

**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, July 17, 2007**

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

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

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

**Financial**

A. **FINANCIAL REPORTS.** The bills and financial reports were approved, on motion by Mr. Bracken, seconded by Mrs. Schroeder. 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 June.

C. **PETTY CASH REPORT.** Mrs. Ewing presented the petty cash report for June noting that fines, fees and copy revenue at the branches were \$662.89 and at main was \$1,292.70

D. **GIFTS.** Accepted the gifts and memorials totaling \$572.96 as itemized on the petty cash report, on motion by Mr. Bracken seconded by Mr. Reed. All voted yes on the roll call vote.

E. **LLGSF UPDATE.** Mrs. Ewing and Mrs. Stauffer provided the Board with an update on changes to the LLGSF funding source. LLGSF funds were based on 5.7% of state income tax. Under the new legislation LLGSF will be 2.2% of all state general fund revenue, which could result in a slight increase in annual revenue.

F. **APPLICATION FOR DIRECTOR'S POSITION.** Mrs. Ewing reported to the Board the number of applications received for the Director's position. The file of all applications was turned over to the Board President.

**New Business**

G. **HEATING AND AIR CONDITIONING SYSTEM UPGRADES.** Motion was made by Mr. Kahle and seconded by Mr. Bracken to proceed with heating and air conditions improvements to the bid stage of the project as described in the finalized HVAC System Survey and Report and Proposed Addition Study provided by Tony Hovest of Technicon Design Group, Inc. All voted yes on the roll call vote.

H. **WORK ROOM ADDITION STUDY.** The Board asked for additional information concerning Scheme A Hip Roof proposal as described in the HVAC System Survey and Report and Proposed Addition Study provided by Tony Hovest of Technicon Design Group, Inc. They asked Mrs. Stauffer to have Technicon Design Group, Inc. to quote the Scheme A Hip Roof proposal with the minimum amount of shingle replacement and with re-shingling the entire roof with 50 year shingles.

A. **REPORTS FROM BRANCHES.** None

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

C. **COMMENTS FROM THE PUBLIC.** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:10 p.m., on motion by Mrs. Lieb. The next regular meeting will be held on Tuesday, August 21, 2007, at 4:30 p.m.

Secretary

President