

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, July 20, 2010

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

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

Public: Rose Ellerbrock, Sue Barnhart, Teryn Barnhart, Don Schroeder, and Jim Maurer (The Findlay Courier)

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the June 15, 2010, regular meeting were approved, on motion by Janice Crawfis and seconded by Mary Lieb. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- B. **FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for June was presented noting that fines and fees revenue was \$1,132.03; copy revenue was \$527.60; miscellaneous revenue was \$13.14 and reimbursements was \$3,447.15.
- D. **GIFTS.** Accepted June memorial donations of \$488.94; local history donation of \$20.00; Pavers donation of \$600.00; as listed on the petty cash reports, on motion by Ginger O'Malley and seconded by Beth Myers. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report). Kelly discussed circulation statistics and compared January - June 2010 to January - June 2009. Kelly also discussed what was happening at the library and upcoming events.
- F. **RECORDS RETENTION COMMITTEE MEETING REPORT.** The Records Retention Committee Meeting met Tuesday, July 20, 2010 at 3:30 to discuss the Records Retention Policy and Schedule.
- G. **RECORDS RETENTION POLICY.** There was no action taken or voted on. It was tabled until next meeting.

NEW BUSINESS

- H. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to go into executive session at 5:07 p.m. to discuss a personnel matter and the sale of building. All voted yes on the roll call vote.
- I. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Virginia Schroeder to come out of executive session at 5:54 p.m. All voted yes on the roll call vote.
- J. **VIRGINIA ZIRKLE BEQUEST FUND.** There are three funds in Virginia Zirkle's name. Nancy Stauffer discussed with the board whether the funds should remain separate or if board wanted the funds combined into one fund. Motion was made by Janice Crawfis and seconded by Dale Nienberg to create one fund, provided there are no restrictions. All voted yes on the roll call vote.
- K. **PAVERS, FURNITURE, AND NAMING RIGHTS (Separate funds or one fund).** Nancy Stauffer discussed with the board how the board wanted these funds to be set up. Motion was made by Dale Nienberg and seconded by Beth Myers to create two funds: one fund would be Paver Fund and one fund would be Furniture and Naming Rights Fund, provided there are no restrictions. All voted yes on the roll call vote.
- L. **FEMA RELOCATION FUND.** Kelly Ward discussed with the board that the PCDL will receive money from FEMA. Kelly Ward discussed with the board how the board wanted this fund set up. Motion was made by Virginia Schroeder and seconded by Ginger O'Malley to establish the FEMA Relocation Fund and use the money for rent of the Educational Service Center. All voted yes on the roll call vote.
- M. **MAIZIE HAUCK FREY LEGACY FUND.** Kelly Ward informed the board that there will be many relatives donating money to Maizie Hauck Frey Fund. Kelly Ward wanted the board's approval to set up the Maizie Hauck Frey Legacy Fund. Motion was made by Beth Myers and seconded by Ginger O'Malley to establish the Maizie Hauck Frey Legacy Fund. All voted yes on the roll call vote.
- N. **RATIFY ANY DOCUMENTS FOR SALE OF BUILDING.** Keith Kahle, acting as board president, was authorized to enter into agreement with Croy's Mowing to sale of building at 525 N. Thomas Street. Motion was made by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- O. **LEAVE WITHOUT PAY FOR ADMINISTRATIVE ASSISTANT VACATION.** Kelly Ward informed the board that prior to hiring, Michelle Johns had a vacation set up with her family. Michelle Johns works 20 hours a week and her vacation would be the first week in August. Since Michelle Johns doesn't have vacation days, Michelle Johns would take leave without pay. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to authorize leave without pay for Michelle Johns. All voted yes on the roll call vote.

- P. **MOVER CONTRACT.** The board discussed quote from RDT Concepts for moving furniture and shelving from old library to Ohio Logistics to new library. Motion was made by Dale Nienberg and seconded by Beth Myers to approve RDT Concepts to deliver and install the shelving from Ohio Logistics to the new library for \$10,295.00. All voted yes on the roll call vote.
- Q. **MOVER CONTRACT.** Motion was made by Janice Crawfis and seconded by Mary Lieb to approve Lane Movers to deliver furniture and shelving from old library to Ohio Logistics for the cost of \$1,300.00. All voted yes on the roll call vote.
- R. **PURCHASE OF PAVERS.** Kelly Ward discussed the color that was picked for the pavers. The color of the paver was too light and wouldn't blend well with new library. Kelly Ward can get a couple of new samples to look at. Motion was made by Dale Nienberg and seconded by Janice Crawfis to allow Kelly Ward to select the color of the paver and purchase the pavers with Technicon's approval thru Delphos Granite. All voted yes on the roll call vote.
- S. **AUTHORIZE DIRECTOR TO SIGN FOR FURNITURE PURCHASES FOR NEW LIBRARY.** Kelly Ward would like clarification from board to allow her to sign for furniture purchases. Motion was made by Ginger O'Malley and seconded by Beth Myers to authorize Kelly Ward to sign for furniture purchases for new library, provided that everything looks the same as what was discussed. All voted yes on the roll call vote.
- T. **CHANGE ORDER FOR DOORS.** Motion was made by Beth Myers and seconded by Ginger O'Malley to authorize changing two doors to add more light into reception area where Michelle Johns will be working. All voted yes on the roll call vote.
- U. **KIOSK AGREEMENT.** Motion was made by Beth Myers and seconded by Mary Lieb to authorize the KIOSK AGREEMENT, pending liability insurance coverage, which needs reviewed with the insurance agent. All voted yes on the roll call vote.
- V. **LIST OF ITEMS REMAINING IN OLD BUILDING.** The board reviewed the list of items that were still at the old library. No action needed.
- W. **SUSPEND ACCEPTANCE OF USED BOOKS.** Motion was made by Mary Lieb and seconded by Ginger O'Malley to suspend acceptance of used books at the Ottawa library location until the new library is ready. All voted yes on the roll call vote.
- X. **BODIE ELECTRIC CHANGE ORDER.** The board discussed an upgrade of the Audio system in the library as presented by Bodie Electric. No action taken.
- Y. **BOARD MEETING LOCATIONS.** The board discussed that the August, September, and October board meetings will be held at Kalida, Pandora, or Columbus Grove. Kelly Ward will look into availability and email the board members with specific location for each month. No action needed.
- Z. **REPORT FROM BRANCHES AND FRIENDS:** Janice Crawfis reported that the book sale generated a \$1,699.66 profit. Sale of books was \$1,870.20 and the expenses were \$170.54. Last year book sales generated \$2,850.00.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg visited the future site for the Kalida library location. The structural engineer commented that one of the basement walls would have to be reinforced or replaced.

