

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, May 15, 2007

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

Others: Nancy Stauffer, Clerk-Treasurer/Assistant Director

MINUTES. The minutes of the March meeting were approved, on motion by Mr. Kahle seconded by Mrs. Schroeder. All voted yes on the roll call vote, except 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 Mr. Reed. All voted yes on the roll call vote.

Items from the Director

B. CIRCULATION REPORT. Mrs. Stauffer presented the circulation report for the main library and all branches for the month of March and April.

C. PETTY CASH REPORT. Mrs. Stauffer presented the petty cash report for March and April noting that fines, fees and copy revenue at the branches were \$510.19 and \$375.87 and at main was \$948.50 and \$681.70 respectively.

D. GIFTS. Accepted the gifts and memorials totaling \$1,604.23 and \$770.13 for March and April respectively as itemized on the petty cash report, on motion by Mrs. Giesige seconded by Mr. Schroeder. All voted yes on the roll call vote.

E. 2008 REQUEST BUDGET. Mrs. Stauffer submitted the 2008 Request Budget to the Board. Mr. Bracken moved to adopt Resolution 2 -2007 approving the 2008 Request Budget. Ms. Schroeder seconded, and all voted yes on the roll call vote.

F. VEHICLE PURCHASE. Motion was made by Mrs. Giesige and seconded by Mrs. Schroeder to approve the purchase of a 2007 Chevrolet Equinox at a price not to exceed \$20,435. All voted yes on the roll call vote.

G. SUMMER STAFF HOUR INCREASES BY BRANCH. Motion was made by Mr. Kahle and seconded by Mrs. Geisge to increase various branch staff hours for the summer reading programs by the following:

Branch	Increase in Hours	Dates
Kalida	4 hours per week	June 4 - August 4

Fort Jennings	4 hours per week	June 4 - August 4
Leipsic	6 hours per week	June 4 - August 4
Ottoville	4 hours per week	June 4 - August 4
Pandora	5 hours per week	May 14 - July 16

All voted yes on the roll call vote.

- A. **DIRECTOR'S CONTRACT.** Motion was made by Mr. Reed and seconded by Mr. Bracken to renew the Director's contract as presented, with the following modifications, three year contract term (May 29, 2007 - May 28, 2010) and increase her annual salary beginning May 29, 2007 to \$66,518.85 per year. All voted yes on the roll call vote.
- B. **REPORTS FROM BRANCHES.** None
- C. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- D. **COMMENTS FROM THE PUBLIC.** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:45 p.m., on motion by Mrs. Schroeder. The next regular meeting will be held on Tuesday, June 19, 2007, at 4:30 p.m.

Secretary

President