg understood it to be separate area and lockable.

**COMMENTS FROM THE PUBLIC.**

Name	Comment
Sue Barnhart	Sue asked if the library had to pay for the levy to be on the ballot in November. Kelly Ward said not in a general election. Sue asked if Rarey - Roth was going to be re-hired. Kelly responded that it was up to the board to decide. Sue asked what constitutes a Quorum. Kelly responded majority (4). Sue asked if board can meet for training. Asked how the cost of providing public records request was computed. Kelly Ward explained how she computes the public records request information.
Rose Ellerbrock	Asked if levy passes and funding is restored to 2007 levels, will the library bring back branch managers? The branch managers' positions were abolished. Kelly Ward commented that the branch managers' positions are not needed. No other library locations have 1 to 1 ratio. Beth Myers commented that the hours and services are being restored, not positions. Rose Ellerbrock stated that the people are not happy without the branch managers. Rose stated that the branches are not getting the care they should. The employees are complaining. Rose also stated that she didn't think the voters will approve the levy. Rose also asked if a collection agency was hired for long overdue books. Rose stated that people have been called and threatened about overdue books. She said shelves should be checked before calling people. She commented that there were several instances of calling people when the books were at the library.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:40 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, July 20, 2010, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President