COMMENTS FROM THE PUBLIC.

Name	Comment
Sue Barnhart	For the personnel reasons to go into Executive Session, does the board have to tell what the issue is? Is the board required to be more detailed on reasons for Executive Session?
Rose Ellerbrock	If there is money left over, does it go to the general fund?
Don Schroeder	Don Croy is under the impression that he is taking out the old library bricks and storing them until the new library is ready. Is the old plaque that is stored here going to new library with new plaque? Is window from original library going to new library? Kelly Ward said it was going to hang as decoration in new library.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:02 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, August 17, 2010, at 4:30 p.m. at location to be determined.

Secretary

President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County
District Library, at Pandora Village Building, Pandora, Ohio 4:30 p.m.,
Tuesday, August 17, 2010**

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

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

Public: Rose Ellerbrock, Sue Barnhart, Beverly Ricker, Judy Parker

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the July 20, 2010, regular meeting were approved, with correction to reflect change of board meeting from Ottawa Library Location to location to be determined, on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- B. **FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Mary Lieb. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for July was presented noting that fines and fees revenue was \$767.57; copy revenue was \$383.80.
- D. **GIFTS.** Accepted July memorial donations of \$624.92; Pavers donation of \$910.00; Maizie Hauck Frey Legacy Fund of \$1,300.00, as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her monthly Director's report (see attached report). Kelly discussed circulation statistics and compared January - July 2010 to January - July 2009. Kelly also discussed what was happening at the library and upcoming events.

NEW BUSINESS

- F. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to go into executive session at 4:55 p.m. to discuss the potential compensation of a public employee. All voted yes on the roll call vote.
- G. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to come out of executive session at 5:41 p.m. All voted yes on the roll call vote.

August 17, 2010

- H. **AUTHORIZE LETTER.** Motion was made by Beth Myers and seconded by Mary Lieb to authorize Kelly Ward to send a letter to the individual in question and suggest a meeting with two board members in order to move forward on the question at hand. All voted yes on the roll call vote.
- I. **APPROPRIATIONS MODIFICATIONS.** Motion was made by Ginger O'Malley and seconded by Beth Myers to approve the annual appropriations August Amendment(see attached). All voted yes on the roll call vote.
- J. **RETIREMENT OF KAREN ELLERBROCK.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to accept the retirement of Karen Ellerbrock with thanks for years of service and wish her luck. All voted yes on the roll call vote.
- K. **POSTING FOR CIRCULATION ASSISTANT POSITION.** Kelly Ward explained the circulation assistant position that would need to be filled. The hours would average 17.25 per week, the employee would have to work 2 locations, and would have to work evenings and weekends. Motion was made by Virginia Schroeder and seconded by Janice Crawfis to authorize Kelly Ward to post for the circulation assistant position. All voted yes on the roll call vote.
- L. **CHANGE IN COLOR OF GRANITE PAVER - CHANGE IN PRICE.** Kelly Ward explained to the Board that there will be a price increase for changing the color of the granite pavers. Kelly didn't know for sure exactly the amount until the end of August. The board tabled it until Kelly knows for sure what the exact amount would be.
- M. **CHANGE FROM SLATWALL TO SHELVING FOR ADULT PAPERBACKS.** Motion was made by Beth Myers and seconded by Ginger O'Malley to authorize Kelly Ward to change the slat wall to shelving units for adult paperbacks. All voted yes on the roll call vote.
- N. **CHANGE ORDER FOR UPGRADE IN SOUND SYSTEM.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to authorize Bodie Electric to upgrade the Audio System to add a subwoofer (Adder #1, see attached) to the sound system. All voted yes on the roll call vote.
- O. **POLICY MANUAL CLARIFICATION.** Kelly explained to the Board that there was a discrepancy between bereavement and sick leave for a death of a person not in immediate family. Motion was made by Beth Myers and seconded by Virginia Schroeder to duplicate the information from Sick Leave and put in Bereavement Leave. All voted yes on the roll call vote.
- P. **BOARD MEETING LOCATIONS.** Motion was made by Dale Nienberg and seconded by Beth Myers to change the date of the next board meeting to Wednesday, September 22, 2010, at 4:30 p.m., at the Columbus Grove Library. All voted yes on the roll call vote.
- Q. **REPORT FROM BRANCHES AND FRIENDS: NONE**

August 17, 2010

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg commented that the Village of Ottawa was responsible for paving the road. Kelly Ward and Nancy Stauffer had communication with Greg Bockrath concerning the road paving.

COMMENTS FROM THE PUBLIC.

Name	Comment
Sue Barnhart	For the personnel reasons to go into Executive Session, does the board have to say more clarification? Today, the Board clarified why they were going into the Executive Session but not last meeting (Sunshine Law). Sue also questioned how much the original cost is for the sound system before the additional subwoofer. Nancy Stauffer stated that Sue could do a public information request for the original cost of the audio system.
Rose Ellerbrock	Is it feasible for the libraries to be open on Saturday afternoons? Rose stated that some people at the libraries said it was not busy at all on Saturdays. Kelly Ward commented that it depends on which library and what time of year. Saturdays can be the busiest day of the week for some locations.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:37 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Wednesday, September 22, 2010, at 4:30 p.m. at the Columbus Grove Library location.

