

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., Tuesday, July 15, 2008

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

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

MINUTES. The minutes of the June 17 meeting were approved, on motion by Beth Myers and seconded by Keith Kahle. All voted yes on the roll call vote except Virginia Schroeder and Nancy Turner who abstained.

- I. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to go into executive session at 4:31 pm to discuss pending legal matters and land issues. All voted yes on the roll call vote.
- II. **EXECUTIVE SESSION.** Motion was made by Keith Kahle and seconded by Mary Lieb to come out of executive session at 5:45 pm. All voted yes on the roll call vote.

Financial

- III. **FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by Nancy Turner, seconded by Keith Kahle. All voted yes on the roll call vote.

Items from the Director

- IV. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events. (see attached report).
- V. **PETTY CASH REPORT.** The petty cash reports for June was presented noting that fines and fees were \$692.25 and copy revenue was \$559.45.
- VI. **GIFTS.** Accepted June gifts and memorials of \$1,082.10 and \$230.00 in flood relief donations as itemized on the petty cash reports, on motion by Janice Crawfis seconded by Virginia Schroeder. All voted yes on the roll call vote.

New Business

- VII. **OFFICE SPACE.** Motion was made by Beth Myers and seconded by Nancy Turner to approve the rental of additional office space at the Educational Services Center if and when the space becomes available, at the same per square foot rate as the space we are currently renting. All voted yes on the roll call vote.

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- VIII. **TRAINING.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to approve the following training sessions: Director Forum training at Bluffton for Kelly Ward at a cost of \$80.00; Ohio Library Council Expo on 9/12/08 for the Director and Fiscal Officer in Columbus \$0 in training cost will be transportation and meals. All voted yes on the roll call vote.
- IX. **APPROPRIATIONS MODIFICATIONS.** Motion was made by Keith Kahle and seconded by Janice Crawfis to approve appropriations modification resolution -2008 as presented. (see attached schedule) All voted yes on the roll call vote.
- X. **STRATEGIC PLANNING MEETINGS.** Kelly Ward discussed with the Board that planning committee would have too many members to fit in the conference room and would have to meet in the assembly hall. The cost to rent the assembly hall at the ESC would be \$200 each day for two days, and the cost to serve a meal in a restaurant meeting room would be approximately \$230 each day. The length of the meeting is estimated to be 3 hours each beginning at 6:30 p.m. A motion was made by Virginia Schroeder and seconded by Nancy Turner to hold the planning committee portion of the Strategic Planning meetings in a meeting space at a restaurant and to serve dinner, due to the minimal cost difference and the length of the meeting over the dinner hour. All voted yes on the roll call vote.

COMMENTS FROM THE PUBLIC: none

ADJOURNMENT. There being no further business the meeting was adjourned at 6:40 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, August 19, 2008, at 4:30 p.m.

Secretary

President