

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., January 10, 2012

Present: Beth Myers, Paulette Smith, Ginger O'Malley, Dale Nienberg, Mary Lieb, and Janice Crawfis

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

Public: Don Schroeder, Denny Mumaw

PLEDGE OF ALLEGIANCE

A. NOMINATING COMMITTEE. Motion was made by Janice Crawfis and seconded by Paulette to create a two Board member nominating committee. All voted yes on the roll call vote.

B. NOMINATING COMMITTEE APPOINTMENT. Vice-President Beth Myers appointed Dale Nienberg and Mary Lieb to serve on the nominating committee for officers to be elected at the January regular meeting.

C. STORAGE OF DONATED SHELVING. The Director presented a list of items being stored at Ohio Logistics and Kalida LSD administrative building. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize the Director to advertise for the sale of or donation of unneeded items on the Oplin list. This includes all items stored at Ohio Logistics except a few boxes of bookends and one paperback spinner. Also keep enough shelving needed for Pandora and Ottawa locations. All voted yes on the roll call vote.

D. FURNITURE. The Director discussed with the Board that she had contacted our legal counsel and our insurance agent concerning modifying a table lamp to attach it to the table tops. Our insurance agent, Rob Fawcett stated that if we open the lamp it would void the manufacturer's warranty and put the Library and County at greater risk if the lamp would cause a fire. Our attorney, Cheri Hass stated that in addition to putting the Library at greater risk, the Director could be held personally liable for having our maintenance supervisor modify the lamp. They both recommended we purchase a commercial grade lamp manufactured to suit our needs. The Director also commented that the Board had approved the purchase of six \$650.00 lamps when they approved the list of all furnishing in May 2010. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to purchase six lamps not to exceed the originally quoted price of \$650.00 each. All voted yes on the roll call vote except Dale Nienberg who voted no.

E. EXECUTIVE SESSION (IN). Motion was made by Dale Nienberg and seconded by Paulette Smith to go into executive session at 2:57 p.m. to discuss the evaluation forms for the Director and Fiscal Officer. Invited Denny Mumaw to attend the executive session. All voted yes on the roll call vote.

January 10, 2012

F. **EXECUTIVE SESSION (OUT).** Motion was made by Paulette Smith and seconded by Ginger O'Malley to come out of executive session at 3:58 p.m. All voted yes on the roll call vote.

G. No action was taken

H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

ADJOURNMENT. There being no further business the meeting was adjourned at 3:59 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, January 17, 2012 at 4:30 p.m.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., January 17, 2012

Board: Dale Nienberg, Beth Myers, Mary Lieb, Janice Crawfis, Ginger O'Malley, Paulette Smith, and Denny Mumaw

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

Public: Rose Ellerbrock, Don Schroeder, Judi Parker, Sue Barnhart,

Guest: Putnam County Commissioner, John Love

PLEDGE OF ALLEGIANCE

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, John Love, administered the oath of office to Denny Mumaw. 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? Denny Mumaw responded I do.
- B. **APPOINTMENT OF FISCAL OFFICER.** Dale Nienberg moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Ginger O'Malley seconded the motion, and all voted yes on the roll call vote.
- C. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Dale Nienberg moved to appoint Kelly Ward as Deputy Fiscal Officer- for one year, effective January 1. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- D. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, John Love, 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.
- E. **REGULAR MINUTES.** The minutes of the December 20, 2012. regular meeting were approved, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote except Denny Mumaw who abstained.

January 17, 2012

- F. **SPECIAL MINUTES.** The minutes of the December 20, 2011. special meeting were approved, on motion by Ginger O'Malley and seconded by Janice Crawfis. All voted yes on the roll call vote except Denny Mumaw who abstained.
- G. **SPECIAL MINUTES.** The minutes of the January 10, 2012. special meeting were approved, on motion by Dale Nienberg and seconded by Mary Lieb. All voted yes on the roll call vote except Denny Mumaw who abstained.
- H. **BILLS AND FINANCIAL REPORTS.** The December 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.
- I. **PETTY CASH REPORT.** The petty cash report for December was presented noting that fines and fees revenue was \$842.01; copies revenue was \$321.25; and miscellaneous revenue of \$237.19.
- J. **GIFTS.** Accepted Donations from Memorial Fund donations of \$664.31; Paver fund donation of \$240.00, as listed on the petty cash reports, on motion by Dale Nienberg and seconded by Paulette Smith. All voted yes on the roll call vote.
- K. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented the Director's Annual Report (see attached report). The Director also discussed a recent inquiry to name a group of shelving in memory of a loved one. All shelving has been purchased at Ottawa. Discussed creating a commemorative opportunity brochure for furniture items in the library. Questions were discussed concerning creating a separate fund, setting of prices, and use of the funds. Ginger O'Malley commented that the Mazza Museum has a similar situations and she would discuss it with their financial personnel. We will revisit this at the February meeting.
- L. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Mary Lieb nominated Dale Nienberg to the position of President of the PCDL Board of Trustees, nomination was seconded by Paulette Smith. All voted yes on the roll call vote, except Dale Nienberg who abstained.
- M. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Mary Lieb nominated Beth Myers to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Virginia Schroeder. All voted yes on the roll call vote, except Beth Myers who abstained.
- N. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Dale Nienberg nominated Mary Lieb to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Beth Myers. All voted yes on the roll call vote, except Mary Lieb who abstained.