Secretary

President

September 22, 2010

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Columbus Grove Library, Columbus Grove, Ohio at 4:30 p.m., Wednesday, September 22, 2010

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

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

Public: Rose Ellenbrock, Sue Barnhart, Beverly Ricker, Judy Parker, Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the August 17, 2010, regular meeting were approved, with correction to reflect change of date, on motion by Dale Nienberg and seconded by Beth Myers. All voted yes on the roll call vote.
- B. **FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for August was presented noting that fines and fees revenue was \$895.45; copy revenue was \$469.00.
- D. **GIFTS.** Accepted August memorial donations of \$702.29; Pavers donation of \$330.00; Maizie Hauck Frey Legacy Fund of \$4,575.00; Local History of \$270.50, as listed on the petty cash reports, on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her monthly Director's report (see attached report). Kelly discussed circulation statistics and compared January - August 2010 to January - August 2009. Kelly also discussed what was happening at the library and upcoming events.
- F. **COMMITTEE REPORTS.** Records Retention Committee Meeting met September 22, 2010 at 3:00 p.m. to discuss final changes to the records retention schedule. Kelly reviewed all changes made. The schedule will be submitted to the Ohio Historical Society for changes. Board will review final schedule after the Ohio Historical Society makes suggestions and approves the schedule. Building Committee met September 22, 2010 at 4:15 p.m. to review the three quotes submitted by area Landscapers.

OLD BUSINESS

- G. **PRICE CHANGE DUE TO COLOR CHANGE OF GRANITE PAVER.** The new quote for the pavers is \$25.00 per paver. The previous quote was \$18.75 per paver. The quote from John's Memorials is still higher at \$37.00. The price includes engraving. Dale Nienberg questioned if there will be black in the lettering. Kelly will check to make sure that the carving inside is black. The dimensions were provided to general contractor and architect. Motion was made by Ginger O'Malley and seconded by Mary Lieb to approve the price change. All voted yes on the roll call vote.

NEW BUSINESS

- H. **RECORDS RETENTION POLICY ACTION.** Motion was made by Janice Crawfis and seconded by Beth Myers to approve the draft of the Records Retention Schedule and submit to the Ohio Historical Society for approval. All voted yes on the roll call vote.
- I. **BUILDING COMMITTEE ACTION (LANDSCAPING).** There was extensive discussion in regards to the landscaping designs. Discussion included similar cost of quotes, memorial garden, base planting, seasonal interest, ledger rock, maturity of plants, and which plan has less maintenance. Motion was made by Dale Nienberg and seconded by Virginia Schroeder to accept Cranberry Creek's plan with ledger rock and the right to make plant substitutions within the original quoted price of \$10,800.00. All voted yes on the roll call vote.
- J. **PHONE VENDORS.** Kelly Ward discussed quotes from various telephone systems. After discussion between board members, the board requested to table it until we have more information. Dale suggested that Kelly Ward get references and/or presentations from the top 2 or 3 vendors.
- K. **HIRE CIRCULATION ASSISTANT.** Kelly Ward, Shirley Beining, and Ruth Hermiller interviewed 8 applicants for the circulation assistant position. Kelly discussed the hours, rate of pay, and where the circulation assistant would work. Kelly, Shirley, and Ruth decided that Paula Thomas was the best applicant for the job. Kelly also stated that Paula worked for the Continental Library from 1979 thru 1988. Kelly checked Paula's references and they were favorable. Kelly would like Paula to start Tuesday, September 28, 2010. Motion was made by Virginia Schroeder and seconded by Ginger O'Malley to authorize Kelly Ward to hire Paula Thomas. All voted yes on the roll call vote.
- L. **EXECUTIVE SESSION (IN).** Motion was made by Ginger O'Malley and seconded by Mary Lieb to go into executive session at 6:06 p.m. to discuss potential compensation of a public employee. All voted yes on the roll call vote.
- M. **EXECUTIVE SESSION (OUT).** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to come out of executive session at 6:45 p.m. All voted yes on the roll call vote.

- N. **NOTICE TO PUBLIC EMPLOYEE.** Motion was made by Janice Crawfis and seconded by Beth Myers to authorize the Director to write the public employee in question a letter requesting further clarification from the employee. All voted yes on the roll call vote.
- O. **RAREY ROTH CONTRACT.** Motion was made by Dale Nienberg and seconded by Mary Lieb to accept the proposal from Rarey Roth for the additional 100 hours at the cost of \$10,300.00. Nancy discussed that there is 17 hours left and that the proposal was already in the budget.
- P. **DISCUSSION.** The Board discussed the office furniture. They questioned the durability of the furniture. They questioned if the furniture matched. They suggested that Kelly check with National Office for refurbished steel cabinets. There was no action taken by the board.
- Q. **BOARD MEETING LOCATIONS.** The board discussed the board meeting location for October 19, 2010. The next board meeting location will be at the Kalida High School Library in Kalida, Ohio.

OTHER REPORTS:

REPORTS FROM BRANCHES AND FRIENDS: Janice Crawfis reported that the Friends of the Putnam County District Library met on September 13, 2010. Out of the 28 members, there were 12 members present. The Friends voted to purchase a \$3,500.00 naming rights, a granite paver, and the Friends voted to endorse the Library Levy.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale stated that Bill Rieman and Kent Kahle are going to do a presentation on the new Kalida Library location. They will do this presentation at the next regular board meeting. They will also let us tour the new location.

COMMENTS FROM THE PUBLIC.

Name	Comment
Sue Barnhart	Why the minutes are not on the web page yet? Are evaluations done? Where are the job descriptions for Kelly and Nancy? They will be done soon.
Rose Ellerbrock	Rose questioned the last audit from the State.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:05 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, October 19, 2010, at 4:30 p.m. at the Kalida High School Library location.

Secretary

President

October 19, 2010

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Kalida High School Library, Kalida, Ohio at 4:30 p.m., Tuesday, October 19, 2010

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

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

Public: Rose Ellerbrock, Sue Barnhart, Beverly Ricker, Judy Parker, Don Schroeder, Beth Korte, Sue Gratz

PLEDGE OF ALLEGIANCE

Don Horstman opened the meeting with a Thank You to the Library Board for using the Kalida High School building. He appreciates the Library Board moving around to the communities of Putnam County. He wished that there was a way to get more people to come and get involved. He thanked the Board and Kelly for their hard work. Don stated that his kids love the library and is glad for the new building. Don wished the Board Good Luck with the levy.

