

**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, June 19, 2007**

**Present:** Michelle Giesige, Mary Lieb, Keith Kahle, and Nancy Turner.

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

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

**Financial**

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

**Items from the Director**

B. **PERSONNEL.** Motion was made by Mrs. Giesige and seconded by Mrs. Lieb to express their appreciation of Alisha Tirey's work and knowledge on the impressive changes made to the website and other updates she has made, but as a Board we do not wish to make the position of Computer Systems Manager a contract position. All voted yes on the roll call vote.

C. **EXECUTIVE SESSION.** Motion was made by Mrs. Giesige and seconded by Mr. Kahle to go into executive session to discuss personnel matters at 5:03 pm. All voted yes on the roll call vote.

D. **RETURN TO REGULAR SESSION.** Motion was made by Mrs. Giesige and seconded by Mr. Kahle to return to regular session at 5:38 pm. All voted yes on the roll call vote.

E. **PERSONNEL.** Motion was made by Mr. Kahle and seconded by Mrs. Lieb to accept the resignation and retirement of the Director, Linda Ewing, effective December 15, 2007.

F. **PERSONNEL COMMITTEE.** Mrs. Turner appointed a personnel committee to conduct performance evaluations on the Director, Assistant Director and Clerk/Treasurer, the members include Keith Kahle, Nancy Turner and Michelle Giesige.

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

H. **PETTY CASH REPORT.** Mrs. Ewing presented the petty cash report for May noting that fines, fees and copy revenue at the branches were \$184.39 and at main was \$841.26

I. **GIFTS.** Accepted the gifts and memorials totaling \$353.00 as itemized on the petty cash report, on motion by Mr. Kahle seconded by Mrs. Giesige. All voted yes on the roll call vote.

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 6:07 p.m., on motion by Mrs. Giesige. The next regular meeting will be held on Tuesday, July 17, 2007, at 4:30 p.m.

Secretary

President