NEW BUSINESS

- O. **RESOLUTION TO PAY BILLS.** Ginger O'Malley moved to adopt Resolution 1-2012 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. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.

January 17, 2012

- P. **OLC STAFF MEMBERSHIP.** Motion was made by Beth Myers and seconded by Paulette Smith 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.
- Q. **CHILDREN'S ROOM NAMING RIGHTS.** The Board discussed Lila Stauffer's bequest and her great support and love of the library. They also discussed that funds were used from the Stauffer Trust Fund for construction for the new building. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to name the children's area in memory of Lila Stauffer. All voted yes on the roll call vote.
- R. **TEACHER COLLECTION POLICY.** Dale Nienberg asked the Director to contact area Superintendents in order to determine if the school district would be willing to be liable for items checked out on teacher cards. The current proposed teacher collection policy has the teacher as liable for items they check out. Tabled until February meeting.
- S. **SEO GRANT.** The Director presented the LSTA Grant request to the Board. The local match would be approximately \$8,724.50. The Director commented that we would no longer pay a maintenance fee to SIRSI, but we would pay approximately the same annual amount to SEO for maintenance. Ginger O'Malley expressed congratulations and thank you to the Director for her work in applying for the grant. Motion was made by Ginger O'Malley and seconded by Denny Mumaw to accept, participate, certify that local matching funds will be available of approximately \$8,724.50, and grant approval to proceed with grant application. All voted yes on the roll call vote.
- T. **CONTINUE SALARY SCALE FREEZE.** The Board discussed the current budget situation and the effect payscale step increases would have on the budget. They discussed that they had no objection to giving the employees additional earnings, but we need to consider the budget. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to continue the payscale freeze. The Board will revisit the issue at the September 2012 regular Board meeting. All voted yes on the roll call vote.
- U. **DIRECTOR EVALUATION FORM.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve the Director's evaluation instrument as corrected. All voted yes on the roll call vote.
- V. **FISCAL OFFICER EVALUATION FORM.** Motion was made by Denny Mumaw and seconded by Paulette Smith to approve the Fiscal Officer's evaluation instrument as corrected. All voted yes on the roll call vote.
- W. Set special meeting to discuss budgets for the Sewell trust fund for January 31, 2012 at 4:30 pm.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley commented that the Friends of the PCDL approved the memorandum of understanding with the Library at their January meeting. She also discussed that they joined the OLC Friends group, that their next meeting is in March, and commented on their membership drive. Karen also stated that Beth Myers did a wonderful job with the Christmas Tree Festival.

January 17, 2012

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Denny Mumaw thanked everyone for welcoming him and he is looking forward to learning more and helping where he can.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock commended Dale Nienberg for voting no on the motion to purchase the table lamps for Ottawa Library. She stated that people are angry about the purchases made. She also asked that the employees be allowed to evaluate the Director and Fiscal Officer.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:18 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, February 21, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., January 31, 2012

Present: Beth Myers, Paulette Smith, Ginger O'Malley, Dale Nienberg, Mary Lieb, Janice Crawfis, and Denny Mumaw

