

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Putnam County Educational Service Center, Ottawa, Ohio at 4:30 p.m., Tuesday, January 18, 2011**

**Board:** 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, Don Schroeder, Ruth Wilhelm, Jim Maurer, Marlena Ballinger, Vince  
Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **APPOINTMENT OF FISCAL OFFICER.** Motion was made by Janice Crawfis and seconded by Mary Lieb to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current annual salary effective January 1, 2011 (at 36 hours per week). All voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER (DIRECTOR).** Motion was made by Beth Myers and seconded by Dale Nienberg to re-appoint Kelly Ward as Director for one year, effective January 1, 2011. All voted yes on the roll call vote.
- C. **OATH OF OFFICE.** Vince Schroeder 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.
- D. **REGULAR MINUTES.** The minutes of the December 21, 2010, regular meeting were approved on motion by Dale Nienberg and seconded by Mary Lieb. All voted yes on the roll call vote.
- E. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.
- F. **PETTY CASH REPORT.** The petty cash report for December was presented noting that fines and fees revenue was \$534.46; copies revenue was \$340.53; misc was \$137.04; and e-rate was \$302.15

- G. **GIFTS.** Accepted Donations to the General Fund from the Columbus Grove Schools of \$500.00 (for a computer at Columbus Grove Library); December Memorial Fund donations of \$566.73; Pavers Fund donations of \$960.00; Furniture Donation Fund of \$750.00; Naming Rights Fund of \$8,500.00; Local History Fund of \$10.00; Friends of the PCDL of \$120.97, as listed on the petty cash reports, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote.
- H. **CREATE JEAN SEWELL TRUST FUND.** Motion was made by Janice Crawfis and seconded by Beth Myers to create the Jean Sewell Trust Fund #2020. All voted yes on the roll call vote.
- I. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her 2010 Annual Report (see attached report).

**NEW BUSINESS**

- J. **RESOLUTION TO PAY BILLS.** Motion was made by Dale Nienberg and seconded by Mary Lieb to adopt Resolution 1-2011 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. All voted yes on the roll call vote.
- K. **ELECTION OF BOARD OFFICERS (PRESIDENT).** Mary Lieb nominated Keith Kahle to the position of President of the Putnam County District Library Board of Trustees. Nomination was seconded by Janice Crawfis. Mary Lieb motioned that the nominations be closed. All voted yes on the roll call vote, except Keith Kahle who abstained.
- L. **ELECTION OF BOARD OFFICERS (VICE-PRESIDENT).** Dale Nienberg nominated Beth Myers to the position of Vice-President of the Putnam County District Library Board of Trustees. Nomination was seconded by Mary Lieb. Dale Nienberg motioned that the nominations be closed. All voted yes on the roll call vote, except Beth Myers who abstained.
- M. **ELECTION OF BOARD OFFICERS (SECRETARY).** Dale Nienberg nominated Mary Lieb to the position of Secretary of the Putnam County District Library 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 Mary Lieb who abstained.
- N. **APPOINTMENT OF BOARD COMMITTEES.** There was discussion whether there should be separate board committees with three board members on each committee or hold committee meetings as special board meetings so that all members of the board are informed. Motion was made by Dale Nienberg and seconded by Beth Myers to hold committee meetings as special board meetings. All voted yes on the roll call vote.
- O. **INTEREST EARNINGS POLICY.** There was lengthy discussion between board members about the interest fund distribution. There are no specifications on funds except the Stauffer Trust Fund. The board decided to continue current resolution of Stauffer Trust receiving interest with balance going to General Fund. No action was taken.

