

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Putnam County District Library, Ottawa, Ohio at 4:30 p.m., Tuesday, July 19, 2011**

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

**Administration:** Kelly Ward, Director

**Public:** Rose Ellerbrock, Judi Parker, Karen Okuley, and Sue Barnhart

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the June 21, 2011, regular meeting were approved on motion by Dale Nienberg and seconded by Janice Crawfis All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by Paulette Smith and seconded by Mary Lieb. 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 \$1,071.05; copies revenue was \$379.10.
- D. **GIFTS.** Accepted Memorial Fund donations of \$600.00, on motion by Ginger O'Malley and seconded by Janice Crawfis. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from June (see attached report).

**NEW BUSINESS**

- F. **SAFETY POLICY.** There was discussion regarding how this policy is important to keep the costs of Workers Compensation lower. Motion was made by Ginger O'Malley and seconded by Mary Lieb to approve the policy as presented. All voted yes on the roll call vote. (see attachment)
- G. **SIDEWALK ESTIMATES.** The Director presented quotes for the installation of sidewalks from the Concrete Couple and Dale's Concrete. A third vendor, F&S Concrete was contacted to give a quote, but there was no response from the Directors calls. The three areas quoted were as follows: 1) Along the road in front of the property 2) Along the driveway to the building 3) in the back going to the future garden. There was discussion regarding the three areas quoted. Dale stated that the sidewalk was necessary in the back of the library because it was needed in order to plan for the future garden. Ginger stated that we would save money to get it completed now. Ginger and Beth thought it would be appropriate to pay for the sidewalks from the Building Construction Fund. It was discussed that the quotes included the correct width as to comply with Village Ordinances. Dale wanted to know if the quote included a sealant

immediately or at a later date. Dale also wanted to know if our current sidewalks have been sealed and if not, whose is responsible to do so. Kelly stated that she would check into it. Dale thinks that if we complete our sidewalk that it would encourage the village to put sidewalks in at the Educational Service Center. Ginger wanted to know if the project could be completed before school started in the fall or if the project could be done in phases. Paulette would like to see the front sidewalk along the road to be completed before school. All agreed that all three areas should be completed and that Dale's Concrete should get the job because their quote was the lowest provided they could put the sidewalks in before winter. Motion was made by Ginger O'Malley and seconded by Paulette Smith to accept the lowest bid for all three sections of concrete in the amount of \$13,550.00 from Dale's Concrete contingent upon completion before winter. All voted yes on the roll call vote.

- H. **COLLEGE INTERN PROGRAM AT DEFIANCE COLLEGE.** The Director presented information regarding the Defiance College Partnership for Jobs program. She asked that the Library hire a college intern to do some accounting work and manage the inventory list for the library. Although the intern would make minimum wage, \$7.40 per hour, the Library would only have to pay \$3.70 per hour as the rest would be paid for through a program at Defiance College. The intern would work 10 hours per week and we would interview eligible candidates. Dale Nienberg thought it was a good idea and Ginger O'Malley liked the collaboration with the college. Motion was made by Dale Nienberg and seconded by Mary Lieb to allow the Library's participation in the Defiance College Partnership for Jobs program. All voted yes on the roll call vote.
- I. **PURCHASE ADDITIONAL EARLY LITERACY COMPUTER FOR OTTAWA LOCATION.** - Motion was made by Janice Crawfis and seconded by Paulette Smith to purchase an additional Early Literacy computer for the Ottawa Library location with funds from the John R. Sewell Trust Fund. All voted yes on the roll call vote.
- J. **KALIDA LIBRARY LOCATION SHELVING PURCHASE.** The Director stated that she and the Fiscal Officer met with Dave Connelly of RDT Concepts regarding shelving for the new Kalida Library location. The vast majority of shelving would come from the Library's current holdings. She presented a quote from RDT Concepts for children's short shelving totaling \$765.00. There was a discussion concerning which fund should be used to make the purchase. Dale had reservations about the money for the Kalida shelving coming from the Building Construction fund since it was established for the Ottawa Library. It was also discussed that quotes from local wood working companies would be gathered for the wood end panels and toppers for the shelving. Motion was made by Ginger O'Malley and seconded by Dale Nienberg to purchase the shelving as quoted by RDT Concepts for \$765.00 to be paid from the Jean R. Sewell Trust Fund. All voted yes on the roll call vote.
- K. **SIGN FOR OTTAWA LIBRARY LOCATION.** It was discussed that the library should purchase a business sign for the Ottawa Library location that would go beside the road. Janice Crawfis thought that a brick that matched the building would be a good use of construction money and would be sturdy and useful. Dale Nienberg wanted to know what do other businesses have on Putnam Parkway. The Director stated that they all have some type of brick in their business sign. Beth Myers wanted to know if Pal Pack could make our sign. It discussed that

the Director should get quotes for the next regular Board meeting regarding signage. No action taken.