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

PLEDGE OF ALLEGIANCE

- A. **SEWELL TRUST FUNDS.** The Director presented the Board with a list of proposed items to be purchased for each branch library. The list was discussed at length prior to the motion being made by Paulette Smith and seconded by Mary Lieb to approve Jean R. Sewell Trust Fund, Capital Outlay appropriations of \$25,000.00. All voted yes on the roll call vote.
- B. **TRUSTEE MANUAL.** The Director provided each Board member with a copy of the current Trustee Manual. Board President, Dale Nienberg, appointed Ginger O'Malley, Denny Mumaw, and Janice Crawfis to review the Trustee Manual and make recommendations for changes.
- C. **LEIPSIC LIBRARY.** The Director discussed with the Board that a portion of the decorative tree was removed from the children's play area at the Leipsic Library location which resulted in several layers of paint being removed. She commented that the building was older and there is a possibility that there is lead paint under the current paint. The Board discussed at length whether it is the Library's or Village's responsibility to test for lead. The Fiscal Officer commented that the agreement with the Village of Leipsic states that the Village will "provide for the upkeep and repair for the interior and exterior of the building". The Board discussed several companies in the area that could provide testing for lead paint.
- D. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

ADJOURNMENT. There being no further business the meeting was adjourned at 6:11 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, February 21, 2012 at 4:30 p.m.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., February 21, 2012

Board: Dale Nienberg, Beth Myers, Mary Lieb, Ginger O'Malley, Paulette Smith, and Denny Mumaw

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

Public: Rose Ellerbrock, Karen Okuley, Don Schroeder, Judy Ruen

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the January 17, 2012, regular meeting were approved, on motion by Paulette Smith and seconded by Mary Lieb with corrections. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the January 31, 2012, special meeting were approved, on motion by Beth Myers and seconded by Denny Mumaw with corrections. All voted yes on the roll call vote.

FINANCIAL

- C. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Beth Myers and seconded by Paulette Smith. 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 \$750.08; copies revenue was \$461.90; and miscellaneous revenue- refund of credit from CDW Government of \$463.09.
- E. **GIFTS.** Accepted Donations from Memorial Fund donations of \$275.91; Summer Reading Club fund donation of \$985.00, as listed on the petty cash reports, on motion by Ginger O'Malley and seconded by Mary Lieb. All voted yes on the roll call vote.

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from January (see attached report).

OLD BUSINESS

- G. **TEACHER COLLECTION POLICY.** Motion was made by Ginger O'Malley and seconded by Denny Mumaw to approve the Teacher Collection Policy as presented with a spelling error change. All voted yes on the roll call vote.

NEW BUSINESS

- H. **ADVANCE.** Motion was made by Beth Myers and seconded by Mary Lieb to approve a transfer from the General Fund to the Putnam County Friends Fund in the amount of \$1,000.00. All voted yes on the roll call vote.
- I. **NON-DISCLOSURE STATEMENT.** The Director stated that she spoke with our attorney and he suggested having a formal non-disclosure statement document. Dale Nienberg suggested and the Board discussed whether a formal document was needed or if it should be included in the Employee Policy and Procedure Manual and covered during employee orientation. Dale commented that he had spoken with bank and post office personnel concerning the matter and they are not asked to sign such a document. Ginger O'Malley commented that the same was true for Walmart employees. Discussion was tabled until March regular meeting to make adjustments to the document.
- J. **LANDSCAPING CONTRACT.** The Director presented a contract from Croy's Mowing for 2012 landscaping maintenance and mowing. Several Board members commented on the good service Croy's Mowing had provided the Library in the past. Motion was made by Ginger O'Malley and seconded by Denny Mumaw to approve the landscaping contract with Croy's Mowing. All voted yes on the roll call vote.
- K. **MEETING ROOM FEE WAIVED.** The Ottawa Glandorf Rotary requested to have a tour of the library and have their meeting here on May 16, 2012. Motion was made by Mary Lieb and

seconded by Ginger O'Malley to waive the meeting room fee for the Ottawa Glandorf Rotary on May 16, 2012. All voted yes on the roll call vote.

- L. **TRAINING.** The Director requested that four staff members attend the Ohio Library Council, NW Chapter Conference on April 13, 2012. Cost of the conference is \$80 per person. Motion was made by Beth Myers and seconded by Ginger O'Malley to allow four staff to attend the OLC NW Chapter Conference. All voted yes on the roll call vote.
- M. **CHILDREN'S ROOM NAMING RIGHTS.** A closer look at Lila Stauffer's will disclosed that she requested that no acknowledgment, nameplates, or similar memorial be made on her behalf. The Board discussed that we should honor her request and not put her name on the children's area. A motion was made by Ginger O'Malley and seconded by Paulette Smith to rescind the prior motion naming the children's area in her honor, item (Q) from the January 17, 2012 minutes. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Judy Ruen commented that the Friends of the PCDL now has sixty-one members, their next meeting is March 5th, and they will be appointing members to committees for both the book sale and craft show. Karen Okuley commented that there is an error on March events calendar and asked for a correction.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Denny commented that he, Jan, and Mary had not been able to meet to discuss the Trustee Manual. Denny had looked at other trustee manuals for comparison and found some interesting formats. He expressed that updating the manual may be a long process.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock commented that Defiance and Lima Libraries had restored their hours lost during budget cuts. She asked if we have a plan to restore any of our Friday hours. She asked how those libraries were able to restore their hours. The Board and Director commented that both those libraries have operating levies and get more PLF funding.