- P. **2011 HOLIDAY SCHEDULE REVIEW.** The board reviewed the 2011 holiday schedule. The library will follow the policy manual schedule for holidays. No action was taken by the board.
- Q. **TEMPORARY APPROPRIATIONS FOR SPECIAL REVENUE AND CAPITAL PROJECTS FUNDS.** Motion was made by Beth Myers and seconded by Dale Nienberg to approve the Temporary Appropriations for special revenue and capital projects funds. All voted yes on the roll call vote.
- R. **BUILDING GRAND OPENING DATES, DATE OF CLOSURE FOR THE OTTAWA LOCATION, AND CLOSURE OF THE LOCAL HISTORY DEPARTMENT AT FT. JENNINGS.** Kelly Ward had a lengthy discussion with the board in regards to what needs to be done before the new library building opens. Kelly stated that we need to reintegrate collection and train the employees on multiple functions. The T-1 line will be moved on February 14. We will be pulling DVD's and CD's one week prior to move. Interlibrary loan will be down approximately one week. The Branches will continue to operate as usual. Kelly proposed the last day of business for the library would be Thursday February 10<sup>th</sup> or Saturday February 12. There will be a grace period for overdue books, due to the library being closed. The tax forms will stay at the ESC so they will be available for the public. Kelly discussed having the grand opening dates on March 5, 2011 (Special Reception for Friends members and donors); March 7, 2011 as a soft opening; and March 12, 2011 as the Public Grand Opening. Motion was made by Dale Nienberg and seconded by Mary Lieb to approve the date February 10, 2011 to close the Ottawa library location for move to new building and Local History at Ft. Jennings; the date of March 5, 2011 for donor and Friends tour; and the date of March 12, 2011 for the Grand Opening of the new library building in Ottawa. All voted yes on the roll call vote.
- S. **CHANGE IN FEES CHARGED FOR LOCAL HISTORY RESEARCH.** Motion was made by Janice Crawfis and seconded by Beth Myers to approve the increase in fee for local history research from \$1.00 to \$2.50 effective February 1, 2011. All voted yes on the roll call vote.
- T. **WORKERS COMPENSATION AND WAIVER RELATED TO VOLUNTEERS.** Motion was made by Janice Crawfis and seconded by Mary Lieb to authorize the workers compensation and waiver forms for volunteers. All voted yes on the roll call vote.
- U. **UNPAID LEAVE FOR STAFF MEMBER JUDY DOTY.** There was discussion among board members in regards to health insurance for unpaid leave for Judy Doty. Nancy Stauffer will contact Jean with the Auditor's Office in regards to Judy Doty's health insurance. No motion was taken by the board.

### DISCUSSION

**OTHER REPORTS:** Dale Nienberg discussed with the board the OSU landscape project.

**REPORTS FROM BRANCHES AND FRIENDS:** The Friends of the Putnam County District Library will meet on Tuesday to discuss planning for the Craft Show.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg asked about how to nominate the Friends of the Putnam County District Library for recognition of what they do for the library.

**COMMENTS FROM THE PUBLIC:** NONE

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:42 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, February 15, 2011, at 4:30 p.m. at the Educational Service Center.

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Secretary

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President

January 25, 2011

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library, at Putnam County Educational Service Center, Ottawa, Ohio at 10:00 a.m., Tuesday, January 25, 2011**

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

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

**PLEDGE OF ALLEGIANCE**

**PERSONAL LEAVE POLICY.** There was a lengthy discussion among the members of the Board of Trustees of the Putnam County District Library in regards to the Personal Leave Policy (Section 8.2 of the policy manual) for employees. The discussion was in regards to whether part-time employees should get a personal day. Motion was made by Beth Myers and seconded by Dale Nienberg to approve the following change of policy: On January 1<sup>st</sup> of each year, all full-time employees as well as part-time employees who are a pay grade 110 or higher will be granted one personal day that shall be equal to the average number of hours per day worked by the employee in a week, (i.e. a 30-hour workweek would yield a 6-hour personal day). Personal days may be used at any time with prior approval of the Director. The personal day must be used within the year or it is lost. All voted yes on the roll call vote.

**HEALTH INSURANCE BENEFITS AND FMLA POLICY.** There was lengthy discussion among the members of the Board of Trustees of the Putnam County District Library in regards to the Health Insurance and FMLA policies. The Board decided to follow the policy that the library has right now. No action was taken.

**GRAND OPENING OF THE NEW LIBRARY LOCATION.** Motion was made by Janice Crawfis and seconded by Mary Lieb for approval of the "Special Reception" at the Putnam County District Library's new library building in Ottawa on March 5, 2011 at 3:00 p.m. and approval of the "Grand Opening" at the Putnam County District Library's new library building in Ottawa on March 12, 2011 at 1:00 p.m. All voted yes on the roll call vote.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 11:44 a.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, February 15, 2011, at 4:30 p.m. at the Putnam County Educational Service Center.

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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 Putnam County Educational Service Center, Ottawa, Ohio at 4:30 p.m., Tuesday, February 15, 2011**

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

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

**Public:** Rose Ellerbrock, Don Schroeder, Judy Ruen, Karen Okuley, Travis Jerwers

**PLEDGE OF ALLEGIANCE**

**OATH OF OFFICE.** Travis Jerwers administered the oath of office to Paulette Smith. 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 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? Paulette Smith responded I do.