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Jan Crawfis mention that the Friends of the Putnam County District Library (PCDL) June Book Sale was very successful with a profit of \$1,678.06. Karen Okuley, President of the Friends of the PCDL would like to have the book sale at the same location or at the new elementary school in Ottawa next year. Karen also stated that the on-going book sale at the Ottawa Library is going well and that books are refreshed monthly. The Friends of the PCDL are also busy getting ready for the Craft Show on October 29 at the Ottawa Glandorf High School. Karen stated that August 3 is the next Craft Show meeting and that September 12 is the next Friends of the PCDL meeting. Discussion was held to include the creation of a Memorandum of Understanding Committee on the August regular Board meeting agenda.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Neinberg asked when Westerheide Developers was going to repair the damaged curb in the bookdrop lane. Dale also commented that next spring a local community group would be donating a gazebo for the library garden. Paulette Smith asked if there were any comments regarding the Library's booth at the Putnam County Fair. Kelly Ward stated that she had not received any comments thus far. All Board members commented that the Merchants Building was nearly empty this year at the fair and wondered if it would be worth it to do again next year.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:48 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, August 16, 2011, at 4:30 p.m. at the Putnam County District Library.

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Secretary

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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Putnam County District Library, Ottawa, Ohio at 4:30 p.m., Tuesday, August 16, 2011**

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

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

**Public:** Rose Ellerbrock, Judi Parker, Karen Okuley, and Judy Ruen.

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the July 19, 2011, regular meeting were approved on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote, except Keith Kahle who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Paulette Smith and seconded by Janice Crawfis. 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 \$1,030.63; copies revenue was \$380.45.
- D. **GIFTS.** Accepted donation from the Friends of the PCDL of \$1,600.50; Local History donation of \$21.00; Memorial Fund donations of \$397.26, 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 Directors Report from July (see attached report).

**NEW BUSINESS**

- F. **KALIDA LIBRARY LOCATION FURNISHINGS PURCHASE.** Motion was tabled due to questions regarding naming rights donations and which funds to use for payment.
- G. **LOCAL ORGANATIONAL MEMBERSHIP FEES.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to pay 50% of the membership dues for one staff member for both the Rotary and Kiwanis clubs. All voted yes on the roll call vote. Discussion was held among Board members that it is good public relations for administrative staff to be members since these organizations provide ongoing support to the Library. And that these organizations would not be aware of the Libraries needs without staff membership.
- H. **SIGN QUOTES.** Only one quote had been received. Motion was tabled to obtain additional quotes.

- I. **APPROPRIATIONS MODIFICATIONS (Resolution 7-2011).** Motion was made by Janice Crawfis and seconded by Beth Myers to approve the appropriations modifications as presented by the Fiscal Officer. All voted yes on the roll call vote.

FUND NAME	SUMMARY ACCOUNT	AMT OF CHANGE	NEW ACCT BALANCE
General Fund	Salaries and Benefits	15,364	706,532
	Purchased Services	7,000	103,665
	Library Materials	11,550	123,802
Putnam County Friends Fund	Professional Services	1,691	1,691
	Library Materials	3,000	3,000
	Purchased Services	(830)	0
	Supplies	1,490	1,590
	Capital Outlay	500	500
Earl J. Belch Trust Fund	Capital Outlay	2,000	2,000
Memorial Fund	Library Materials	2,000	8,000
Summer Reading Club Fund	Purchased Services	(65)	180
	Supplies	365	1,265
Kiwanis Club of Ottawa Fund	Library Materials	500	2,000
John R. Sewell Fund	Capital Outlay	2,500	47,500
Building Construction Fund	Capital Outlay	35,000	40,000
Furniture & Contents Replacement Fund	Capital Outlay	3,680	133,855

- J. **INSTITUTIONAL NOTICE FOR LIQUOR PERMIT.** The Director presented an Institution Notice for Liquor Permit form to the Board concerning the Continental Dollar General Store 10222. It was sent to us for consideration since the Continental Library Location is within 500 feet of the Dollar General Store. The Director had contacted two former Board members for the Continental area to ask about the communities general thoughts on the subject. They stated that they didn't think the community would object. Comment was made that it would have no adverse affect on the Library, but we don't advocate liquor sales. Motion was made by Dale Nienberg and seconded by Beth Myers to choose the first option on the form, we do not object to this Permit and return the form back to the Ohio Dept. of Commerce. All voted yes on the roll vote.