- A. **REGULAR MINUTES.** The minutes of the September 22, 2010, regular meeting were approved on motion by Dale Nienberg and seconded by Janice Crawfis. All voted yes on the roll call vote.
- B. **FINANCIAL REPORTS.** The September bills and financial reports were approved, on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for September was presented noting that fines and fees revenue was \$768.26; copies revenue was \$530.55; misc. was \$6.50.
- D. **GIFTS.** Accepted September Memorial donations of \$1,016.07; Pavers donation of \$1,230.00; Maizie Hauck Frey Legacy Fund of \$500.00; Furniture Donations of \$1,775.00, as listed on the petty cash reports, on motion by Virginia Schroeder and seconded by Mary Lieb. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her monthly Director's report (see attached report). Kelly discussed circulation statistics and compared January - September 2010 to January - September 2009. Kelly discussed the cost of Public Information Requests from January 1, 2010 thru September 21, 2010. Kelly also discussed what was happening at the library and upcoming events.

NEW BUSINESS

- F. **MODIFY NAME OF FUND 2015 TO FURNITURE DONATION FUND.** Nancy discussed setting up one fund for Furniture Donation only. All money donated for furniture would be established in this fund. Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve the Furniture Donation Fund 2015. All voted yes on the roll call vote.
- G. **NEW FUND 2017 NAMING RIGHTS FUND.** Nancy discussed setting up a new fund for Naming Rights for a room at the new library. Ginger O'Malley commented that someone can donate money to have their name on a room, but its Naming Rights only. The furniture inside the room can have someone else's name on it. Motion was made by Beth Myers and seconded by Mary Lieb to approve the new fund Naming Rights Fund 2017. All voted yes on the roll call vote.
- H. **POLICY MANUAL CLARIFICATION VACATION LEAVE FOR PART-TIME EMPLOYEES THAT RETIRE BEFORE YEAR END.** Nancy stated that Karen Ellerbrock retired on September 30, 2010. Karen questioned getting paid vacation time from January until September. Nancy would like clarification on when vacation time is earned? Does Karen have to wait until year ends? There was extensive discussion between board members in regards to the policy. Vacation pay for a part-time employee who leaves their job, retires, or gets laid off was discussed. Keith Kahle stated that Karen Ellerbrock earned vacation time since she already worked a year prior to retirement. There was discussion on whether this is for only part-time employees that retire or all part-time employees that work over a year. The board agreed that there needs to be more clarification. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to design a policy, after consulting with Cheri Hass for language, which clarifies when vacation time is earned for part-time employees who retire, quit, or get laid-off from the library prior to year end. All voted yes on the roll call vote.
- I. **STAFF IN-SERVICE DAY LUNCH PERIOD.** Kelly Ward stated that on November 11, 2010 the library staff will be having a staff in-service day from 8:00 a.m. to 3:00 p.m. The staff will have a 1-hr unpaid lunch. The staff will be paid for 6 hours. Any staff member, who normally works more than 6 hours on Thursday, will get administrative pay for their normal work hours. No motion needed to approve the staff in-service day lunch period/work hours.
- J. **PHONE VENDORS.** Kelly discussed with the board the phone vendors for the new phone system for the library. Kelly gave a detailed report on each phone vendor. After much discussion, motion was made by Dale Nienberg and seconded by Mary Lieb to go with Kelly's recommendation to choose ITS's phone system along with their quote in the amount of \$11,605.00. All voted yes on the roll call vote.
- K. **UNPAID LEAVE FOR JUDY DOTY (MARCH 2011 ANTICIPATED RETURN).** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to grant unpaid leave of absence for Judy Doty. All voted yes on the roll call vote.

October 19, 2010

- L. **INTERMITTENT EMPLOYEE.** Kelly discussed with the board that since Judy Doty will be on unpaid leave, she would like to hire an intermittent employee until Judy returns. This employee would work 4:00-8:00 on Tuesdays at Leipsic and every other Saturday. She would also be on call for other times. Kelly recommended hiring Sara Schroeder. Motion was made by Ginger O'Malley and seconded by Virginia Schroeder to have Kelly hire Sara for the intermittent employee position with starting pay of \$9.00 per hour and effective date November 1, 2010. All voted yes on the roll call vote.
- M. **EXECUTIVE SESSION (IN).** Motion was made by Mary Lieb and seconded by Beth Myers to go into executive session at 5:55 p.m. to discuss potential compensation of a public employee. All voted yes on the roll call vote.
- N. **EXECUTIVE SESSION (OUT).** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to come out of executive session at 6:19 p.m. All voted yes on the roll call vote.
- O. **COMPENSATION OF PUBLIC EMPLOYEE.** Motion was made by Beth Myers and seconded by Ginger O'Malley to pay Tana Tracy a gross amount of \$359.60 for unpaid compensation. All voted yes on the roll call vote.
- P. **LANDSCAPING CHANGE (ESTIMATE FOR ADDITIONAL SECTION).** Nancy discussed with the board the additional section on the west end of the new library building that needs dirt, mulch, and shrubs. Cranberry Creek gave an estimate to Nancy on October 19th, in regards to what the board could do with that area. There were 3 options to choose from. Option one was to just add dirt and mulch (\$600.00). Option two (Phase I) was to only do first section with landscaping and the other section just dirt and mulch (\$975.00). Option three (Phase I and Phase II) was to add dirt, mulch and shrubs to both sections of the west end of the building (\$1,650.00). Motion was made by Ginger O'Malley and seconded by Dale Nienberg to go with Phase I and Phase II (Option 3) to get the job done. All voted yes on the roll call vote.
- Q. **RAREY - ROTH PROPOSAL.** Motion was made by Janice Crawfis and seconded by Beth Myers to accept the Rarey - Roth contract in the amount of \$2,048.00 for wireless components for the new library. All voted yes on the roll call vote.

DISCUSSION

OTHER REPORTS: Craft Show is on October 30, 2010. The Key Club will help set up for the Craft show Saturday morning. The board can make pies and baked goods.

REPORTS FROM BRANCHES AND FRIENDS: The next Friends of the Library meeting is at the Education Service Center on Monday, November 1, 2010 at 4:30 p.m.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Keith Kahle likes the landscaping. Dale Nienberg reports that the driveway will open in a few days.

