

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

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

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

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

PLEDGE OF ALLEGIANCE

MINUTES

- A. **SPECIAL MINUTES.** The minutes of the June 19, 2012, regular meeting were approved on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote, except Ginger O'Malley who abstained.
- B. **REGULAR MINUTES.** The minutes of the June 19, 2012, regular meeting were approved with a spelling correction to Starz in item E, on motion by Paulette Smith and seconded by Ginger O'Malley. All voted yes on the roll call vote.

FINANCIAL

- C. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for June was presented noting that fines and fees revenue was \$808.79; copies revenue was \$374.75; miscellaneous revenue was \$254.32.
- E. **GIFTS.** Accepted donations for the PCDL Friends Fund \$400.00; Memorial Fund of \$335.00; and the Summer Reading Club Fund of \$100.00, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote.

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report from June (see attached report). The Director also discussed a records request that was that asked for the number of patrons in each library location on several Saturdays from 12:00 p.m. to 3:00 p.m. The Director reported that the SIRSI system does record the date and time patron's check out materials, but they do not have a standard report that provides this information. Rose Ellerbrock commented that she made the request and didn't realize the report didn't exist and that it would take so much time to create. She withdrew her records request. The Director commented that the pavers would be delivered on July 24th. She also commented that the Board had received a thank you note from Habitat for Humanity for the use of the Continental Library community room during the construction of the house next door. Dale Nienberg thanked the library for their help with Master Gardener's butterfly program. Jan Crawfis asked if the delivery system would stay the same after the SEO conversion. The Director commented that it would be the same, but we are anticipating an increase in the number of items loaned, therefore we may need to increase the number of delivery days per week.

OLD BUSINESS

- G. **COLLECTION AGENCY.** The Director requested that we contract with the collection agency, Unique Management. She explained that after an account is 60 days overdue their account would be referred to a collection agency if the account is \$25.00 or more. Three notices will be sent to the patron before the account is referred. Motion was made by Denny Mumaw and seconded by Paulette Smith to authorize the Director to enter into a contract with the collection agency, Unique Management and setting a \$25.00 threshold for sending accounts to collection. All voted yes on the roll call vote.

NEW BUSINESS

- H. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Denny Mumaw to go into executive session at 5:39 pm to discuss the compensation (leave of absence) of several employees. All voted yes on the roll call vote
- I. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to come out of executive session at 6:10 pm. All voted yes on the roll call vote

- J. **LEAVE OF ABSENCE.** Motion was made by Denny Mumaw and seconded by Ginger O'Malley to approve an extended leave of absence for Shirley Beining through November 2, 2012 (6 months) which includes unpaid leave beginning approximately August 16, 2012. All voted yes on the roll call vote.
- K. **BRANCH COORDINATOR TEMPORARY REPLACEMENT.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to hire Laura Schroeder as Temporary Branch Coordinator while Shirley Beining is on extended leave at \$14.00 per hour effective August 1, 2012. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: none

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Beth Myers commented that she appreciated the complete storm damage report from the Director while she was out of town.

COMMENTS FROM THE PUBLIC: none

ADJOURNMENT. There being no further business the meeting was adjourned at 6:14 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, August 21, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

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

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FINANCIAL

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- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report from June (see attached report). The Director also discussed a records request that was that asked for the number of patrons in each library location on several Saturdays from 12:00 p.m. to 3:00 p.m. The Director reported that the SIRSI system does record the date and time patron's check out materials, but they do not have a standard report that provides this information. Rose Ellerbrock commented that she made the request and didn't realize the report didn't exist and that it would take so much time to create. She withdrew her records request. The Director commented that the pavers would be delivered on July 24th. She also commented that the Board had received a thank you note from Habitat for Humanity for the use of the Continental Library community room during the construction of the house next door. Dale Nienberg thanked the library for their help with Master Gardener's butterfly program. Jan Crawfis asked if the delivery system would stay the same after the SEO conversion. The Director commented that it would be the same, but we are anticipating an increase in the number of items loaned, therefore we may need to increase the number of delivery days per week.

