

November 20, 2007

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County Educational Services Center, Ottawa, Ohio 4:30 p.m., Tuesday, November 20, 2007**

**Present:** Keith Kahle, Larry Bracken, Virginia Schroeder, Leroy, Reed, Nancy Turner, and Beth Myers.

**Others:** Kelly Ward, Director; Nancy Stauffer, Clerk-Treasurer

**MINUTES.** The minutes of the October meeting were approved, on motion by Virginia Schroeder and seconded by Keith Kahle. All voted yes on the roll call vote, except Leroy Reed who abstained.

Financial

I. **FINANCIAL REPORTS.** The October bills and financial reports was approved, on motion by Keith Kahle, seconded by Larry Bracken. All voted yes on the roll call vote.

Items from the Director

II. **PETTY CASH REPORT.** The petty cash reports for October were presented noting that fines, fees revenue was \$95.48 and copy revenue was \$ 399.05.

III. **GIFTS.** Accepted the gifts and memorials for October was \$2,658.10 as itemized on the petty cash reports, on motion by Virginia Schroeder seconded by Keith Kahle. All voted yes on the roll call vote.

IV. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included varies happenings at the library, grants/funding/gifts, various contacts of interest, past publicity, upcoming publicity, and upcoming events for December. (see attached report).

New Business

V. **ORGANIZATIONAL CHART.** Motion was made by Larry Bracken and seconded by Keith Kahle to approve the new organizational chart as presented (see attached chart). All voted yes on the roll call vote.

VI. **COMPUTER USE POLICY.** Motion was made by Beth Myers and seconded by Virginia Schroeder to approve the amended Computer Use Policy as presented (see attached policy). All voted yes on the roll call vote.

VII. **RENT OF ADDITIONAL SPACE FOR TEMPORARY FACILITY.** Motion was made by Keith Kahle and seconded by Virginia Schroeder to approve the second lease for additional space for the temporary library facility. All voted yes on the roll call vote.

VIII. **RULES OF CONDUCT.** Motion was made by Larry Bracken and seconded by Beth Myers to approve the Rules of Conduct as presented (see attached). All voted yes on the roll call vote.

November 20, 2007

- IX. **BRANCH COORDINATOR POSITION.** Motion was made by Virginia Schroeder and seconded by Keith Kahle to create the position of Branch Coordinator. All voted yes on the roll call vote.
- X. **PUBLIC SERVICES SUPERVISOR POSITION.** Motion was made by Beth Myers and seconded by Larry Bracken to create the position of Public Services Supervisor. All voted yes on the roll call vote.
- XI. **ELECTION OF OFFICERS.** Beth Myers moved to elect the following slate of officers for 2008: President, Larry Bracken,; Vice President, Mary Lieb; Secretary, Virginia Schroeder. All voted yes on the roll call vote.
- XII. COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None
- XIII. COMMENTS FROM THE PUBLIC: None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:40 p.m., on motion by Leroy Reed. The next regular board meeting will be held on Tuesday, December 18, 2007, at 4:30 p.m.

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Secretary

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President