COMMENTS FROM THE PUBLIC.

Name	Comment
Bev Ricker	Staff day work a regular scheduled week and add hours? Our job is more complicated than just standing in front of a desk.
Rose Ellerbrock	Rose questioned the last audit from the State. OG schools had an individual look into the books ahead of audit. Is Dale aware of that in other entities? Recommendation from state to have audit committee? Just Recommendation? Rose suggested having independent audit before state auditor. Should there be a policy that the minutes are posted within a few days after the board meetings?
Sue Barnhart	What things have to be discussed and approved at board meeting? Is there a dollar limit? What is the purpose of the clearstory?
Sue Gratz	Sign for book sale, can we put it up?

ADJOURNMENT. There being no further business the meeting was adjourned at 6:48 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, November 16, 2010, at 4:30 p.m. at the Educational Service Center.

Secretary

President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library, at Putnam County Educational Service Center, Ottawa, Ohio at 4:30 p.m., Monday, November 8, 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: Mark Doster, Chris Slick

PLEDGE OF ALLEGIANCE

- A. **HEALTH INSURANCE.** There was extensive discussion between the Board of Trustees of the Putnam County District Library in regards to the Putnam County, Ohio Employees Group Health Insurance Plan. The Putnam County, Ohio Employees Group Health Insurance Plan will be implementing a new Working Spouse Rule effective January 1, 2011.

The county is trying to keep cost down. The total premium for the Ohio Employees Group Health Insurance Plan is only increasing by 1.3%. By staying in the pool, the Putnam County District Library will keep the library's cost down as well as the county's cost down for health insurance. Does the library want to jeopardize their relationship with the county and county commissioners? Jan questioned if we want to participate, do we have to follow the rules from the county? Nancy commented that we can adopt our own. The rest of the county will be following these rules. Keith Kahle commented that he feels that the Putnam County District Library should follow same rules as the county. Jan Crawfis agreed with Keith Kahle. Jan thinks it's the safest way to go.

Effective January 1, 2011, Putnam County employees will be subject to the new Working Spouse Rule (see attached letter). Under this rule, if your spouse is eligible to participate in a group health insurance plan sponsored by his/her employer, your spouse will be required to enroll in that employer sponsored health insurance plan as long as the cost of the group health insurance plan doesn't exceed \$200.00. Keith questioned if your spouse takes on own insurance, can your spouse still have the library as the secondary insurance? Nancy commented that the library will be the secondary insurance plan. Dale Nienberg questioned how many of the library's employees would be affected? There are four employees that would be affected, commented Nancy. Dale Nienberg was concerned about giving these four employees the burden of extra cost for insurance. Kelly stated that the total increase would not exceed \$200.00 and we are not sure if any of the four employee spouses would qualify. Dale also questioned whether it would be a savings for the Putnam County Library. Kelly commented that it's possible savings by being part of the pool. The library would have to wait to see adjustments for future years to see if the library is saving on the cost of health insurance coverage. Nancy Stauffer recommends that we would follow the rules of the county's Working Spouse Rule.

November 8, 2010

Motion was made by Jan Crawfis and seconded by Mary Lieb that the Putnam County District Library should be a part of Putnam County's Ohio Employees Group Health Insurance policy. The Putnam County District Library should use the same criteria that the county is using for the implementation of the Working Spouse Rule with exception of the date that the Spouse Benefit Information form needs turned in to Nancy by November 24, 2010 instead of November 12, 2010. All voted yes on the roll call vote, except Ginger O'Malley (absent).

ADJOURNMENT. There being no further business the meeting was adjourned at 5:10 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, November 16, 2010, at 4:30 p.m. at the Putnam County Educational Service Center.

Secretary

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, November 16, 2010

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

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

Public: Rose Ellerbrock, Sue Barnhart, Beverly Ricker, Judy Parker, Don Schroeder, Ruth Wilhelm

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the October 19, 2010, regular meeting were approved with correction on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- B. **SPECIAL BOARD MEETING MINUTES.** The minutes of the November 8, 2010, special meeting were approved on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- C. **FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for October was presented noting that fines and fees revenue was \$608.10; copies revenue was \$396.20; E-Rate was \$2682.00.
- E. **GIFTS.** Accepted October Memorial donations of \$110.00; Pavers donation of \$120.00; Maizie Hauck Frey Legacy Fund of \$50.00; Naming Rights Fund of \$4,750.00; Kiwanis Club of Ottawa of \$5,000.00, 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.
- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her monthly Director's report (see attached report). Kelly discussed circulation statistics and compared January - October 2010 to January - October 2009. Kelly discussed the cost of Public Information Requests from January 1, 2010 thru November 15, 2010. Kelly also discussed what was happening at the library, including the Staff In-Service Day training, the Pizza Hut Book-It Program, and upcoming events.