OLD BUSINESS

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NEW BUSINESS

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REPORT OF BRANCHES AND FRIENDS: none

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Beth Myers commented that she appreciated the complete storm damage report from the Director while she was out of town.

COMMENTS FROM THE PUBLIC: none

ADJOURNMENT. There being no further business the meeting was adjourned at 6:14 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, August 21, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

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

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

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

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

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the July 17, 2012, regular meeting were approved on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the July 23, 2012, special meeting were approved on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote.

FINANCIAL

- C. **BILLS AND 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.
- D. **PETTY CASH REPORT.** The petty cash report for July was presented noting that fines and fees revenue was \$729.75; copies revenue was \$587.75; miscellaneous revenue was \$1.00.
- E. **GIFTS.** Accepted donations for Memorial Fund of \$263.11, 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.

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

NEW BUSINESS

- G. **2012 APPROPRIATIONS MODIFICATIONS (RESOLUTION 5-2012).** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the following 2012 appropriations modifications:

<u>GENERAL FUND</u>	<u>Change</u>	<u>Modified Balance</u>
Salaries and Benefits	4,000	712,857
Purchased Services	(5,460)	115,306
Library Materials	(30,494)	138,002
Capital Outlay	7,275	28,311
TOTAL	(24,679)	994,476

<u>PUTNAM COUNTY FRIENDS FUND</u>		
Purchased Services	1,250	3,250
Library Materials	(2,000)	1,500
Supplies	750	2,250
TOTAL	0	7,000

All voted yes on the roll call vote.

- H. **FLAG POLE LIGHT REPAIR CONTRACT.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve estimate from County Electric for \$1,400 to install 3 LED pole lights. All voted yes on the roll call vote.
- I. **PAVER INSTALLATION.** Item was tabled to provide time to gather additional estimates for other options to correct the problem with the installation.
- J. **LEAVE DONATION PROGRAM.** The Board discussed the option of creating a leave donation program. The Board asked the Director to gather additional information from libraries that have a similar program. Dale Nienberg recommended we look at a sick leave bank.

REPORT OF BRANCHES AND FRIENDS: The Director reported that the Continental Community Library Association will be having a book sale the last Saturday in September during

August 21, 2012

the community festival. Karen Okuley reported that the Friends of the PCDL have received 66 vendor applications for the October 27th craft show. She reported that they had 115 vendors at the craft show last year and that they have space for up to 135 vendor booths this year.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock asked for the difference between the job description of a branch manager and a branch coordinator. Sue Barnhart asked for the Library's cost associated with our conversion to the SEO system.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:41 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, September 18, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., September 18, 2012

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

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

Public: Rose Ellerbrock, Judi Parker, Karen Okuley, Judy Ruen, and Ruth Wilhelm

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the August 21, 2012, regular meeting were approved on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote.

FINANCIAL

- B. **BILLS AND FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Janice Crawfis and seconded by Paulette Smith. 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 \$866.22; copies revenue was \$392.70; meeting room rental was \$25.00.
- D. **GIFTS.** Accepted donations for Memorial Fund of \$245.00 and Paver Fund of \$240.00, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report from August (see attached report).

OLD BUSINESS

- F. **PAVER INSTALLATION.** The Director reported that she had received an estimate from Delphos Granite of \$750 to remove, cut 64 pavers and reinstall all the pavers. An estimate was also received from Dale's Concrete of \$700 to \$800 to install a decorative concrete border. This estimate did not include removal or reinstallation of the pavers. It was also noted that she had spoken with Don Croy and he agreed to pay the cost to replace any engraved pavers that were cracked during installation. Motion was made by Beth Myers and seconded by Ginger O'Malley to have Delphos Granite remove, cut and reinstall the pavers for \$750. All voted yes on the roll call vote.
- G. **LEAVE DONATION PROGRAM.** The Board discussed the possibility of creating a sick leave donation program. The Director reported that she had received information from several area Directors. Most of the responses indicated that the program caused problems within the staff and with the public. Board members indicated that they want to help the employees in any way they can, but they have to be mindful of the financial impact to the Library. No action was taken.