- K. **QUOTE FOR BACKFILLING AND SEEDING IN AREAS DISTURBED DURING SIDEWALK INSTALLATION.** The Director presented a quote from Dale's Concrete for up to \$2,300.00 for backfilling and seeding in areas disturbed during sidewalk installation. Motion was made by Beth Myers and seconded by Dale Nienberg to accept the quote as presented. All voted yes on the roll call vote.
- L. **MEMORANDUM OF UNDERSTANDING COMMITTEE.** Keith Kahle directed Dale Nienberg and Paulette Smith to meet with the Friends of the PCDL concerning the memorandum of understanding between the two organizations. Also asked the Fiscal Officer to ask the County Prosecutor if it is a conflict of interest for Library Board members who are also members of the Friends of the Putnam County District Library organization (not officers) to vote to approve a memorandum of understanding between the two parties.
- M. **VETERAN'S DAY 2011.** The Director proposed that the Library be closed on Thursday, November 10<sup>th</sup> instead of Friday, November 11<sup>th</sup> for Veteran's Day. Historically, Veteran's Day has been staff development day for the Library. It would cost the Library additional wages if we had staff development day on Friday, November 11<sup>th</sup> since all Library locations are closed on Friday. Motion was made by Ginger O'Malley and seconded by Paulette Smith to close all Library locations on Thursday, November 10<sup>th</sup> in observance of Veteran's Day and to hold staff development day. All voted yes on the roll call vote.
- N. **OLC CONVENTION AND EXPO.** The Director asked that she and 3 other staff members could attend the OLC Convention and Expo October 26-28. There was discussion among Board members concerning the benefits the convention would have for the staff and the library. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize the Director to consult with these staff members concerning their interest in the convention and becoming members of OLC to reduce the library's registration fees. Maximum of 4 staff members to attend with two nights hotel stay and meal reimbursement per current policy. Costs to be paid from the Jean R. Sewell Trust fund. All voted yes on the roll call vote.

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Karen Okuley commented that the Friends of the PCDL is ready for the annual craftshow and asked for help with flier distribution as other craftshows. Beth Myers commented that they are working on the Christmas tree festival. The Friends of the PCDL's next meeting is September 12, 2011.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg commented on how much he liked the Mango program.

**COMMENTS FROM THE PUBLIC:** Rose Ellerbrock asked the following: Why does the Board needed a memorandum of understanding with the various county Friends groups? Who recommended that we have it? What is the advantage of it? If a Friends group disbands, could they donated the money just to a specific branch library? What guarantees the use of the money? Karen Okuley commented that a disagreement with the Library is not the only reason to disband a Friends group. It could be for lack of leadership. She also asked how many Friends groups are in the county.

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August 16, 2011

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:15 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, September 20, 2011, at 4:30 p.m. at the Putnam County District Library.

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Secretary

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President



**Minutes of a Special Meeting of the Board of Trustees of Putnam County  
District Library held at Putnam County District Library, Ottawa, Ohio 9:00  
a.m., September 2, 2011**

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

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

**PLEDGE OF ALLEGIANCE**

**A. KALIDA LIBRARY LOCATION FURNITURE PURCHASE.** The Director presented four quotes from area cabinet vendors for the shelving end panels and circulation desk at the Kalida Library location. The quotes presented were: Blanchard Woodshop \$12,550.00; Glandorf Lumber \$8,155.00; Hoehn Cabinets \$5,330.00; and Ted Verhoff Builders and Cabinets \$7,445.00. Motion was made by Dale Nienberg and seconded by Janice Crawfis to award the project to Hoehn Cabinets for \$5,330.00. All voted yes on the roll call vote.