NEW BUSINESS

- G. **CREATE NEW FUND KIWANIS CLUB OF OTTAWA DONATION FUND (2018).** Nancy discussed setting up a fund for the Kiwanis Club of Ottawa. The Kiwanis Club of Ottawa donated money towards the E-Book program. This fund would be for E-Books only. Motion was made by Beth Myers and seconded by Janice Cawfis to approve the Kiwanis Club of Ottawa Donation Fund 2018. All voted yes on the roll call vote.
- H. **FT. JENNINGS LOCATION HOURS CHANGE.** Kelly discussed with the board that Local History will be moving in January or February to the New Library location in Ottawa. Hours for Ft. Jennings Library will need to be adjusted to limit the hours for Local History to give Ruth Wilhelm more time at the new library location to help with inventory and scanning in books. Kelly informed the board that the new hours for Ft. Jennings will be Tuesday 9:00 a.m. to 6:00 p.m., Thursday 2:00 p.m. to 8:00 p.m., and Saturday 9:00 a.m. to 3:00 p.m. Kelly asked the board when they would like the change of hours to take place. The board thought that January 18 would be a good date to start. Dale Nienberg stated that the library needs to post a notice ahead of time to inform the patrons of the change. Motion was made by Ginger O'Malley and seconded by Beth Myers to approve the new hours for the Ft. Jennings Library effective January 18, 2011. All voted yes on the roll call vote.
- I. **STAFF MEMBERSHIP TO OHIO LIBRARY COUNCIL.** Kelly Ward, Director, discussed with the board the annual membership fee with the Ohio Library Council. Kelly Ward stated that the Board of Trustees of the Putnam County District Library usually pays half the cost for a membership to the Ohio Library Council for any employee of the Putnam County District Library who would like to be a member with the Ohio Library Council. Jan Cawfis stated that this membership helps promote professionalism and helps employees be in touch with other libraries. Motion was made by Janice Cawfis and seconded by Mary Lieb to approve the Board of Trustees of the Putnam County District Library to pay half of the annual membership fee to Ohio Library Council for any employee who wants to be a member. All voted yes on the roll call vote.
- J. **PAVER SALE FOR DECEMBER.** Kelly Ward discussed with the board whether the board would like to have a paver sale for the month of December. Ginger commented that we should keep the pavers the same cost (\$120.00), but advertise more. Kelly commented that we can send flyers out advertising the pavers, rooms, and items left that are available for donations. No motion was taken.
- K. **HEALTH INSURANCE POLICY CHANGE.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to authorize Kelly Ward to add the Health Insurance Policy change to the Policy Manual (Section 5.0). All voted yes on the roll call vote.
- L. **E-BOOK AGREEMENT.** Motion was made, with a Thank You to the Kiwanis Club of Ottawa, by Ginger O'Malley and seconded by Beth Myers authorizing Kelly Ward to enter into an agreement with the Ohio eBook Project. All voted yes on the roll call vote.

November 16, 2010

- M. **OFFICE FURNITURE QUOTES.** Kelly Ward and Nancy Stauffer discussed with the board the quotes they received for office furniture for the new library. The board discussed the differences between the vendors NBS, Friends Business Source, and OPI. The board compared the office furniture details such as metal, laminate, brand, and warranty information for all vendors. Motion was made by Janice Crawfis and seconded by Dale Nienberg to choose the Lacasse Concept 400E brand from Friends Business Source totaling \$14,146.56. All voted yes on the roll call vote.
- N. **COMMEMORATIVE OPPORTUNITY.** Kelly Ward stated that the Adult Fiction area and the Adult Non-Fiction area could be added to the commemorative opportunity list for naming rights. The board compared the cost of the other rooms in the library that are on the commemorative opportunity list to the new rooms that will be added. Motion was made by Beth Myers and seconded by Janice Crawfis to add to the commemorative opportunity naming rights list the Adult Fiction area for \$10,000.00 and the Adult Non-Fiction area for \$5,000. All voted yes on the roll call vote.
- O. **APPROPRIATION MODIFICATION.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve the appropriation modification. All voted yes on the roll call vote.
- P. **SNOW REMOVAL CONTRACT.** Kelly asked the board for ideas for snow removal for the new library building. The board questioned when the library needs plowed, what time it would need plowed by, and ice and snow removal. Kelly said she could get quotes, check references, and make sure they have insurance for snow removal. Kelly said that she will get quotes from Croy's Mowing, Morman's Lawncare, Busy Bee, and Woodland Acres. Motion was made by Dale Nienberg and seconded by Beth Myers to authorize Kelly Ward to enter into a contract with a snow removal company. All voted yes on the roll call vote.

DISCUSSION

BACKGROUND CHECKS. Dale questioned whether the library needs to do background checks on volunteers before interaction with children. The board had a lengthy discussion about background checks for volunteers. An example would be Santa Claus at Christmas time. Does the library want a background check on all volunteers that work directly with children? Who would pay for the cost of the background check? The library board decided to give it some thought. This subject may come up in the future.

OTHER REPORTS

REPORTS FROM BRANCHES AND FRIENDS: The Craft Show was a success. The approximate profit is \$5600.00. The Friends of the Library will be decorating for Christmas on December 6.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg will meet with the Ohio State University student chapter to design a garden for the back of the new library. There would be no cost for their services. The project may not come to be. Dale would like a copy of the plan to show them.

COMMENTS FROM THE PUBLIC.

Name	Comment
Rose Ellerbrock	Commented on the misinformation to the public in regard to the levy. She asked Keith what was the misinformation. Could he give her an example? Keith stated that the \$70,000.00 spent on the old building was from work that was already done on the building due to the 2007 Flood. It wasn't until after that the library was told of what would have to be done to stay in old building.
Sue Barnhart	The paper wrote that Kelly said the library was putting the \$500,000.00 back in to the general fund. Kelly said it was misquoted and she requested a retraction. Doesn't know when or if the money will be put back. The building is not finished.
Judy Parker	Judy left letters for each of the board members.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:10 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, December 21, 2010, at 4:30 p.m. at the Educational Service Center.

Secretary

President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library, at Putnam County Educational Service Center, Ottawa, Ohio at 10:30 a.m., Thursday, November 18, 2010

Board: Keith Kahle, Janice Crawfis, Dale Nienberg, Ginger O'Malley, and Mary Lieb

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

Public: David Kortokrax, Rose Ellerbrock, Judi Parker, Marlena Ballinger, Nancy Kline, and Jim Maurer

PLEDGE OF ALLEGIANCE

2011 BUDGET DISCUSSION. There was extensive discussion among the Board of Trustees of the Putnam County District Library in regards to the 2011 budget for the Putnam County District Library. Nancy Stauffer, Fiscal Officer, presented the board with handouts on the Public Library Fund (PLF) Revenue, a comparison of 2009 to current Appropriations, and a comparison of 2010 Estimated Budget with projection of 2011 budget.

Kelly Ward, Director, discussed with the board what some of the other county libraries are doing for the 2011 budget. Defiance County has two branches, a levy, and will cut another 10% of budget. Holmes County will close a majority of the branches, has no levy, and is cutting 10% of budget. Van Wert County has five branches, has a levy, and will cut 20% of budget with an additional 10% cut in July. Williams County has 6 branches, has a levy, and cut 40% last year.

The Board of Trustees discussed the following issues, questions, and concerns related to the 2011 budget.