- A. **REGULAR MINUTES.** The minutes of the January 18, 2011, regular meeting were approved on motion by Dale Nienberg and seconded by Beth Myers. All voted yes on the roll call vote except Ginger O'Malley and Paulette Smith who abstained.
- B. **SPECIAL MINUTES.** The minutes of the January 25, 2011, special meeting were approved with correction on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote except Ginger O'Malley and Paulette Smith who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for January was presented noting that fines and fees revenue was \$647.28; copies revenue was \$361.75; Miscellaneous was \$.45; and cyberpatrol grant was \$574.40
- E. **GIFTS.** Accepted Donations from the Friends of the Putnam County District Library of \$132.00; J. Earl Belch donation for Columbus Grove location of \$2,000.00; Memorial Fund donations of \$575.05; Pavers donation of \$1,080.00; Furniture Donation of \$380.00 as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.

- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from January (see attached report). Kelly also discussed the cost of Public Records Request, meetings, trainings, and upcoming events.
- G. **TRAINING.** Nancy Stauffer, Fiscal Officer, will be attending The Public Library Fiscal Officer Conference sponsored by Ohio Library Council Accounting Division on 03/24/2011 and 03/25/2011. The cost is \$80.00 for both days and the one night hotel stay will be \$0.00. Also, Kelly Ward, Director, will be attending the Ohio Legislative Day on 03/24/2011.

**NEW BUSINESS**

- H. **NEW FUND-J. EARL BELCH TRUST FUND (\$2,000.00 DONATION FOR COLUMBUS GROVE LOCATION).** Motion was made by Ginger O'Malley and seconded by Paulette Smith to set up a new fund called the J. Earl Belch Trust Fund (# 2003). The donation was specified to be used at the Columbus Grove library location. Kelly Ward and Shirley Beining discussed using the fund for furniture purchases for the Columbus Grove library. All voted yes on the roll call vote.
- I. **BUILDING CHANGE ORDER.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the building change order to add two door closures to family and staff restrooms, add larger kick plates at door 142, add 13 cabinet locks, and add two end panels for a total amount of \$1,780.00. All voted yes on the roll call vote.
- J. **LANDSCAPING MAINTENANCE CONTRACT QUOTES.** There was discussion among board members on who to hire for mowing and landscaping maintenance. Janice Crawfis suggested that if the Board chooses to obtain quotes, the Board should go with the lowest and best quote. The Board discussed that we have used Croy's Mowing in the past and we were always happy with their service. The Board directed Nancy Stauffer to obtain a proposal from Croy's Mowing. No action was taken at this time.
- K. **AUTHORIZATION TO PARTICIPATE IN GROUP PURCHASING PROGRAM FOR EARLY LITERACY COMPUTERS.** Kelly Ward, Director, asked the board to purchase three (3) Early Literacy Computers. There was discussion among board members regarding which library locations should have an Early Literacy Computer and what version (English, Spanish, both) the library locations should carry. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to purchase eight (8) Early Literacy Computers with the Spanish version if easily convertible. One Early Literacy Computer for each library location. If there is no space at the Kalida library location, two (2) computers will be placed at the Ottawa library location until Kalida has room. The Early Literacy Computers will be paid with the money from the John Sewell Trust Fund. All voted yes on the roll call vote.



**DISCUSSION**

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Kelly Ward stated that the Pandora Friends of the Library is now official. Karen Okuley with The Friends of the Putnam County District Library discussed the dates for the upcoming Craft Show and Book Sale. Karen also discussed the preparation for the two (2) Grand Openings for the new Ottawa Library building.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Keith Kahle stated that the staff did a great job helping with the move to the new library building. Keith hopes the public understands the amount of work it takes to move. Dale Nienberg thanked the girl scouts for taking most of the cardboard boxes for their recycling project. Dale also stated that the board needs to decide who is going to the Ohio State University on March 3, 2011 to meet with the landscaping architectural group. There will be four (4) projects to judge. The board will then pick a winner that day.

**COMMENTS FROM THE PUBLIC: NONE**

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:56 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, March 15, 2011, at 4:30 p.m. at the Putnam County District Library.

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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, at the Putnam County District Library, Ottawa, Ohio at 4:30 p.m., Monday, February 28, 2011**

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

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

**PLEDGE OF ALLEGIANCE**

**BUILDING CHANGE ORDER.** Motion was made by Beth Myers and seconded by Janice Crawfis to authorize the cost to install tempered safety glass in all areas of the children's entry except openings that are meant to be doorways. All voted yes on the roll call vote.