**B. FUNDS FOR FURNITURE PURCHASE.** Motion was made Janice Crawfis and seconded by Paulette Smith approve the purchases for the furnishings for the Kalida Library location as \$8,685.96 from the Virginia Zirkle Bequest Fund and \$2,314.04 from the Jean R. Sewell Trust Fund. All voted yes on the roll call vote.

**C. APPROPRIATIONS MODIFICATION (Resolution 8-2011).** Motion was made by Dale Nienburg and seconded by Ginger O'Malley to increase appropriations in the Virginia Zirkle Fund, Capital Outlay account by \$8,685.96 for a total of \$15,135.96 and the Jean R. Sewell Fund, Capital Outlay account by \$2,500.00 for a total of \$8,500.00.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 9:40 a.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, September 20, 2011 at 4:30 p.m.

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Secretary

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President



**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Putnam County District Library, Ottawa, Ohio at 4:30 p.m., Tuesday, September 20, 2011**

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

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

**Public:** Rose Ellerbrock, Judi Parker, Karen Okuley, and Judy Ruen.

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the August 16, 2011, regular meeting were approved on motion by Dale Nienberg and seconded by Mary Lieb. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the September 2, 2011, regular meeting were approved on motion by Ginger O'Malley and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The August 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 August was presented noting that fines and fees revenue was \$1,155.48; meeting room rental \$150.00; copies revenue was \$448.10.
- E. **GIFTS.** Accepted donation from the Friends of the PCDL of \$179.99; Local History donation of \$64.20; Memorial Fund donations of \$203.00; Naming Rights Fund donation of \$2,225.00; and \$18.50 in the General Fund, on motion by Paulette Smith and seconded by Mary Lieb. All voted yes on the roll call vote.
- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from August (see attached report).

**NEW BUSINESS**

- G. **KALIDA LIBRARY LOCATION GRAND OPENING.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to set the grand opening for the Kalida Library location for Sunday, October 9, 2011 at 1:00 p.m. to 3:00 p.m. Asked the Director to send invitations to Kalida Local School Board, Village of Kalida Council, Fiscal Officer and Mayor, Kalida Chamber of Commerce, Union Township Trustees, and Village of Cloverdale Council and Mayor, Putnam County Commissioners. All voted yes on the roll call vote.
- H. **CHANGE IN STAFF HOURS.** The Director requested that the Ruth Wilhelm's weekly hours be increased due to an increase Local History usage and extra computer work required to

correct problems in our SIRSI records and reports. Motion was made by Dale Nienberg and seconded by Paulette Smith to approve the increase in weekly hours for Ruth Wilhelm to 40 hours per week thru 12/31/2012, to be evaluated at that time, at her current hourly rate.

- I. **STAFF COMPENSATION.** The Fiscal Officer and Director asked the Board to consider a onetime pay supplement for the staff. The staff has not received an increase in pay other than placement on the new pay scale since 2006. The Fiscal Officer calculated several options for the Board's consideration. A onetime supplement would allow the Board to acknowledge the staff's hard work, without increasing the overall pay scale and impacting future year's budgets. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to approve a onetime pay supplement for all staff equal to two week pay (regularly scheduled average weekly hours times 2 weeks times their hourly rate of pay) to be paid on November 10, 2011. All voted yes on the roll call vote.
- J. **SIGN QUOTES.** Director presented sign quotes received. The Board discussed that some quotes included a foundation others didn't; some were made of brick others were foam brick. Board members expressed concerns about durability of the foam brick and warranties. The Board asked the Director to request more information from the vendors to answer their questions and make the quotes more similar so they can make a better comparison. Motion was tabled to obtain additional information.
- K. **APPROPRIATIONS MODIFICATIONS (Resolution 9-2011).** Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve the appropriations modifications as presented by the Fiscal Officer. All voted yes on the roll call vote.

FUND NAME	SUMMARY ACCOUNT	AMT OF CHANGE	NEW ACCT BALANCE
General Fund	Salaries and Benefits	21,000	727,532
	Capital Outlay	2,500	4,500
	Library Materials	10,000	133,802

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Friends of the PCDL President, Karen Okuley asked for help at the upcoming craftshow and questions related the draft memorandum of understanding. Judy Ruen asked which branch libraries have Ellison machines.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:09 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, October 18, 2011, at 4:30 p.m. at the Putnam County District Library.