NEW BUSINESS

- H. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Ginger O'Malley to go into executive session at 5:07 pm to discuss the hiring of new circulation assistant. All voted yes on the roll call vote.
- I. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to come out of executive session at 5:31 pm. All voted yes on the roll call vote.
- J. **HIRING CIRCULATION ASSITANT.** Tabled pending response from applicant.
- K. **SHIRLEY BEINING RETIREMENT.** Motion was made by Ginger O'Malley and seconded by Mary Lieb to accept the retirement of Branch Coordinator, Shirley Beining effective August 31, 2012. All voted yes on the roll call vote.

September 18, 2012

- L. **APPOINTMENT OF BRANCH COORDINATOR.** Motion was made by Paulette Smith and seconded by Janice Crawfis to appoint Laura Schroeder to Branch Coordinator for Continental, Pandora, and Leipsic Library locations effective September 16, 2012 at a rate of \$14.00 per hour. All voted yes on the roll call vote.
- M. **VAN PURCHASE.** The Fiscal Officer reported estimates had been obtained for both a new and a used Dodge Caravan. Dodge Caravan and Chrysler Town and Country vans are the only vehicles that have Stow and Go seating for both the rear and middle seats. This feature makes it easier to convert the vehicle between its two uses as a passenger and cargo vehicle. Motion was made by Beth Myers and seconded by Mary Lieb to authorize the Director to purchase a used Dodge Caravan or a Chrysler Town and Country not to exceed \$22,500.00 and to trade in the Library's 2001 Dodge Caravan. The vehicle should have no more than 20,000 miles, have a clean car facts report, and be no more than one year old. All voted yes on the roll call vote.
- N. **TRAINING.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve training for the Fiscal Officer on October 24th (investment training), November 13th, and 14th (UAN training) Cost will be \$100 for the investment training plus travel expenses. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that the Friends of the PCDL craftshow committee will meet next Monday. She has flyers available to distribute to local towns. She reported that they have over 100 vendors that have purchased booth space. Karen commented that Beth Myers was working on the Christmas Tree Festival. They will have an open house on December 2nd with Santa from 2- 4 p.m.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg commented that the Board members have their evaluation responses to him by October 1.

COMMENTS FROM THE PUBLIC: Judi Parker asked if there are other staff members that have CPR training.

September 18, 2012

ADJOURNMENT. There being no further business the meeting was adjourned at 6:01 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, October 16, 2012, at 4:30 p.m. at the Ottawa Library Location.

Secretary

President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 5:30 p.m., September 26, 2012**

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

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

Public: Rose Ellerbrock, Sue Barnhart, and Beverly Ricker

PLEDGE OF ALLEGIANCE

- A. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to go into executive session at 5:31 pm to discuss the hiring of new circulation assistant. All voted yes on the roll call vote.
- B. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Denny Mumaw to come out of executive session at 5:56 pm. All voted yes on the roll call vote.
- C. **HIRING CIRCULATION ASSITANT.** Motion was made by Paulette Smith and seconded by Janice Crawfis to hire Linda Schroeder as part-time circulation assistant at \$9.00 per hour effective October 1, 2012. All voted yes on the roll call vote.
- D. **SICK LEAVE POLICY.** Motion was made Ginger O'Malley and seconded by Paulette Smith to authorize the Director to work with our attorney to draft a modification to the current sick leave policy. All voted yes on the roll call vote. The motion was made after a lengthy discussion which included the use of sick leave for pregnancy of adult children and the requirements of the Family Medical Leave Act (FMLA) and did the Board want our policy to be as restrictive as FMLA. Several Board members commented that they were not in favor of strictly adhering to FMLA requirement. They wanted to be as flexible as possible, but still keeping in mind what is in the best interest of the Library as a whole.

E. **JOB DESCRIPTION.** The Director presented two job descriptions, Library Assistant 1- Cargo and Library Assistant 2- Cargo, which will replace the Interlibrary Loan Assistant job description. The job duties in the interlibrary loan department have changed since our conversion to the SEO system. Motion was made by Denny Mumaw and seconded by Janice Crawfis to approve the job descriptions as presented. All voted yes on the roll call vote.

F. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Dale Nienberg thanked the Board for their responses on the evaluations.

G. **COMMENTS FROM THE PUBLIC.** Sue Barnhart asked for the reason for the executive session

ADJOURNMENT. There being no further business the meeting was adjourned at 6:19 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, October 16, 2012 at 4:30 p.m.

Secretary

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 Cawfis 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.

Secretary

President

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

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

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

Public: Rose Ellerbrock and Judy Ruen

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the October 18, 2012, regular meeting were approved on motion by Janice Crawfis and seconded by Mary Lieb. All voted yes on the roll call vote, except Denny Mumaw who abstained.

FINANCIAL

- B. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for October was presented noting that fines and fees revenue was \$844.19; copies revenue was \$465.45; meeting room rental revenue was \$25.00.
- D. **GIFTS.** Accepted donations for the Memorial Fund of \$583.42, 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.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report from September (see attached report).

NEW BUSINESS

- F. **APPROPRIATIONS MODIFICATION. (RESOLUTION 7-2012).** Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the 2012 Appropriations Modifications to the following:

	Change	Modified Balance
<u>PUTNAM COUNTY FRIENDS FUND</u>		
Library Materials	1,800	3,300
Supplies	(500)	1,750
Capital Outlay	(500)	0
TOTAL	800	9,300

BETTER WORLD BOOKS

Library Materials	100	350
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BUILDING CONSTRUCTION FUND

Transfer Out	351,277	351,277
Capital Outlay	(4,765)	10,235
TOTAL	346,512	361,512

**FURNITURE & CONTENTS REPLACEMENT
FUND**

Transfer Out	3,107	3,107
Capital Outlay	(2,062)	5,713
TOTAL	1,045	8,820

Debt Service Fund

Transfer Out	15,897	15,897
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All voted yes on the roll call vote.

- G. **DEBT SERVICE FUND, BUILDING CONSTRUCTION and FURNITURE AND CONTENTS REPLACEMENT FUND BALANCE TRANSFER (RESOLUTION 8-2012).** Motion was made by Denny Mumaw and seconded by Beth Myers to approve the resolution as presented. All voted yes on the roll call vote.
- H. **KALIDA LIBRARY LOCATION HOURS OF OPERATION.** Motion was by Beth Myers and seconded by Mary Lieb approve Kalida Library Location's hours of operation effective 1/2/2013 as Monday and 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. All voted yes on the roll call vote. It was noted that this change increased their total hours of operation by 2.5 hours per week.

- I. **SICK LEAVE POLICY MODIFICATION.** Motion was made by Beth Myers and seconded by Ginger O'Malley to approve changes to the sick leave policy as presented by the Director. Discussion after the motion created questions that the Board members agreed needed clarification prior to a policy amendment. Beth Myers requested that her motion be rescinded. No vote was taken.
- J. **RESCHEDULE JANUARY 2013 REGULAR MEETING.** Motion was made by Denny Mumaw and seconded by Beth Myers to reschedule the January 2013 regular meeting from January 15th to January 22nd. All voted yes on the roll call vote.

Ginger O'Malley left at 5:35 p.m.
- K. **LIBRARY ASSISTANT 1-CARGO POSITION.** The Director requested permission to hire two part-time staff to the position of Library Assistant 1-Cargo due to changes in department's workflow and staffing. Motion was made by Janice Crawfis and seconded by Paulette Smith to allow the Director to hire two part-time staff to the position of Library Assistant 1-Cargo. All voted yes on the roll call vote.
- L. **CHANGE IN STAFF HOURS.** The Director requested that Ruth Wilhelm's increase in weekly hours from 36 to 40 be continued through February 28, 2013 and requested that the issue be revisited at the February 2013 Board meeting. The Director noted that we are still working through issues with the SEO conversion. Motion was made by Denny Mumaw and seconded by Mary Lieb that Ruth Wilhelm's increase in weekly hours from 36 to 40 be continued through February 28, 2013. All voted yes on the roll call vote.
- M. **WELLNESS INCENTIVE.** The Fiscal Officer explained the health wellness incentives offered by the Putnam County Commissioners through the County's health insurance program. Part of the incentive plan allows Qualified Participants who complete all requirements the opportunity to receive a Health Insurance Premium Holiday in December 2013 and no employee contributions

for health insurance will be deduction from paychecks. The Wellness Program and Health Fair requirements are provided as follows:

