

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Putnam County Educational Services Center, Ottawa, Ohio 4:30 p.m., Tuesday, December 29, 2008

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

Others: Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

Guests: Laura Schmitz

New Business

- I. The Director and Fiscal Officer discussed the December 3, 2008 Ohio Library Council (OLC) webcast with the Board. OLC is projecting a reduction in Public Library Fund (PLF) revenue for 2009 of 6% to 8%. OLC is advising all libraries to respond accordingly when preparing their 2009 budgets. The Director and Fiscal Officer presented the Board with a proposal to abolish the position of Branch Manager. The proposal also included redistribution of existing Branch Assistants to cover the open hours at all Branch locations and the creation of an additional Branch Coordinator's position. Each Branch Coordinator would manage 3 Branch Locations and the Director would manage one location. We currently have one manager for every 2.25 employees.

Larry Bracken asked if everything had been considered to avoid the loss of jobs. The Director commented that we had reviewed all account line items and attempted to make cuts that would reflect the least impact on service to the public. The Putnam County Friends of the Library is willing to help us the cost to continue to provide Family Fun Nights and the Summer Reading Program.

Keith Kahle asked what impact would this proposal have on the public and what is the bottom line after the proposed cuts. The Director stated that the public would be served by different employees and the bottom line is still a projected deficit of \$14,026.

Beth Myer commented that we had attempted to be proactive in reducing our budget last July by offering a one year Early Incentive Retirement buyout to all eligible employees, but no employees have expressed interest in the program.

Comment was made by the Board that they hate making this decision, but if we continue at the same level of expenses, it would not be fiscally responsible. Also a comment was made that PLF revenue will be monitored monthly and if revenue is down by more than 8% then we will have to reevaluate the budget and consider additional cuts.

ABOLISH POSITION OF BRANCH MANAGER. Motion was made by Beth Myers and seconded by Keith Kahle to abolish the position of Branch Manager. All voted yes on the roll vote except Mary Lieb who abstained.

HIRE BRANCH COORDINATOR. The position of Branch Coordinator was filled by Ruth Hermiller who was next in line for that position on motion by Janice Crawfis, seconded by Virginia Schroeder effective 1/1/09 at \$15.00 per hour. All voted yes on the roll call vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:37 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, January 20, 2009 at 4:30 p.m.

Secretary

President

The position of Branch Coordinator was filled by Ruth Hermiller who was next in line for that position on motion by Janice Crawfis, seconded by Virginia Schroeder