

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County Educational Services Center, Ottawa, Ohio 4:30 p.m., Thursday October 16, 2007

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

Others: Kelly Ward, Director; Nancy Stauffer, Clerk-Treasurer

MINUTES. The minutes of the July meeting were approved, on motion by Larry Bracken and seconded by Leroy Reed. All voted yes on the roll call vote, except Beth Myers who abstained.

The regular August 22, 2007 was suspended due to the lack of a quorum because of the flood.

The minutes of the August 27 meeting were approved, on motion by Leroy Reed and seconded by Virginia Schroeder. All voted yes on the roll call vote, except Keith, Kahle and Beth Myers who abstained.

The minutes of the August 30 meeting were approved, on motion by Leroy Reed and seconded by Mary Lieb. All voted yes on the roll call vote, except Keith Kahle and Beth Myers who abstained.

The minutes of the September 5 meeting were approved, on motion by Keith Kahle and seconded by Larry Bracken. All voted yes on the roll call vote, except Beth Myers who abstained.

The minutes of the September 13 meeting were approved, on motion by Beth Myers and seconded by Keith Kahle. All voted yes on the roll call vote.

Financial

A. **FINANCIAL REPORTS.** The July, August, and September bills and financial reports were approved, on motion by Larry Bracken, seconded by Virginia Schroeder. All voted yes on the roll call vote.

Items from the Director

B. **PETTY CASH REPORT.** The petty cash reports for July, August, and September were presented noting that fines, fees and copy revenue was \$2,038.69, \$1,869.66, and \$250.40 respectively.

C. **GIFTS.** Accepted the gifts and memorials for July, August, and September were \$415.00, \$491.55, and \$1,755.00 respectively as itemized on the petty cash reports, on motion by Mary Lieb seconded by Leroy Reed. All voted yes on the roll call vote.

New Business

D. **ACCOUNTING/ORDER CLERK POSITION.** Motion was made by Beth Myers and seconded by Leroy Reed to create the position of Accounting/ Order Clerk. All voted yes on the roll call vote.

- E. **APPOINT ACCOUNTING/ ORDER CLERK.** Motion was made by Leroy Reed and seconded by Larry Bracken to appoint Rose Schnipke to the position of Accounting/Order Clerk and to increase her hours by 6 to 12 hours per week totaling 24 to 30 hours per week at her current hourly rate. All voted yes on the roll call vote.

VIII. COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None.

IX. COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 5:45 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, November 20, 2007, at 4:30 p.m.

Secretary

President