Annual Health Fair- The annual health fair will be moved to January 2013. In order to be eligible for prizes and one month waiver of employee contributions in December 2013, the employee must participate in the blood draw for the biometric testing at the health fair and visit every vendor booth at the health fair. Cards will be provided that will need to be stamped by each vendor.

Health Movies at the YMCA- There will be four health related movie presentations provided at the Putnam County YMCA throughout the year. Each movie presentation will be followed by a panel discussion. In order to be eligible for prizes and one month waiver of employee contributions in December 2013, the employee must attend two of these four events. The first movie/discussion will be held in January 2013.

Lunch'n Learn Programs Presented By the Putnam County OSU Extension Office- There will be eight Lunch'n Learn Programs provided by the OSA Extension Office in 2013. In order to be eligible for prizes and one month waiver of employee contributions in December 2013, the employee must attend two of the eight Lunch'n Learn events.

Incentives For Participation in These Events- During the month of December 2013, there will be various drawings for \$50 Gift Certificates for Qualified Participants who complete each of the three criteria throughout the year. In addition those Qualified Participants who complete the three requirements will receive a Health Insurance Premium Holiday in December 2013 and no employee contributions for health insurance will be deducted from paychecks for those Qualified Participants for the month of December 2013. In order to qualify for the prizes and the premium holiday, must complete each of the following in 2013: 1. Attend the Annual Health Fair in January-Participate in Biometrics and Visit all Vendors; 2. Attend (2) Two of (4) Four Health Movie Presentations and Discussions at the YMCA; 3. Attend (2) Two of (8) Eight Lunch'n Learn events Sponsored by the OSU Extension Office.

Motion was made by Denny Mumaw and seconded by Janice Crawfis to allow the Library staff to participate fully in the wellness incentives created by the Putnam County Commissioners

including the opportunity to receive a Health Insurance Premium Holiday in December 2013 and no employee contribution for health insurance will be deducted from paychecks. All voted yes on the roll call voted except Dale Nienberg and Mary Lieb who abstained.

- N. **EXECUTIVE SESSION.** Motion was made by Paulette Smith and seconded by Mary Lieb to go into executive session at 6:12 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- O. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Janice Crawfis to come out of executive session at 7:52 pm. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Judy Ruen commented that the Friends of the PCDL will be looking for a new Secretary and possibly a new President. She reported that the approximate profit for the annual craftshow was about \$7,000.00. There are a few bills to be paid before a final profit can be calculated. She commented on the start of the Christmas Tree Festival, that they currently have sixteen 2013 paid memberships, and they are organizing the Library staff breakfast for December 10, 2012.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg congratulated the Friends of the PCDL on a successful craftshow.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:53 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, December 18, 2012, at 4:30 p.m. at the Ottawa Library Location.

Secretary

President

December 18, 2012

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., December 18, 2012

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

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

Public: Rose Ellerbrock, Judy Ruen, Sue Barnhart,

Guest: Putnam County Commissioner, John Love

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF FISCAL OFFICER.** Janice Crawfis moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Ginger O'Malley moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Beth Myers seconded the motion, and all voted yes on the roll call vote.
- C. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, John Love, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.