**PURCHASE OF DESKS FOR EARLY LITERACY COMPUTERS FOR ALL LOCATIONS.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize Kelly Ward, Director, to purchase (6) desks and (12) chairs for the Early Literacy computers from the Jean Sewell Trust Fund. All voted yes on the roll call vote.

**SET PERMANENT APPROPRIATIONS FOR JOHN SEWELL TRUST FUND AND JEAN SEWELL TRUST FUND (Resolution 3-2011).** Motion was made by Mary Lieb and seconded by Paulette Smith to set permanent appropriations for John Sewell Trust Fund Capital Outlay for \$35,000.00 and for Jean Sewell Trust Fund Capital Outlay for \$6,000.00. All voted yes on the roll call vote.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:32 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, March 15, 2011, at 4:30 p.m. at the Putnam County District Library.

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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, at the Putnam County District Library, Ottawa, Ohio at 3:45 p.m., Friday, March 18, 2011**

**Board:** Keith Kahle, Dale Nienberg, Beth Myers, Janice Crawfis, Paulette Smith, and Mary Lieb

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

**PLEDGE OF ALLEGIANCE**

**POWERHEART AED G3 PLUS AUTOMATIC PACKAGE.** Motion was made by Beth Myers and seconded by Dale Nienberg to authorize Kelly Ward to enter into agreement with the Putnam County Office of Public Safety to purchase a Powerheart AED G3 Plus Automatic Package (Defibrillator) for the new Putnam County District Library Ottawa location in the amount of \$1,475.00. All voted yes on the roll call vote.

**BUILDING CHANGE ORDER.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the building change order to add two wood screens on the Reference Desk, add an alarm to Door 109B, add alarms to Doors 115A and 123A, add glass and trim at Children's Entrance, add electronic latches to Doors 101A and 111A (replaces early change order from February 28, 2011 meeting), repair carpet tile in the Lobby, approve a trip charge for additional yellow carpet tiles, and install a snow melt system called "Viega" which provides for automated control of snow melt in lieu of on/off manual switching based on outdoor air temperature and moisture pending positive reactions from Ft. Jennings Bank for a total amount of \$11,118.00. All voted yes on the roll call vote.

**MEETING ROOM POLICY.** There was extensive discussion among board members regarding the Putnam County District Library Meeting Room Policy. Motion was made by Beth Myers and seconded by Paulette Smith to approve the meeting room policy as corrected and attached. All voted yes on the roll call vote.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:12 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, April 19, 2011, at 4:30 p.m. at the Putnam County District Library.

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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, at the Putnam County District Library, Ottawa, Ohio at 3:45 p.m., Friday, March 18, 2011**

**Board:** Keith Kahle, Dale Nienberg, Beth Myers, Janice Crawfis, Paulette Smith, and Mary Lieb

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

**PLEDGE OF ALLEGIANCE**

**POWERHEART AED G3 PLUS AUTOMATIC PACKAGE.** Motion was made by Beth Myers and seconded by Dale Nienberg to authorize Kelly Ward to enter into agreement with the Putnam County Office of Public Safety to purchase a Powerheart AED G3 Plus Automatic Package (Defibrillator) for the new Putnam County District Library Ottawa location in the amount of \$1,475.00. All voted yes on the roll call vote.

**BUILDING CHANGE ORDER.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the building change order to add two wood screens on the Reference Desk, add an alarm to Door 109B, add alarms to Doors 115A and 123A, add glass and trim at Children's Entrance, add electronic latches to Doors 101A and 111A (replaces early change order from February 28, 2011 meeting), repair carpet tile in the Lobby, approve a trip charge for additional yellow carpet tiles, and install a snow melt system called "Viega" which provides for automated control of snow melt in lieu of on/off manual switching based on outdoor air temperature and moisture pending positive reactions from Ft. Jennings Bank for a total amount of \$11,118.00. All voted yes on the roll call vote.

**MEETING ROOM POLICY.** There was extensive discussion among board members regarding the Putnam County District Library Meeting Room Policy. Motion was made by Beth Myers and seconded by Paulette Smith to approve the meeting room policy as corrected and attached. All voted yes on the roll call vote.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:12 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, April 19, 2011, at 4:30 p.m. at the Putnam County District Library.