1. Keith Kahle stated that Linda Murray thought that a 10% cut to the budget should be a good number. With the projections now at a 10% cut, the library would be short approximately \$30,000.00. Would we use reserves, cut materials, cut supplies, or cut people? The board needs to discuss in further detail what appropriate actions should be taken.
2. The comparison of 2009 to current appropriations handout was thoroughly discussed. It is based on everyone maintaining current hours and no raises. The Total Purchased Services and the Total Supplies budget for the library will be hard to cut. These are the necessities for the libraries to operate. The Total Library Materials can be adjusted. The Ohio Library Council suggests that 20% of your budget should be on materials. Kelly Ward stated that we can only do 14% of the budget. Dale Nienberg questioned if we could track what is used the most versus what is used the least so we can cut accordingly? Kelly stated she does have a big report she looks at to track what is used. Kelly also stated that she could ask the Friends of the Putnam County District Library to donate some of the reference materials for the library. Periodicals have been cut drastically. Many patrons come to read the papers. Patrons want the current issues, not the past issues. It would be very hard to make further cuts in periodicals.

3. Where do we cut? We are already limited on staff. Ginger O'Malley wanted a breakdown of expenses for each of the branches. The villages provide the building, trash, electric, and repairs. Phone service, internet, all contents (shelving, books, computers, etc.), insurance for contents, inter-library loan, some fire equipment, and the personnel who are working at the branches to keep them open are all expenses for the Putnam County District Library.
4. The board discussed possible scenarios that could happen. Some suggestions were to cut hours of operation for all libraries, try furloughs, and lay-off some staff. Discussion on cutting hours of operation results in staff losing hours. Some staff would end up losing their insurance. If the library would do a furlough, would it generate enough money? How can the library lay-off staff due to previous cuts. How would all the libraries operate?

Some of the comments that the Board of Trustees of the Putnam County District Library made were as follows:

1. Janice Cawfis commented that we have no local control because of the levy failing. We are now at the mercy of the state. Janice is amazed at how the libraries are being operated considering the cuts that have been made. Normally, Directors and Fiscal Officers of libraries don't work circulation. She applauds Kelly Ward, Director, and Nancy Stauffer, Fiscal Officer, for working circulation.
2. Mary Lieb commented that many people don't realize what the Friends of the Library do for all the libraries. The Craft Show is a great help.
3. Keith Kahle stated that the 10% budget cut is very optimistic. Keith also stated that we are lucky we are not paying thousands of dollars towards flood insurance if we were still in the old building. Where would we be then? We will have to wait until we know more on what the percentage of budget cuts the library will have to make.

The Board of Trustees of the Putnam County District Library agreed that there will be much more discussion about the budget in the near future. As of now, the library is not sure exactly how much the cut from the state will be. The Board of Trustees discussed that the library should know more in mid January to early February. The Board of Trustees agreed that there will be some very tough decisions ahead. No action was taken by the Board of Trustees of the Putnam County District Library. More discussions on the budget will take place in the first part of 2011.

ADJOURNMENT. There being no further business the meeting was adjourned at 11:45 a.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, December 21, 2010, at 4:30 p.m. at the Putnam County Educational Service Center.

Secretary

President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library, at Putnam County Educational Service Center, Ottawa, Ohio at 4:15 p.m., Tuesday, November 23, 2010

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

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

PLEDGE OF ALLEGIANCE

BUILDING CONSTRUCTION - CABINETS. There was discussion among the Board of Trustees of the Putnam County District Library in regards to a few sections of cabinets in the new Putnam County District Library. The sections of cabinets were to be located in the new Business Center and the new Meeting Room. The following issues have been brought to the Board's attention:

1. The all white cabinets were to be placed with a white wall background (which they would not be seen).
2. The Ellison dies do not fit properly in the Ellison Die Cabinets. There was miscommunication between Design Group and Technicon on dimensions of the Ellison die machine.
3. The Board will have to decide what style of cabinets they would like to have for the new Business Center and Meeting Room areas.

The Board questioned if we could use the cabinets that we want to change? Nancy Stauffer, Fiscal Officer, commented that we could use the cabinets in different locations. The base and upper cabinets in the Business Center (sink side) can be moved to the Mechanical Room. The Ellison Die Cabinet in the Business Center can be moved to the Book Drop/Sorting Room area. The base and upper cabinets in the Meeting Room can be moved to the Delivery Room (staff area).

The new cabinets could either be plywood cabinets with laminate countertops (wood face) or plastic laminate cabinets and countertops (laminate face). Other options the Board could decide include whether they want to do laminate in business center and plywood in meeting room or plywood in business center and laminate in meeting room. Some of the questions from the Board were:

1. Are the new cabinets the same style?
2. What is the warranty on the cabinets?
3. What will last longer?
4. If water would affect cabinets?
5. What is easier to clean?

Nancy Stauffer called Tony Hovest from Technicon Design Group to discuss with the Board the options for the cabinets. After extensive discussion with Tony Hovest, the board asked Tony what he recommended. Tony recommended that in the Business Center the plastic laminate would be more durable than the wood veneer because of heavy use of the drawers. The cabinets in the Meeting Room would not be used as much so the Board could choose either style of cabinets. The durable, plastic laminate cabinets are also less expensive and require less maintenance than the wood cabinets.

Dale Nienberg had concerns about the downspouts that are located next to the entrance of the new library. Dale was concerned that the water would drain towards the doors instead of towards the landscaping. Dale questioned whether the downspouts could be turned 90° or have an extension to drain the downspouts towards the landscaping. Keith Kahle stated that the rain may have fallen directly onto the concrete instead of coming from the downspout.

Dale Nienberg spoke about his visit to the Ohio State University. Dale spoke with the design students regarding a free design for the back of the new library building. The Ohio State University design students would enter into a contest and the Putnam County District Library would choose the winner.

Motion was made by Dale Nienberg and seconded by Mary Lieb to choose plastic laminate cabinets and countertops (laminate face) for all cabinets contingent upon the interior of the cabinets are made with melamine and the drawers in the Business Center for the Ellison Die Cabinet are a heavy grade drawer 125-150 lbs slide. All voted yes on the roll call vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:21 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, December 21, 2010, at 4:30 p.m. at the Putnam County Educational Service Center.