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September 20, 2011

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Secretary

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President

October 18, 2011

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

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

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

**Public:** Rose Ellerbrock, Judi Parker, Donald Schroeder, Karen Okuley, and Judy Ruen.

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the September 20, regular meeting were approved on motion by Dale Nienberg and seconded by Ginger O'Malley. All voted yes on the roll call vote except Janice Crawfis and Beth Myers who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved, on motion by Mary Lieb and seconded by Janice Crawfis. 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 \$791.14; copies revenue was \$432.00.
- D. **GIFTS.** Accepted donation for General fund of \$4.86; Local History \$3.50; Memorial Fund donations of \$331.50; Furniture Donation Fund of \$1,000.00 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 Directors Report from September (see attached report).

**NEW BUSINESS**

- F. **RETURN OF ADVANCE FROM THE FEMA FUND TO THE GENERAL FUND.** Motion was made by Beth Myers and seconded by Mary Lieb to approve the return of the advance from the FEMA Fund back to the General fund as directed by an email from the Auditor of States representative, Stephen Flickenger, dated 10/13/11 in the amount of \$28,062.75. This will reimburse the General Fund for relocation expense paid from the General Fund in 2007, 2008, and 2009 that were reimbursed by FEMA in 2011. All voted yes on the roll call vote.
- G. **LAMINATION FEE.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to set the fee for use of the lamination machine at \$2.00 per linear foot of lamination film used. All voted yes on the roll call vote.

October 18, 2011

- H. **HIRE ACCOUNTING/INVENTORY SPECIALIST INTERN.** Motion was made by Dale Nienburg and seconded by Beth Myers to hire Sarah Slattman for the position of Accounting/Inventory Specialist Intern effective October 24, 2011 at \$7.40 per hour for 10 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.
- I. **KALIDA LIBRARY LOCATION NAME CHANGE.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to change the name the Kalida Library location to Kalida-Union Township Library. The name change is to acknowledge both the Village of Kalida and Union Township's financial contribution for the payment of rent at the library location. All voted yes on the roll call vote.
- J. **SIGN QUOTES.** Director presented sign quotes received to the Board, followed by a lengthy discussion concerning the sign's size of board and letters, colors, material, base height and depth, and phone discussion with representative from Corporate Signs. A motion was made by Dale Nienburg and seconded by Beth Myers to work with Corporate Signs to make modifications to their quote and setting a dollar amount not to exceed of \$14,310.00 to be paid from the Building Construction Fund. All voted yes on the roll call vote.
- K. **APPROPRIATIONS MODIFICATIONS (Resolution 10-2011).** Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve the appropriations modifications to increase General Fund supplies by \$3,500.00. All voted yes on the roll call vote.
- L. **INTERNET USAGE POLICY.** Motion was made by Mary Lieb and seconded by Janice Crawfis to approve the changes to the Internet Usage policy as presented. All voted yes on the roll call vote. (see attachment)
- M. **RAREY ROTH COMPUTER CONTRACT.** Motion was made by Ginger O'Malley and seconded by Beth Myers approve a new contract with Rarey Roth for 100 computer hours for \$10,800.00. All voted yes on the roll call vote.
- N. **MEMORANDUM OF UNDERSTANDING.** The Fiscal Officer and Director reported that they had received communication from the Putnam County Prosecutor and Ohio Library Council that Board members who are also Friends of the PCDL members could vote to approve a memorandum of understanding between the two organizations.
- O. **PAVERS.** The Director reported that the pavers were delivered in the wrong size. She presented two possible solutions: Scheme A - cut all perimeter pavers or Scheme B - insert a brick border and remove 15 pavers per square. Motion was made by Dale Nienburg and seconded by Ginger O'Malley to proceed with Scheme B provided the border brick is paver brick quality and not building brick. All voted yes on the roll call vote.
- P. **SNOW REMOVAL CONTRACT.** The Director presented a quote for snow removal from Croy Mowing. Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the

October 18, 2011

contract as presented and ask for a supplemental contract for snow removal on the sidewalks.  
All voted yes on the roll call vote.

