

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, December 18, 2007

Present: Keith Kahle, Larry Bracken, Virginia Schroeder, Nancy Turner, Mary Lieb, and Beth Myers.

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

Public: Janice Crawfis, Judith Schroeder, and Alisha Tirey

MINUTES. The minutes of the November meeting were approved, on motion by Larry Bracken and seconded by Keith Kahle. All voted yes on the roll call vote, except Mary Lieb who abstained.

Financial

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

Nancy Stauffer reported that we received a very minor increase in health insurance premium increase of approximately .15%.

Nancy Stauffer reported that checks had been issued to Eagle Construction for cleanup and to Technicon Design Group for engineering services.

Items from the Director

II. **PETTY CASH REPORT.** The petty cash reports for November were presented noting that fines, fees revenue was \$21.55 and copy revenue was \$232.55.

III. **GIFTS.** Accepted the gifts and memorials for November was \$1,306.25 as itemized on the petty cash reports, on motion by Mary Lieb seconded by Beth Myers. All voted yes on the roll call vote.

IV. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various 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. **MILAGE RATE INCREASE.** Motion was made by Larry Bracken and seconded by Keith Kahle to approve the increase in the milage rate \$.505 per mile, same as the federal rate. All voted yes on the roll call vote.

VI. **FINANCE COMMITTEE.** Motion was made by Larry Bracken and seconded by Mary Lieb to form a Finance Committee. The members will include Director, Clerk/Treasurer, Beth Myers, and Janice Crawfis. All voted yes on the roll call vote.

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- VII. **APPOINTMENT OF AUTHORIZED AGENT FOR FEMA PURPOSES.** Motion was made by Mary Lieb and seconded by Beth Myers to appoint the Clerk/Treasurer, Nancy Stauffer as the authorized agent for FEMA purposes. All voted yes on the roll call vote.
- VIII. **EMPLOYEE GIFT CARDS.** A motion was made by Beth Myers and seconded by Mary Lieb to approve the purchase of thirty-nine \$25.00 gift cards, one for each PCDL employee, for a total expenditure of \$975.00. All voted yes on the roll call vote.
- IX. **BRANCH COORDINATOR POSITION.** Motion was made by Larry Bracken and seconded by Beth Myers to hire Shirley Beining to the position of Branch Coordinator at \$15.00 per hour, effective January 1, 2008. All voted yes on the roll call vote.
- X. **PUBLIC SERVICES SUPERVISOR POSITION.** Motion was made by Larry Bracken and seconded by Mary Lieb to hire Ben Okuly to the position of Public Services Supervisor at \$15.50 per hour, effective January 1, 2008. All voted yes on the roll call vote.
- XI. **APPOINTMENT OF CLERK-TREASURER.** Larry Bracken moved to re-appoint Nancy Stauffer as Clerk-Treasurer for one year at her current salary of \$47,359.40 a year, effective January 1 (at 32 hours per week). Mary Lieb seconded the motion, and all voted yes on the roll call vote.
- XII. **MODIFY 2007 APPROPRIATIONS.** Motion was made by Beth Myers and seconded by Keith Kahle to authorize the Clerk/Treasurer to make the appropriations modifications necessary to close calendar year 2007. All voted yes on the roll call vote.
- XIII. **2008 TEMPORARY APPROPRIATIONS.** Motion was made by Larry Bracken and seconded by Beth Myers to approve the 2008 Temporary Appropriations as presented. All voted yes on the roll call vote. (See attachment)
- XIV. **APPOINTMENT OF DEPUTY CLERK-TREASURER.** Beth Myers moved to appoint Kelly Ward as Deputy Clerk-Treasurer for one year, effective January 1. Keith Kahle seconded the motion, and all voted yes on the roll call vote.
- XV. COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None
- XVI. COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:45 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, January 15, 2008, 2007, at 4:30 p.m.

Secretary

President