

**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., Tuesday, February 20, 2007**

**Present:** Virginia Schroeder, Michelle Giesige, Keith Kahle, Larry Bracken, and Nancy Turner.

**Others:** Linda Ewing, Director; Nancy Stauffer, Clerk-Treasurer/Assistant Director

**MINUTES.** The minutes of the January meeting were approved, on motion by Mr. Kahle seconded by Mrs. Schroeder. All voted yes on the roll call vote, except Mr. Bracken and Mrs. Turner who abstained.

**Financial**

A. **FINANCIAL REPORTS.** The bills and financial reports were approved, on motion by Mr. Bracken, seconded by Mrs. Giesige. All voted yes on the roll call vote.

**Items from the Director**

B. **CIRCULATION REPORT.** Mrs. Ewing presented the circulation report for the main library and all branches for the month of January.

C. **PETTY CASH REPORT.** Mrs. Ewing presented the petty cash report for January, noting that fines, fees and copy revenue at the branches was \$388.21 and at main was \$1,702.88.

D. **GIFTS.** Accepted the gifts and memorials totaling \$800.00 for January as itemized on the petty cash report, on motion by Mrs. Schroeder seconded by Mr. Giesige. All voted yes on the roll call vote.

E. **FT. JENNINGS BRANCH LIBRARY MOVE.** Mrs. Ewing informed that Board that met with the Ft. Jennings School Superintendent, Frank Sukup on January 19<sup>th</sup> at 10 a.m. and we set an estimated move date of early May, 2007.

**New Business**

F. **CLOSING LIBRARY SYSTEM ON MARCH 5 FOR SIRSI UPDATE.** Motion was made by Mr. Kahle and seconded by

G. **MODIFY BAD WEATHER POLICY.** Motion was made by Mrs. Giesige and seconded by Mr. Bracken to modify the Employee policy 19:1 to the following:

**BAD WEATHER POLICY:** If bad weather hinders employees in driving to or from work, they should use their own judgment about coming in for the beginning of their work day or leaving early. (2/17/2004) **Employees who choose to be absent** because of bad weather (fog, snow, flood, etc.) when the Library remains open **must use vacation leave, personal leave, compensatory time or, if no other leave is available, leave without pay for the total amount of time the employee was absent from their scheduled day.** (2/20/07) **Those employees who are at work when the library is closed because of bad weather or if the library is closed before the employees scheduled arrival time, employees will be paid for the remainder of**

their scheduled work day. Authority to close the library system or any part of the system due to emergency or special conditions is the Director's, even if no Level 1, 2, or 3 emergency is called. In the absence of the Director, the Clerk-Treasurer shall have the authority to decide. If neither is available, the President of the Board of Trustees will be contacted to determine the course of action. If each of the above individuals is unavailable, the on-site supervisor shall have the authority to decide.

~~(1/21/03) be made up within two weeks in the case of one day or four weeks in the case of two days. This time may be made up by working not more than five hours in one workweek. Branch librarians can make this time up at the main library. Time not made up within the specified time period will result in loss of compensation for the time not made up. A maximum of two bad weather days may be accumulated. For any additional time an employee feels he cannot drive safely to work, the employee must use vacation leave or unpaid leave.~~

~~(1/21/2003)~~

**Severe weather closing guidelines**

**Condition 1.** Snow and winter hazards PCDL will follow the Putnam County Sheriff's Department road warning levels for closing during winter weather. Local media will be informed whenever hours are altered.

**Level 1-Roadway Advisory.** Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously.

The main library and branches will maintain limited hours and closely monitor the developing weather conditions. We will open at 10:00 A.M. to allow snow to be removed from walkways. ~~(2/17/04) Employees will begin work at 9:30 A.M.~~ Closing will be at 5:00 P.M. to allow employees to travel safely. Fines will cease to accrue until 3 working days after the emergency conditions have ended. Whenever possible pick up dates for reserve items will be extended and items renewed via phone.

**Level 2-Roadway Warning.** Roadways are snow covered and extremely hazardous with blowing and drifting snow. No one is to be on the roadways in these conditions unless it is necessary to travel.

All library services will close, including the branches. Employees are encouraged to remain in their homes and off the roads. No fines will accrue and services times extended as detailed above.

**Level 3-Roadway Emergency.** All roadways are closed to travel, except for emergency purposes. Those found conducting travel, except for emergency purposes, are subject to arrest. Only persons essential to the immediate needs of an employer will be permitted on the roadway. All PCDL services are closed. Services will not be resumed until a Level 1 is reached and possibly for 24 hours after Level 1 has been reached to allow the Maintenance Department time to clear walkways and parking lots of ice and snow. Employees and patrons should monitor the situation via local media announced closings.

~~(2/20/07) At any time the Director still has discretion to close services, even if no Level 1, 2, or 3 emergency is called~~

All voted yes on the roll call vote.

H. **DELETE EMPLOYEE POLICY 12:7.** Motion was made by Mr. Bracken seconded by Mrs. Schroeder to delete Employee policy 12:7.

~~12:7 CLOSING OF FACILITIES DUE TO WEATHER: (2/17/04) In the event of bad weather or other emergency situations, the entire library system will need to be closed in order for employees to be paid when they choose not to come to work. Any employee unable to report to work because of bad weather or other emergency situation when the library system has not been closed shall use vacation leave, personal leave, compensatory leave and, if no other leave is available, leave without pay for the time not at work. In the event that the building, offices or job to which an employee is assigned is ordered to be closed due to snowfall or other emergency situation, there shall be no loss in pay for affected (5/21/02) full-time scheduled employees. Authority to close the library system or any part of the system due to emergency or special conditions is the Director's. In the absence of the Director, the Clerk-Treasurer shall have the authority to decide. If neither is available, the President of the Board of Trustees will be contacted to determine the course of action. If each of the above individuals is unavailable, the on-site supervisor shall have the authority to decide.~~

~~The Library has the discretion to require employees who missed work due to a weather or other emergency to work additional hours to ensure that the Library's provision of services to the citizens it serves is not unduly hampered.~~

All voted yes on the roll call vote.

I. **VOLUNTEER POLICY.** Motion was made by Mrs. Schroeder and seconded by Mr. Bracken to approved the Volunteer Policy as presented.

The Putnam County District Library uses volunteers to enhance library service to the community. Volunteers generally provide support services to staff or work on special projects.

Volunteers will receive training in their assigned duties from a library staff member. The volunteer supervisor is assigned by the Director. All volunteer assignments must be approved by administration.

Volunteers shall work during the hours when adequate supervision is available. Work schedules and specific time commitments will be arranged individually by each volunteer and his/her supervisor. Staff offices and computers are off limits to volunteers. Volunteers are to be supervised by the appropriate department head.

Volunteers are expected to operate within the stated policies and procedures of the Putnam County District Library.

All voted yes on the roll call vote.

J. **REPORTS FROM BRANCHES.** None

K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None

L. **COMMENTS FROM THE PUBLIC.** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:10 p.m., on motion by Mrs. Giesige. The next regular meeting will be held on Tuesday, March 20, 2007, at 4:30 p.m.

Secretary

President