February 21, 2012

ADJOURNMENT. There being no further business the meeting was adjourned at 5:47 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, March 20, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., March 20, 2012

Board: Dale Nienberg, Beth Myers, Mary Lieb, Ginger O'Malley, Paulette Smith, Janice Crawfis, and Denny Mumaw

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

Public: Rose Ellerbrock, Karen Okuley, Don Schroeder, Judy Ruen, Sue Barnhart

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the February 21, 2012, regular meeting were approved, on motion by Beth Myers and seconded by Paulette Smith with corrections. All voted yes on the roll call vote, except Janice Crawfis who abstained.

FINANCIAL

- B. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for February was presented noting that fines and fees revenue was \$924.25; copies revenue was \$388.05.
- D. **GIFTS.** Accepted Donations from Memorial Fund donations of \$266.55; Summer Reading Club fund donation of \$1,175.00, 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.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from February (see attached report).

OLD BUSINESS

- F. **NON-DISCLOSURE STATEMENT.** Motion was made by Denny Mumaw and seconded by Ginger O'Malley to approve and include the Non-Disclosure Policy in the Employee Policy and Procedure Manual as presented with change to the title. All voted yes on the roll call vote.

NEW BUSINESS

- G. **PERMANENT APPROPRIATIONS FOR 2012 (Resolution 2-2012).** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to approve the 2012 Permanent Appropriations as presented. All voted yes on the roll call vote.
- H. **LEAVE WITHOUT PAY.** Judy Doty has requested leave without pay for medical reasons. A motion was made by Beth Myers and seconded by Mary Lieb to approve Judy Doty's request for leave without pay for medical reasons with an anticipated return to work date of May 22, 2012. All voted yes on the roll call vote.
- I. **MEETING ROOM POLICY.** Motion was made by Denny Mumaw and seconded by Paulette Smith to modify the meeting room policy as presented. All voted yes on the roll call vote. (see attached)
- J. **RED CROSS BLOOD DRIVE.** The Director discussed with the Board that the Red Cross has requested the use of the meeting room for a closed blood drive for the Ottawa-Glandorf High School students. Motion was made by Beth Myers and seconded by Ginger O'Malley to allow the Red Cross to use the meeting room for their blood drive. All voted yes on the roll call vote.
- K. **SUMMER INTERN FROM DEFIANCE COLLEGE.** The Director requested that the library hire a summer intern through the Defiance College Partnership for Jobs program to assist the Children's Librarian. This program reimburses the Library for a portion of the intern's wages. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to allow the Director to hire a summer intern through the Defiance College Partnership for Jobs program at a rate of \$7.70 per hour beginning mid May. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that the Friends of the PCDL had their March meeting and set committees for the book sale and the craft show. She

commented that they will need help moving the items to the gym and they need cashiers for the book sale.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Beth Myers commented that she had made changes to the Fiscal Officer's and Director's evaluation forms and that she would email the modified documents to the Board.

COMMENTS FROM THE PUBLIC: Sue Barnhart asked what improvements were being made to the Pandora Library Location in addition to the painting.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:23 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, April 17, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District
Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., April 17, 2012**

Board: Dale Nienberg, Beth Myers, Mary Lieb, Paulette Smith, Janice Crawfis, and Denny Mumaw

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

Public: Rose Ellerbrock, Karen Okuley, Don Schroeder, Judy Ruen, Beth Korte, and Judi Parker

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the March 20, 2012, regular meeting were approved, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.

FINANCIAL

- B. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Denny Mumaw and seconded by Mary Lieb. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for March was presented noting that fines and fees revenue was \$944.12; copies revenue was \$412.90; meeting room fee \$50.00.
- D. **GIFTS.** Accepted Donations for naming rights for children's shelving \$400.00; from the Friends of the PCDL of \$2,308.21; for the Local History Fund of \$15.00; and the Memorial Fund of \$654.46, as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from March (see attached report).