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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 Putnam County District Library, Ottawa, Ohio at 4:30 p.m., Tuesday, April 19, 2011**

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

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

**Public:** Rose Ellerbrock and Sue Barnhart

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the March 15, 2011, regular meeting were approved on motion by Dale Nienberg and seconded by Janice Crawfis. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the March 18, 2011, special meeting were approved on motion by Paulette Smith and seconded by Mary Lieb. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** Dale Nienberg commented that the board needs to decide where to allocate the money the Putnam County District Library received from the Sewell funds. Ginger O'Malley commented that she could get Mike O'Malley to come in and let the board know what the family intentions are for the money from the Sewell funds. The March bills and financial reports were approved, on motion by Dale Nienberg and seconded by Beth Myers. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for March was presented noting that fines and fees revenue was \$753.43; copies revenue was \$554.15; and Miscellaneous was \$1.00
- E. **GIFTS.** Accepted Donations from Memorial Fund donations of \$1,244.45; Summer Reading Club fund donations of \$350.00; Paver fund donations of \$120.00; Friends of the Putnam County District Library fund donations of \$599.00; and Virginia Zirkle Trust Fund donations of \$6,000.00, as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from March (see attached report). Kelly discussed the circulation statistics and compared January thru March 2009, 2010, and 2011. Kelly also discussed the cost of Public Records Request, meetings, trainings, and upcoming events.

**NEW BUSINESS**

- G. **YOUTH SERVICES CONFERENCE FOR VALERIE LAUKHUF.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize Valerie Laukhuf to attend the Youth Services Conference on May 12, 2011 in Twinsburg, Ohio for the total amount of \$177.00. All voted yes on the roll call vote.
- H. **MEMORANDUM OF UNDERSTANDING WITH FRIENDS OF THE LIBRARY.** Kelly Ward discussed with the board whether the Putnam County District Library should have a Memorandum of Understanding between the Friends of the Putnam County District Library and the Putnam County District Library. Kelly Ward stated that the Memorandum of Understanding is recommended by the American Library Association, Ohio Library Council, and the National Friends group. There was no action taken by the board. Janice Crawfis will take copies of Memorandum of Understanding to the Friends of the Putnam County District Library for their ideas and discussion.
- I. **LANDSCAPE MAINTENANCE PROPOSAL FROM CROY'S MOWING.** Motion was made by Paulette Smith and seconded by Mary Lieb to accept the proposal from Croy's Mowing for landscape maintenance. All voted yes on the roll call vote.
- J. **LANDSCAPING FOR CHILDREN'S GARDEN.** There was extensive discussion among board members in regards to the landscaping of the children's garden at the new Ottawa library building. Dale Nienberg reviewed the landscaping plans, which were donated by the students from the Ohio State University architectural program. Some of the topics the board discussed included sidewalks, fencing, plants, gazebo/ pergola, memory garden, phases of project, and costs. Motion was made by Paulette Smith and seconded by Mary Lieb to approve the landscape concept from the Ohio State University architectural students and to allocate \$10,000.00 from the Building Construction Fund for additional landscaping. All voted yes on the roll call vote.
- K. **LEAVE WITHOUT PAY FOR JUDY DOTY.** There was extensive discussion among board members in regards to a request for unpaid leave for Judy Doty. Some of the issues discussed by the board included: considering the "needs of the library" before granting leave, granting earned leave requests before unpaid leave requests, and limiting overtime caused by request for leave while still attempting to accommodate the needs of the staff. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to approve Judy Doty's paid vacation leave request and conditionally approve her unpaid leave request contingent upon library staffing needs. All voted yes on the roll call vote.
- L. **LEAVE WITHOUT PAY FOR PAULA THOMAS.** There was extensive discussion among board members in regards to a request for unpaid leave for Paula Thomas. Some of the issues discussed by the board included: considering the "needs of the library" before granting leave, granting earned leave requests before unpaid leave requests, and limiting overtime caused by request for leave while still attempting to accommodate the needs of the staff. Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve Paula Thomas's paid

vacation leave request and conditionally approve her unpaid leave request contingent upon library staffing needs. All voted yes on the roll call vote.