Secretary

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, December 21, 2010

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

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

Public: Rose Ellerbrock, Judi Parker, Evan Parker, Don Schroeder, Ruth Wilhelm, Jim Maurer

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the November 16, 2010, regular meeting were approved on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- B. **SPECIAL BOARD MEETING MINUTES.** The minutes of the November 18, 2010, special meeting were approved on motion by Dale Nienberg and seconded by Mary Lieb. All voted yes on the roll call vote except Virginia Schroeder and Beth Myers who abstained.
- C. **SPECIAL BOARD MEETING MINUTES.** The minutes of the November 23, 2010, special meeting were approved on motion by Ginger O'Malley and seconded by Beth Myers. All voted yes on the roll call vote except Janice Crawfis who abstained.
- D. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- E. **PETTY CASH REPORT.** The petty cash report for November was presented noting that fines and fees revenue was \$710.61 and copies revenue was \$410.75
- F. **GIFTS.** Accepted November Memorial donations of \$505.00; Pavers Fund donations of \$240.00; Virginia Zirkle Fund of \$5014.70; Local History Fund of \$35.00; Friends of the PCDL of \$788.52, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Beth Myers. All voted yes on the roll call vote.
- G. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her monthly Director's report (see attached report). Kelly discussed circulation statistics and compared January - November 2010 to January - November 2009. Kelly discussed the cost of Public Information Requests from January 1, 2010 thru December 12, 2010. Kelly also discussed what was happening at the library and upcoming events.

NEW BUSINESS

- H. **2011 PAYSCALE.** The Board discussed whether to freeze the pay scale for 6 months or 1 year. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to freeze the pay scale until July 1. The Board will revisit this issue at the June board meeting. All voted yes on the roll call vote.
- I. **SNOW REMOVAL CONTRACTS.** Kelly Ward discussed with the Board the quotes from the snow removal businesses. Kelly called for references. There were a few complaints, but mostly good. Croy's references were glowing; they go above and beyond. The Board discussed that Croy's reputation is very good. Motion was made by Janice Crawfis and seconded by Mary Lieb to go with the quote from Croy's Mowing for snow removal for the new library. All voted yes on the roll call vote.
- J. **BUILDING CHANGE ORDER # G-004.** Motion was made by Virginia Schroeder and seconded by Beth Myers to approve the change order #G-004 that extends the completion date of the new building (due to weather) from December 31, 2010 to January 17, 2011. All voted yes on the roll call vote.
- K. **BUILDING CHANGE ORDER # G-005.** Motion was made by Beth Myers and seconded by Mary Lieb to approve the change order #G-005 that adds a shelf to the prior change order with an additional cost of \$500.00. All voted yes on the roll call vote.
- L. **2010 APPROPRIATIONS MODIFICATIONS.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve the 2010 Appropriations Modifications. All voted yes on the roll call vote.
- M. **2011 TEMPORARY APPROPRIATIONS.** Motion was made by Beth Myers and seconded by Virginia Schroeder to approve the 2011 Temporary Appropriations. All voted yes on the roll call vote.
- N. **BOARD TERM EXPIRES (VIRGINIA SCHROEDER).** Keith Kahle thanked Virginia Schroeder for her service over the last 7 years. She was greatly valued. No motion was taken.
- O. **RETURN ADVANCE FROM FRIENDS.** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to approve Nancy Stauffer to move the advance from the Friends of PCDL back to the General Fund in the amount of \$2,000.00. All voted yes on the roll call vote.
- P. **PATRON COPIER (PERRY).** Motion was made by Ginger O'Malley and seconded by Virginia Schroeder to approve the purchase of a new patron copier (with a coin op and fax machine included) for the new library in the amount of \$5,386.00. All voted yes on the roll call vote.

December 21, 2010

- Q. **JOHN R. SEWELL BEQUEST FUND.** Motion was made, with much gratitude, by Mary Lieb and seconded by Janice Crawfis to authorize Nancy Stauffer to set up a bequest fund for John R. Sewell. All voted yes on the roll call vote.
- R. **JOHN R. SEWELL BEQUEST FUND.** Motion was made by Janice Crawfis and seconded by Beth Myers to name the Fiction - Reading Room Area in the new Library (for the amount of \$10,000.00) after John R. Sewell. All voted yes on the roll call vote.
- S. **FURNITURE IN FICTION AREA.** Motion was made by Ginger O'Malley and seconded by Mary Lieb to name the furniture in the Fiction - Reading Room Area in the new Library (for the amount of \$16,650.00) after John R. Sewell. All voted yes on the roll call vote.
- T. **VIRGINIA ZIRKLE BEQUEST.** Motion was made by Dale Nienberg and seconded by Virginia Schroeder to name the Teen Room in the new Library (for the amount of \$4,000.00) after Virginia Zirkle. All voted yes on the roll call vote.

DISCUSSION

OTHER REPORTS

REPORTS FROM BRANCHES AND FRIENDS: The Friends of the Putnam County District Library prepared breakfast for the staff on December 20, 2010.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Keith Kahle thanked Dale Nienberg for being Santa at the Kalida, Ft. Jennings, and Ottoville libraries. Dale Nienberg thanked the Columbus Grove students for the fundraiser for the Columbus Grove Library. Kelly Ward stated that she sent a Thank You letter to the Teacher & Students and a Thank You letter to the Principal and Superintendent of the Columbus Grove School. Ginger O'Malley thanked Virginia Schroeder for her service on the Board. Virginia Schroeder stated that she was happy for the experience.

COMMENTS FROM THE PUBLIC.

Name	Comment
Rose Ellerbrock	Rose commented on some cost saving ideas. One idea would be to have the library open on Fridays instead of Mondays because of Monday holidays. The library wouldn't have to pay holiday time. Rose wanted to know why we pay Comp Time to salaried staff. Kelly Ward commented that it is a way to keep track of time. There is no money paid out for comp time. Rose also questioned whether sanitizing the library books that are returned is helping. Kelly Commented that it does help with the flu season because it helps keep down germs. It also helps clean some of the books that come back crusted.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:05 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, January 18, 2010, at 4:30 p.m. at the Educational Service Center.

Secretary

President