NEW BUSINESS

- F. **CLOSING OF PANDORA LIBRARY LOCATION FOR IMPROVEMENTS.** Motion was made by Beth Myers and seconded by Paulette Smith to approve the closing of Pandora Library location May 23, 2012 thru June 9, 2012 for painting and installation of new shelving. All voted yes on the roll call vote.

Set a special meeting for April 24th at 4:30 p.m. The purposes of the meeting are to discuss a change in the records retention schedules, administrative evaluation forms, and hiring of summer intern.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that the Friends of the PCDL next meeting will be May 7th. She commented that they need help moving the items to the gym and they need cashiers for the book sale. She also distributed flyers to the Board members advertising the book sale.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Paulette Smith asked what will happen to the pavers that are already engraved and installed when we receive the replacement pavers. The Director commented that she has not discussed that with the paver vendor. The Fiscal Officer commented that we have not paid for the pavers so they still belong to the paver vendor. Denny Mumaw commented that he met with Ginger O'Malley and Janice Crawfis to review and discuss the PCDL Trustee's Manual on April 10th and will meet again on May 8th. Beth Myers commented that she will be emailing the final copy of the Fiscal Officer's and Director's evaluation forms with minor changes to the Board.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock asked for clarification on the description of check number 9267. She also asked if we will be sending overdue notices by email once we join SEO. She also commented that she liked that Defiance Public Library had email notification of new books purchased and that senior citizens do not get charged overdue fines.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:14 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, May 15, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., April 24, 2012**

Present: Beth Myers, Paulette Smith, Ginger O'Malley, Dale Nienberg, Mary Lieb, and Janice Crawfis

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

PLEDGE OF ALLEGIANCE

- A. **RECORDS RETENTION SCHEDULE.** Motion was made by Beth Myers and seconded by Ginger O'Malley to approve the Records Retention Schedule (RC-2) as presented. All voted yes on the roll call vote.
- B. **HIRE INTERN.** Motion was made by Mary Lieb and seconded by Ginger O'Malley to hire Sarah Slattman for the position of Assistant Children's Librarian – Intermittent Summer position effective May 1, 2012 thru August 15, 2012 at \$7.70 per hour for 20 hours per week. Defiance College will reimburse the Library for 50% of her hourly rate up to 10 hours per week through their Defiance College Partnership for Jobs program. All voted yes on the roll call vote.
- C. **EVALUATION FORMS FOR DIRECTOR AND FISCAL OFFICER.** The evaluation forms for the Director and Fiscal Officer were modified and presented to the Board. Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the forms as presented. All voted yes on the roll call vote.
- D. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

ADJOURNMENT. There being no further business the meeting was adjourned at 5:07 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, May 15, 2012 at 4:30 p.m.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., May 15, 2012

Board: Dale Nienberg, Beth Myers, Mary Lieb, Paulette Smith, Janice Crawfis, Ginger O'Malley, and Denny Mumaw

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

Public: Rose Ellerbrock, Karen Okuley, and Judy Ruen

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the April 17, 2012, regular meeting were approved, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- B. **SPECIAL MINUTES.** The minutes of the April 24, 2012, regular meeting were approved, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote except Denny Mumaw who abstained.

FINANCIAL

- C. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Denny Mumaw. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for April was presented noting that fines and fees revenue was \$793.32; copies revenue was \$470.75; meeting room fee \$25.00; miscellaneous fee \$0.15.
- E. **GIFTS.** Accepted General Fund donation of \$5.00; the Memorial Fund of \$261.23; and Better World Books fund of \$219.78, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Janice Crawfis. All voted yes on the roll call vote.

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report from April (see attached report). In addition to her Director's Report she discussed having a grand reopening at the Pandora library location on June 9, 2012 at 12:00 pm. She also discussed that she had received a letter indicating that the remainder of the Jean R. Sewell Trust was expected to be released in the summer of 2013 and will be 17% of an approximate balance of \$880,000.00

NEW BUSINESS

- G. **2013 REQUEST BUDGET (RESOLUTION 35-2012).** Nancy Stauffer presented the Request Budget Worksheets for 2013. The Request Budget for 2013 has to be submitted to the County Auditor by the end of May 2012. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve the 2013 Request Budget (See attached report). All voted yes on the roll call vote.
- H. **2012 APPROPRIATIONS MODIFICATIONS (RESOLUTION 4-2012).** Motion was made by Beth Myers and seconded by Paulette Smith to approve the 2012 Appropriations Modifications of an increase to General Fund, Computer Services account by \$34,898.00 for SEO conversion fee. All voted yes on the roll call vote.