- M. **CONTRACT WITH ROCKFORD CARNEGIE LIBRARY FISCAL OFFICER.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to approve the contract with Robert Maurer, Fiscal Officer for Rockford Carnegie Library, to provide accounting services when and if Nancy Stauffer, Fiscal Officer for the Putnam County District Library, is on leave. All voted yes on the roll call vote.
- N. **STAFF CHAIRS FOR BRANCH LOCATIONS.** Motion was made by Beth Myers and seconded by Mary Lieb to authorize Kelly Ward to purchase 10 staff chairs (1 chair for each of the Putnam County District library branch locations) from the Virginia Zirkle Trust Fund for the total amount of \$2,450.00. All voted yes on the roll call vote.
- O. **VOLUNTEER POLICY.** The board discussed a change in the wording for the Recruitment and Use of Volunteers Policy. The board would like to change wording to "A criminal background check may be conducted at the expense of the volunteer". The board would like Kelly Ward to show the changes to the attorney for the Putnam County District Library. No motion was taken by the board.

#### DISCUSSION

#### OTHER REPORTS:

#### **REPORTS FROM BRANCHES AND FRIENDS:**

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg commented on the potential location for Kalida library.

**COMMENTS FROM THE PUBLIC:** Rose Ellerbrock asked if the \$500,000.00 will be returned to the general fund.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:51 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, May 17, 2011, at 4:30 p.m. at the Putnam County District Library.

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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 Putnam County District Library, Ottawa, Ohio at 4:30 p.m., Tuesday, May 17, 2011**

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

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

**Public:** Rose Ellerbrock, Judi Parker, Judy Ruen, Karen Okuley, Don Schroeder, and Sue Barnhart

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the April 19, 2011, regular meeting were approved on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for April was presented noting that fines and fees revenue was \$1038.71; copies revenue was \$442.75; and E-Rate (Kalida Telephone Co.) was \$496.35.
- D. **GIFTS.** Accepted Donations from Memorial Fund donations of \$773.78; Local History fund donation of \$20.00; Paver fund donation of \$120.00, as listed on the petty cash reports, on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from April (see attached report). Kelly discussed the circulation statistics and compared January thru April 2009, 2010, and 2011. Kelly also discussed the cost of Public Records Request, meetings, trainings, and upcoming events.

**OLD BUSINESS**

- F. **MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF THE LIBRARY.** There was discussion among board members in regards to the Memorandum of Understanding with the Friends of the Library. The Friends of the Library will be discussing the memorandum of understanding at their board meeting. There was no action taken by the board.



- G. **VOLUNTEER POLICY.** There was extensive discussion between board members in regards to the volunteer policy. The board would like to add, "All Volunteers will be checked against the Ohio Sex Offender Database," to the second sentence of the second paragraph of the Recruitment and Use of Volunteers Policy. Motion was made by Beth Myers and seconded by Mary Lieb to accept the policy as modified and forward to attorney to check. The effective date of policy will be the date that the attorney responds to the changes. All voted yes on the roll call vote.

**NEW BUSINESS**

- H. **2012 REQUEST BUDGET (RESOLUTION 5-2011).** Nancy Stauffer presented to the board Request Budget Worksheets for 2012. The Request Budget for 2012 has to be submitted to the County Auditor by the end of May. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve the 2012 Request Budget (See attached report). All voted yes on the roll call vote.
- I. **2011 APPROPRIATIONS MODIFICATIONS (RESOLUTION 6-2011).** Motion was made by Dale Nienberg and seconded by Paulette Smith to approve the 2011 Appropriations Modifications (See attached report). All voted yes on the roll call vote.
- J. **RETIREMENT OF JUDY SCHROEDER, CIRCULATION SUPERVISOR.** Kelly Ward informed the board that Judy Schroeder will be retiring effective June 1, 2011. Judy Schroeder has worked 35 years for the library. Motion was made by Beth Myers and seconded by Mary Lieb to accept Judy Schroeder's retirement with gratitude of Judy's years of service. All voted yes on the roll call vote.
- K. **HIRING OF NEW CIRCULATION SUPERVISOR.** Kelly Ward stated to the board that she would like the new Circulation Supervisor to work an average of 32 hours a week. The Circulation Supervisor would work Monday thru Thursday and every other Saturday. Kelly would like to do an internal posting for one week. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to authorize Kelly Ward to post the circulation supervisor position internally for one week. All voted yes on the roll call vote.
- L. **DONATION TO PURCHASE TREES BY MODERN WOODMAN (\$250.00) AND MELISSA RUHE (\$150.00) WITH PROJECT COMPLETION DATE OF 06/30/2011.** Motion was made by Dale Nienberg and seconded by Paulette Smith to accept the donation to purchase trees by Modern Woodman in the amount of \$250.00 and from Melissa Ruhe in the amount of 150.00 with completion date 06/30/2011 (weather permitting). All voted yes on the roll call vote.
- M. **DONATION TO PURCHASE SHRUBS BY MODERN WOODMAN (\$500.00) WITH PROJECT COMPLETION DATE 07/31/2011.** Motion was made by Mary Lieb and seconded by Janice Crawfis to accept the donation to purchase shrubs by Modern Woodman in the amount of \$500.00 with completion date 07/31/2011 (weather permitting). All voted yes on the roll call vote.