December 18, 2012

- D. **REGULAR MINUTES.** The minutes of the November 20, 2012 regular meeting were approved with corrections, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote except Denny Mumaw who abstained.
- E. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Paulette Smith and seconded by Janice Crawfis. All voted yes on the roll call vote.
- F. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$634.16; meeting room rental \$25.00; copies \$385.45.
- G. **GIFTS.** Accepted the following donations: Friends of the PCDL Fund \$3,550.24; Memorial Fund \$540.17; Better World Books Fund \$100.75; Paver fund \$120.00, 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.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for November (see attached report).
- I. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Beth Myers nominated Dale Nienberg to the position of President of the PCDL Board of Trustees, nomination was seconded by Ginger O'Malley. All voted yes on the roll call vote, except Dale Nienberg who abstained.
- J. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Janice Crawfis nominated Beth Myers to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Denny Mumaw. All voted yes on the roll call vote, except Beth Myers who abstained.
- K. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Beth Myers nominated Paulette Smith to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Ginger O'Malley. All voted yes on the roll call vote, except Paulette Smith who abstained.

December 18, 2012

NEW BUSINESS

- L. **BOARD COMMITTEES.** Motion was made by Ginger O'Malley and seconded by Beth Myers that all Board members would be members of all Board committees. All voted yes on the roll call vote.
- M. **RESOLUTION TO PAY BILLS.** Ginger O'Malley moved to adopt Resolution 10-2012 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- N. **2013 TEMPORARY APPROPRIATIONS.** Denny Mumaw moved to adopt Resolution 9-2012 approving the 2013 temporary appropriations as presented. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- O. **ESTIMATED REVENUE.** Motion was made by Ginger O'Malley and seconded by Mary Lieb to approve the Resources Available for Appropriations report as presented by the Fiscal Officer. All voted yes on the roll call vote. (see attachment)
- P. **RETURN OF ADVANCE.** Motion was made by Beth Myers and seconded by Denny Mumaw to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$1,000.00. All voted yes on the roll call vote.
- Q. **CONTINUE SALARY SCALE FREEZE.** The Board discussed the current budget situation and the effect payscale step increases would have on the budget. They discussed that they had no objection to giving the employees additional earnings, but we need to consider the budget. Motion was made by Ginger O'Malley and seconded by Paulette Smith to continue the payscale freeze. The Board will revisit the issue at the July 2013 regular Board meeting. All voted yes on the roll call vote.
- R. **UNPAID LEAVE OF ABSENCE.** The Director reported that Linda Hermiller is requesting leave without pay for medical reasons. Motion was made by Ginger O'Malley and seconded

December 18, 2012

by Janice Crawfis to approve leave without pay for Linda Hermiller, as needed, for the period January 16, 2013 thru March 19, 2013. All voted yes on the roll call vote.

- S. **HIRING OF LIBRARY ASSISTANT 2 CARGO POSITION.** Motion was made by Paulette Smith and seconded by Denny Mumaw to hire Anna Burwell to the part time position of Library Assistant 2 Cargo effective January 2, 2013 at a rate of \$9.00 per hour.
- T. **ADVERTISE FOR PART TIME CIRCULATION POSITION.** The Director reported that Sarah Slattman had transferred from the circulation department to an open Library Assistant 2 Cargo position effective January 2, 2013 leaving an open part time circulation position. Motion was made by Ginger O'Malley and seconded by Mary Lieb to authorize the Director to advertise for the open part time circulation position. All voted yes on the roll call vote.
- U. **COLLEGE INTERN PROGRAM AT DEFIANCE COLLEGE.** The Director requested permission to participate in 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 be paid minimum wage, Defiance College would reimburse the Library one-half of minimum wage up to 10 hours per week. Motion was made by Mary Lieb and seconded by Paulette Smith to allow the Director to participate in the Defiance College Partnership for Jobs program. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Dale Nienberg commented that he had received positive comments from patrons concerned the addition of evening hours at the Kalida Library location. He also commented that the new location of the Kalida Library was working out well due to the great cooperation between the library, school, village, and township. Judy Ruen commented that the Friends of the PCDL had hosted the staff breakfast on December 10th. She also commented that they currently have 42 club memberships for 2013, and their next meeting will be January 7, 2013.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg thanked the Director for the opportunity to play Santa at all the library locations' Christmas family fun events. He said it was a good opportunity for him to visit all the library locations. He commented that the staff was very helpful and prepared for the programs.

December 18, 2012

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 5:30 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, January 22, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President