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Friends of the PCDL representative, Judy Ruen asked for help at the upcoming craftshow and that all vendor tables were filled.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Janice Crawfis commented that the Kalida-Union Township Library looked great. Keith Kahle commented on how nice it is that the Village, Township and School came together to get the new Kalida Library location. Dale Nienberg commented on the hard work put in by the staff and the Friends of the PCDL hospitality at the grand opening. Thank you to all involved. Dale also asked about the purchase of a bike rack for Kalida. Dale commented that he would like to set time to come up with a plan for the use of the Trust funds, and to consider an endowment fund. Keith Kahle commented that he had received a letter from a patron asking that we consider not purchasing a sign. And he was asked to share it with the other Board members. He forwarded the letter to all Board members by email. Several Board members commented that they felt a sign was needed.

**COMMENTS FROM THE PUBLIC:** Don Schroeder asked about the pavers being different thicknesses and were they using a sand base to compensate for that difference. The Director commented that communication with Technicon Design Group indicated a sand base.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:10 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, November 15, 2011, at 4:30 p.m. at the Putnam County District Library.

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Secretary

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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Putnam County District Library, Ottawa, Ohio at 4:30 p.m., Tuesday, November 15, 2011**

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

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

**Public:** Rose Ellerbrock, Judi Parker, Donald Schroeder, Karen Okuley, and Judy Ruen.

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the October 18, regular meeting were approved with changes on motion by Dale Nienberg and seconded by Beth Myers. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Janice Crawfis and seconded by Mary Lieb. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for October was presented noting that fines and fees revenue was \$719.43; copy revenue was \$455.45.
- D. **GIFTS.** Accepted donation for General fund of \$9.73 and state grant of \$161.00; Memorial Fund donations of \$744.74; Paver Donation Fund of \$480.00 on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from October (see attached report).

**NEW BUSINESS**

- F. **TRAINING.** Motion was made by Janice Crawfis and seconded by Mary Lieb to approve training for the Fiscal Officer on December 6th in Perrysburg at a cost of \$40.00 and on December 9<sup>th</sup> in Columbus at no cost. All voted yes on the roll call vote.
- G. **APPROPRIATIONS MODIFICATIONS (Resolution 11-2011).** Motion was made by Beth Myers and seconded by Paulette Smith to approve the appropriations increase to the FEMA Relocation Fund, Advances Out in the amount of \$28,062.75 and increase to the Furniture Donation Fund, Capital Outlay in the amount of \$1,000.00. All voted yes on the roll call vote.
- H. **MEAL AND LODGING REIMBURSEMENT POLICY (14.3).** Motion was made by Dale Nienberg and seconded by Paulette Smith to modify the meal reimbursement rates to the following: breakfast \$8, lunch \$12, dinner \$26, incidentals \$5. All voted yes on the roll call vote.



- I. **MILEAGE REIMBURSEMENT POLICY.** Tabled until December meeting to gather information from area local governments.
- J. **DELETION OF INVENTORY.** List of nonoperational computer equipment was presented for disposal/recycling. Motion was made by Mary Lieb and seconded by Janice Crawfis to approve the list as presented. (See attached list) All voted yes on the roll call vote.
- K. **CLOSE LIBRARY.** Request was made by the Director to close all library locations from 9:00 a.m. to 11:30 p.m. on December 12<sup>th</sup> for staff EBook training. The State Library of Ohio is sending a trainer at no cost to the library. Motion was made by Paulette Smith and seconded by Beth Myers to approve the closing of all library locations from 9:00 a.m. to 11:30 p.m. on December 12<sup>th</sup> for staff EBook training. All voted yes on the roll call vote.
- L. **SNOW REMOVAL CONTRACT.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to approve sidewalk snow removal contract with Croy's Mowing for approximately \$40 per occurrence. All voted yes on the roll call vote.
- M. **MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF THE PCDL.** Tabled so the parties could have more time to meet. They set a meeting for December 12<sup>th</sup> at 9:00 a.m.
- N. **SIGN FOR OTTAWA.** The Director updated the Board on the status of the sign. We received a modified quote from Corporate Signs for \$14,925.00. The Board approved \$14,310.00 at the October 18<sup>th</sup> meeting. She explained the foundation and base specifications and that she was still waiting on the zoning variance from the Village of Ottawa. Motion was made by Beth Myers and seconded by Mary Lieb to authorize the Director to sign the modified contract for \$14,925.00. All voted yes on the roll call vote.
- O. Set a records retention meeting for 4:00p.m. on December 20<sup>th</sup> and a Special Meeting for November 29<sup>th</sup> at 1:30 p.m., the purposes are to review a draft of the 2012 appropriations and to review the evaluation forms for the Director and Fiscal Officer.