- N. **ESTIMATE TO PURCHASE TREES FROM CRANBERRY CREEK.** There was extensive discussion among board members in regards to the landscaping at the Ottawa library. Some of the items discussed included trees, ledger rock, and memorial garden. Motion was made by Paulette Smith and seconded by Ginger O'Malley to approve the estimate from Cranberry Creek to purchase trees and ledger rock for the Ottawa library location. All voted yes on the roll call vote.
- O. **COST TO MOVE FURNITURE FROM OHIO LOGISTICS TO OTTAWA ELEMENTARY SCHOOL FOR THE FRIENDS OF THE LIBRARY ANNUAL BOOK SALE.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize Kelly Ward to hire Lane Mover's to move the furniture from Ohio Logistics to Ottawa Elementary School for the Friends of the Library annual book sale and shelving to Kalida High School Administrative building in anticipation of relocating the Kalida Library to that building. The donation of the items to the Friends of the Putnam County District Library occurs upon delivery at the Ottawa Elementary School. All voted yes on the roll call vote except Janice Crawfis and Beth Myers who abstained.

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Karen Okuley stated that the book sale is planned and ready to go. The Friends are planning the craft show. The Friends will be helping at the fair booth at the Putnam County Fair 2011. The Memorandum of Understanding between the Friends and the Putnam County Library may not be completed until September or November.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg asked why the curb hasn't been fixed yet. Dale Nienberg wanted to know if it was due to weather. Dale asked Nancy Stauffer about the Bodie Electric payment. Dale asked if they were the only contractors that have been paid in full. Dale also asked how to start a Friends of the Library group. Dale Nienberg also questioned Kelly Ward about the pavers. He would like us to either get a definite delivery date on the pavers or go with someone else. Dale Nienberg "strongly recommends" that we get this paver issue resolved. Kelly Ward stated that she will contact Delphos Granite.

**COMMENTS FROM THE PUBLIC:** Rose Ellerbrock asked if anyone ever did a form for employee evaluations. The Personnel Committee was formed and evaluations were to be done. She has talked with employees and the morale is low. Keith commented that the board will take it under consideration.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:21 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, June 21, 2011, at 4:30 p.m. at the Putnam County District Library.

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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 District Library, Ottawa, Ohio 2:00 p.m., May 31, 2011**

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

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

**PLEDGE OF ALLEGIANCE**

- A. **HIRE CIRCULATION SUPERVISOR.** The Director discussed the candidates interviewed for the circulation supervisor's position. The three applicants interviewed were Laura Schroeder, Michelle Johns and Audrey Kimmet. Ms. Ward recommended that the position be offered to Michelle Johns. Michelle has 10 years of prior management and customer service experience in her prior position. Motion was made by Ginger O'Malley and seconded by Dale Nienberg to hire Michelle Johns at 32 hours per week at \$14.00 per hour effective June 6, 2011. All voted yes on the roll call vote.
- B. **ADVERTISE FOR PART TIME CIRCULATION ASSISTANT POSITION.** The Director discussed with the Board the need for an additional circulation position. She provided the Board a job description of the position. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize the Director to advertise for a part time circulation assistant position at starting pay of \$9.00 per hour. All voted yes on the roll call vote.
- C. **ADVERTISE FOR PART TIME LIBRARY PAGE-INTERMITTENT PART TIME SUMMER HELPER POSITION.** The Director discussed with the Board the need for a library page - intermittent part time summer helper position. She provided the Board a job description of the position. Motion was made by Beth Myers and seconded by Janice Crawfis to authorize the Director to advertise for a library page-intermittent part time summer helper position at starting pay of \$7.40 per hour. All voted yes on the roll call vote.
- D. **LANDSCAPING LEDGER ROCK.** Motion was made by Dale Nienberg and seconded by Mary Lieb to approve the purchase of ledger rock for the landscaping at a cost up to \$500.00 through Cranberry Creek. All voted yes on the roll call vote.
- E. Tabled the discussion concerning change order for modifications to the circulation and reference desk work stations. New estimate was not available.
- F. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg asked about Delphos Granite's response on the paver shipment. Kelly Ward responded that the owner was out of town. Dale also asked about building issues that included: repair of curb, installation of front and back sidewalks, and mentioned that the flag is tattered. He also asked that a thank you note be sent to the Kalida Village Council and Kalida LSD for agreeing to move the Kalida Library location to an available room in the Kalida LSD administration building.