The Board set a Records Retention meeting for 4:00 pm on June 19, 2012.

REPORT OF BRANCHES AND FRIENDS: Dale Nienberg reported that he had constructed a butterfly house and had ordered Monarch butterfly larvae. The butterfly house will be displayed at the Continental Library Location. The Monarch butterfly release is scheduled to take place at the grand opening of the Habitat for Humanity house in Continental.

Karen Okuley discussed that the Friends of the PCDL had ordered signs and tables for the June book sale. Friend's members are calling for volunteers to help with set up, sale and take down. She has arranged for help from the high school students the Ottawa Glandorf schools and a 4H Club. Set up will start at 8:00 am on June 2nd and June 4th and the sale starts 9:00 am on June 5th.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: none

COMMENTS FROM THE PUBLIC: Rose Ellerbrock asked if we had more or less books at the new Ottawa location vs the North Thomas Street location. She asked if there was a report that would give a statistical comparison. She also commented that she had been told that people would rather the Ottawa library location be open on Friday and closed on Monday.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:27 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, June 19, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 4:00 p.m., June 19, 2012**

Present: Beth Myers, Paulette Smith, Dale Nienberg, Mary Lieb, Denny Mumaw, and Janice Crawfis

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

PLEDGE OF ALLEGIANCE

A. **RECORDS RETENTION SCHEDULE.** Motion was made by Beth Myers and seconded by Paulette Smith to modify item 8-82 of the Records Retention Schedule (RC-2) making the retention period permanent. All voted yes on the roll call vote. The Board also discussed item 8-52 and no change was made.

B. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

ADJOURNMENT. There being no further business the meeting was adjourned at 4:15 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, July 17, 2012 at 4:30 p.m.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., June 19, 2012

Board: Dale Nienberg, Beth Myers, Mary Lieb, Paulette Smith, Janice Crawfis, Ginger O'Malley, and Denny Mumaw

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

Public: Rose Ellerbrock, Judi Parker, Mike Lammers, Karen Okuley, and Judy Ruen

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the May 15, 2012, regular meeting were approved with corrections to Report of Branches and Friends and date of adjournment, on motion by Paulette Smith and seconded by Mary Lieb. All voted yes on the roll call vote.

FINANCIAL

- B. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Janice Crawfis. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for May was presented noting that fines and fees revenue was \$626.71; copies revenue was \$395.05.
- D. **GIFTS.** Accepted donations for the Memorial Fund of \$435.64; and the Paver Donation Fund 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.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report from May (see attached report). The Director also discussed a letter from Starz Network concerning an illegal movie download. Our review of the situation determined that the illegal download was performed using our wireless internet. It was also noted that when these downloads are in progress our internet bandwidth spikes and it disrupts staff operations on the internet. Our

attorney recommended that we file a report of the illegal download with the Ottawa police department.

NEW BUSINESS

- F. **PATRON COMPUTER USE AND INTERNET POLICY.** (See attached) Motion was made by Denny Mumaw and seconded by Beth Myers to make two modifications to the Patron Computer Use and Internet Policy. First, delete first-time in the first paragraph and second add the following final paragraph: It is important to conserve bandwidth. Downloading may result in reduced bandwidth, which will slow down Internet access. Users will be asked to stop downloading if library business and/or other patron access is affected. All voted yes on the roll call vote.
- G. **COLLECTION AGENCY.** The Director discussed the use of a collection agency to collect long outstanding patron accounts. She noted that 30% of SEO libraries use the collection agency Unique Management. Unique Management charges a \$8.95 fee to each patron account, but no fee to the library. The Board discussed using small claims court and asked the Director to check with area libraries with regard to minimum account balances. Discussion was tabled until the July meeting to gather additional information.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that the PCDL Friends had a profit of \$2,777.15 from their annual booksale. She expressed her gratitude to the PCDL Friends members and other volunteers for their help. She stated that she was very happy with the student help. The students were helpful and respectful. She expressed a special thanks to Mrs. Leis for her organization of the students. Janice Crawfis commented that she was impressed with a student who helped cover the cost for a patron that was short money on her purchase. Paulette Smith asked about newspaper recognition for those who helped with the sale.

Karen Okuley also commented that the Friends are now working on the craft show fund raiser scheduled for October 27, 2012.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: none

COMMENTS FROM THE PUBLIC: Judi Parker asked if the Ohio Family Law Handbook was available for public use.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:23 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, July 17, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President