Beth Myers left the meeting at 5:45 p.m.

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Friends of the PCDL representative, Karen Okuley reported that the craftshow was a success. The profit for the show is approximately \$5,900.00. She expressed thanks to all who helped with the event. She also reported that the Christmas Tree Festival open house will be December 4th. The Friends of the PCDL allocated funds to decorated the interior and exterior of the Ottawa Library location. They discussed the staff breakfast to be held on December 12<sup>th</sup>. Karen Okuley asked about the quantity of furniture the Friends of the PCDL would have available for sale at the June booksale.

November 15, 2011

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg thanked the Friends of the PCDL for all their work at the craftshow. He asked about the items being stored at Ohio Logistics. The Director responded that we currently have approximate 20 shelving frames at Ohio Logistics and 20 at Kalida Schools plus shelving. Dale commended Ruth Wilhelm for her local history program at Kalida.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:00 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, December 20, 2011, at 4:30 p.m. at the Putnam County District Library.

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Secretary

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President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 1:30 p.m., November 29, 2011**

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

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

**PLEDGE OF ALLEGIANCE**

A. **2012 APPROPRIATIONS DISCUSSION:** The Fiscal Officer and Director presented a draft of the 2012 Appropriations. The content of the draft report was discussed at length. The Director discussed the purchase EScience Library, Ohio Memory Project, and Freegal. EScience is a database that can be used for science research. The Ohio Memory Project is a collection of school yearbooks. Our yearbooks would be scanned and included with the collection and our patrons would have access from our website. Freegal is a downloadable music program that our patrons could access. Dale questioned the remaining life of the van and did we have funds set aside for the purchase of a new one when necessary. We discussed the balance of the Special Projects fund could be used for the purchase along with General Fund monies. No action was taken.

B. **EVALUATION FORMS.** The Board members discussed the structure and content of the evaluation forms for the Director and Fiscal Officer. No action was taken.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 4:30 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, December 20, 2011 at 4:30 p.m.

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Secretary

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President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County  
District Library held at Putnam County District Library, Ottawa, Ohio 4:00  
p.m., December 20, 2011**

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

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

**PLEDGE OF ALLEGIANCE**

**A. RECORDS PROPOSED FOR DESTRUCTION (ITEMS LOST IN THE FLOOD OF 2007).**

Motion was made by Ginger O'Malley and seconded by Mary Lieb to approve the Ohio Historical Society One-Time Disposal of Obsolete Records (RC-1) dated 12/21/11 as presented and attached. All voted yes on the roll call vote.

**B. RECORDS PROPOSED FOR DESTRUCTION.** Motion was made by Beth Myers and seconded by Paulette Smith to approve the Ohio Historical Society Certificate of Records Disposal (RC-3) dated 12/21/11 as presented and attached. All voted yes on the roll call vote.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 4:30 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, December 20, 2011 at 4:30 p.m.

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Secretary

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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Putnam County District Library, Ottawa, Ohio at 4:30 p.m., Tuesday, December 20, 2011**

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

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

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

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the November 15, regular meeting were approved with changes on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote, except Ginger O'Malley who abstained.
- B. **SPECIAL MINUTES.** The minutes of the November 29, regular meeting were approved with changes on motion by Dale Nienberg and seconded by Paulette Smith. All voted yes on the roll call vote, except Ginger O'Malley who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Janice Crawfis and seconded by Mary Lieb. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for November was presented noting that fines and fees revenue was \$739.03; copy revenue was \$330.65.
- E. **GIFTS.** Accepted donation for Friends of the PCDL fund of \$705.07; Memorial Fund donations of \$602.09; Paver Donation Fund of \$120.00 on motion by Ginger O'Malley and seconded by Paulette Smith. All voted yes on the roll call vote.
- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from November (see attached report). The Director mentioned at the conclusion of her report that she had received quotes for the table lamps that were less than the price originally quoted by Design Group of \$650.00. After the Director's report Dale Nienberg questioned the purchase of the table lamps. He expressed that he felt the lamps were too expensive and he had found a large number of lamps on line and in stores ranging in price from \$20.00 to \$200.00. He questioned whether we needed commercial lamps with outlets or just outlets. He felt there was sufficient light in all areas of the library. Several Board members stated that the light would be useful especially on the two tables outside the study rooms. Dale Nienberg questioned whether the lamps needed to be attached to the table for safety. He felt that the Library maintenance supervisor could create a device to attach the lamps to the table. The Director, Beth Myers, and Mary Lieb expressed that they felt the lamps should be attached to the table. Keith Kahle suggested we purchased two lamps with outlet for the two tables outside

the study rooms to try them out. Keith Kahle also commented that he would like the lamps to be of substantial quality and with three prong grounded outlets.