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May 31, 2011

**ADJOURNMENT.** There being no further business the meeting was adjourned at 3:10 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, June 21, 2011 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 Putnam County District Library, Ottawa, Ohio at 4:30 p.m., Tuesday, June 21, 2011**

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

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

**Public:** Rose Ellerbrock, Judi Parker,

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the May 17, 2011, regular meeting were approved on motion by Dale Nienberg and seconded by Janice Crawfis. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the May 31, 2011, special meeting were approved on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote except Paulette Smith who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Beth Myers. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for May was presented noting that fines and fees revenue was \$922.03; copies revenue was \$438.15.
- E. **GIFTS.** Accepted Donations from Friends of the PCDL of \$3,641.99; Memorial Fund donations of \$336.52; Local History fund donation of \$20.00; Paver fund donation of \$120.00, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Paulette Smith. All voted yes on the roll call vote.
- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from May (see attached report).

**OLD BUSINESS**

- G. **VOLUNTEER POLICY.** There was extensive discussion related to the who should pay for the background check, the individual or the Library. Motion was made by Ginger O'Malley and seconded by Mary Lieb to approve the policy as resented. (See attachment) All voted yes on the roll call vote.

**NEW BUSINESS**

- H. **BUILDING CHANGE ORDER.** Motion was made by Ginger O'Malley and seconded by Janice Cawfis to approve the building change order to add a Corian top to the panels at the reference and circulation desks at a cost of \$1,890.00 . All voted yes on the roll call vote.
- I. **RESIGNATION AND RETIREMENT POLICIES.** Motion was made by Paulette Smith and seconded by Beth Myers to approve changes to the Resignation (13.1) and Retirement (13.4) sections of the Employee Policy and Procedures Manual as presented by the Director. Increased the number of weeks of notice upon resignation or retirement for employees pay grade 85 or higher from 2 week to 4 weeks. (see attachment) All voted yes on the roll call vote.
- J. **EXECUTIVE SESSION (IN).** Motion was made by Beth Myers and seconded by Janice Cawfis to go into executive session at 5:29 p.m. to discuss the hiring of a public employee. All voted yes on the roll call vote.
- K. **EXECUTIVE SESSION (OUT).** Motion was made by Janice Cawfis and seconded by Mary Lieb to come out of executive session at 5:49 p.m. All voted yes on the roll call vote.
- L. **HIRING OF PART TIME CIRCULATION ASSISTANT.** The Director recommended the hiring of Pat Meyer for the position of part time circulation assistant. Motion was made by Janice Cawfis and seconded by Paulette Smith to hire Pat Meyer at \$9.74 per hour for the position of part time circulation assistant. All voted yes on the roll call vote.
- M. **HIRING OF PART TIME SUMMER INTERN.** The Director recommended the hiring of Elizabeth Schroeder for the position of part time summer intern. Motion was made by Paulette Smith and seconded by Dale Nienberg to hire Elizabeth Schroeder at \$7.40 per hour for the position of part time summer intern. All voted yes on the roll call vote.

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Janice Cawfis reported that the Friends of the PCDL book sale went well.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg reported that he was happy with the trees installed by Cranberry Creek, but he had a concern that there was too much mulch around the trees. He discussed his concern with Tawa Tree Service and he provided the Board members with a flyer concerning the amount of mulch needed. He asked that we contact Cranberry Creek and have some of the mulch removed. Dale Nienberg asked if the new Kalida Library location would be ready by the Kalida Pioneer festival in early September. The Director responded that the shelving and other furniture would probably not be received until late September and the opening would not be until mid to late October. Dale Nienberg commented on his concerns about the paver supplier and that we should contact other supplies to see if they could supply the pavers any faster.

**COMMENTS FROM THE PUBLIC:** None

June 21, 2011

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:39 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, July 19, 2011, at 4:30 p.m. at the Putnam County District Library.

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Secretary

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President