

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, January 16, 2007

Present: Virginia Schroeder, Michelle Giesige, Keith Kahle and Mary Lieb.

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

MINUTES. The minutes of the December meeting were approved, on motion by Mrs. Lieb seconded by Mrs. Giesige. All voted yes on the roll call vote, except Mr. Kahle who abstained.

Financial

A. **FINANCIAL REPORTS.** The bills and financial reports were approved, on motion by Mr. Kahle, seconded by Mrs. Lieb. 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 December.

C. **PETTY CASH REPORT.** Mrs. Ewing presented the petty cash report for December, noting that fines, fees and copy revenue at the branches was \$212.74 and at main was \$939.35.

D. **GIFTS.** Accepted the gifts and memorials totaling \$310.00 for December as itemized on the petty cash report, on motion by Mrs. Giesige seconded by Mr. Kahle. All voted yes on the roll call vote.

E. **FT. JENNINGS BRANCH LIBRARY MOVE.** Mrs. Ewing informed that Board that a meeting was set with Ft. Jennings School Superintendent, Frank Sukup on January 19th at 10 a.m.

New Business

F. **APPOINTMENT OF DEPUTY CLERK-TREASURER.** Mrs. Lieb moved to re-appoint Mrs. Ewing as Deputy Clerk-Treasurer for one year, effective January 1. Mrs. Giesige seconded the motion, and all voted yes on the roll call vote.

G. **RESOLUTION TO PAY BILLS.** Mr. Kahle moved to adopt Resolution 1-2007 authorizing the Clerk-Treasurer to p roll call vote.

H. **MODIFY PATRON INTERNET AND COMPUTER USE POLICY.** Motion was made by Mrs. Giesige an seconded by Mr. Kahle to approve the modified and reformatted Patron Internet and Computer Use Policy as presented. All voted yes on the roll call vote. (See attachment to minutes)

I. **STAFF TECHNOLOY APPROPRIATE USE POLICY.** Motion was made by Mrs. Lieb an

seconded by Mr. Kahle to modify the Staff Technology Appropriate Use Policy as presented. All voted yes on the roll call vote. (See attachment to minutes)

J. **REPORTS FROM BRANCHES.** None

K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Board discussed the new signs at Ottoville and Leipsic Branch Libraries.

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

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

Secretary

President