**OLD BUSINESS**

- G. **MILEAGE REIMBURSEMENT POLICY.** Board members discussed the current mileage rate of \$.30 mile and compared it to other area local governments. Motion was made by Dale Nienberg and seconded by Beth Myers to set the mileage rate at 80% of the federal rate rounded to the next highest whole cent, effective 1/1/2012. All voted yes on the roll call vote.
- H. **MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF THE PCDL.** Board members Dale Nienberg and Paulette Smith met with Friends officers Karen Okuley and Judy Ruen on December 12, 2011 to discuss the draft memorandum of understanding. The Board discussed several changes that were made to the draft agreement. Motion was made by Paulette Smith and seconded by Dale Nienberg to accept the modified memorandum of understanding as presented. All voted yes on the roll call vote. (see attachment) The document will be discussed at the Friends of the PCDL January 2012 meeting.

**NEW BUSINESS**

- I. **INCREASE BRANCH LIBRARY CHANGE FUND AMOUNT.** The Fiscal Officer discussed with the Board that the Branch Libraries were having difficulty making change when presented with larger bills. Motion was made by Beth Myers and seconded by Mary Lieb to approve the increase in the Branch change funds from \$25.00 to \$60.00 per location. All voted yes on the roll call vote.
- J. **2011 APPROPRIATIONS MODIFICATIONS (Resolution 12-2011).** Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the appropriations modifications as presented. All voted yes on the roll call vote. (see attachment)
- K. **2012 TEMPORARY APPROPRIATIONS (Resolution 13-2011).** Motion was made by Paulette Smith and seconded by Ginger O'Malley to approve the 2012 temporary appropriations as presented. All voted yes on the roll call vote. (see attachment)
- L. **CLOSING OF FUNDS AT 12/31/2011.** The Fiscal Officer asked that several funds be closed after year end. These funds all have a zero fund balance and there is no anticipated revenue. Motion was made by Mary Lieb and seconded by Janice Crawfis to close the following funds after year end: Virginia Zirkle Bequest Fund, FEMA Relocation Fund, Maizie Hauck Frey Legacy Fund, Naming Rights Fund, and Furniture Donation Fund. All voted yes on roll call vote.
- M. **OHIO HISTORICAL SOCIETY- OHIO AND THE CIVIL WAR: 150 YEARS LATER EXHIBIT.** The Director discussed that she would like to commit to having the Ohio and the Civil War: 150 Years Later Exhibit in 2013 at a cost will be \$500.00. Motion was made by Beth Myers and seconded by Ginger O'Malley to allow the Director to commit to having the Ohio and the Civil War: 150 Years Later Exhibit in 2013 at a cost of \$500.00. All voted yes on the roll call vote.

- N. **2012 Holiday Schedule.** The Director reviewed the 2012 holiday schedule with the Board. She had no recommendations for changes to that schedule.

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Beth Myers commented that she was happy with help provided by the staff and volunteers for the setup of the 29 trees for the Christmas Tree Festival. A harpist performed at the open house. The harpist, Donna Lora, was great and very accommodating with the public's interest in her harp. Beth also commented that it was a very good experience and that this was the first festival to be held since December of 2006.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg asked the Board set a time to revisit the evaluation forms. They set a special meeting for January 10, 2012 at 2:00 p.m. Dale expressed his thanks to Ottoville Library, Ft. Jennings Library, Kalida Library, and Continental Library for their help with the Santa program. He thanked Darlene Hanneman for her donation of a Christmas tree for the Kalida Library location. Dale also commended and thanked Keith Kahle for his many years of service on the Board. Keith Kahle commented that this was his last Board meeting. He had notified the Putnam County Commissioners that he did not want to be considered for another term. He expressed thanks for the opportunity to serve on the Board. He also thanked all the staff for the great job and service they provide to the citizens of Putnam County.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:19 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, January 17, 2012, at 4:30 p.m. at the Putnam County District Library.

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Secretary

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President