

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, April 15, 2008

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

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

Public: Don Schroeder

MINUTES. The minutes of the March 18 meeting were approved, on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote, except Nancy Turner who abstained.

Financial

I. **FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Mary Lieb, seconded by Virginia Schroeder. All voted yes on the roll call vote.

Items from the Director

II. **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).

III. **PETTY CASH REPORT.** The petty cash reports for March was presented noting that fines and fees were \$647.51 and copy revenue was \$322.70.

IV. **GIFTS.** Accepted March gifts and memorials of \$1,619.00 as itemized on the petty cash reports, on motion by Beth Myers seconded by Janice Crawfis. All voted yes on the roll call vote.

New Business

V. **OHIO LIBRARY COUNCIL ANNUAL DUES.** Motion was made by Janice Crawfis and seconded by Beth Myers to approve payment of the Director's individual annuals dues and one-half of annual dues for all other staff interested in becoming a member. All voted yes on the roll call vote.

VI. **OTTAWA CHAMBER OF COMMERCE MEMBERSHIP.** Motion was made by Keith Kahle and seconded by Virginia Schroeder to become members of the Ottawa Chamber of Commerce. Dues to be paid quarterly. All voted yes on the roll call vote.

- VII. **CLOSE LIBRARY.** Motion was made by Keith Kahle and seconded by Mary Lieb to approve the closing of the main library on April 24, 25 and 26 to install new shelves and desks donated to us by the State Library of Ohio. All voted yes on the roll call vote.
- VIII. **STRATEGIC PLAN.** The Director discussed with the Board the importance of creating a Strategic Plan for each of the eight locations within the PCDL system. The Strategic Plan would use several community focus group as well as other data to understand the communities wants and needs and to establish goals for the library. Jan Haynes from the State Library of Ohio is available at no cost in July to help with the creation of the Strategic Plan. Motion was made by Beth Myers and seconded by Virginia Schroeder to proceed with the creation of a PCDL Strategic Plan. All voted yes on the roll call vote.
- IX. **VOTER REGISTRATION POLICY.** Tabled until next meeting to review proposed policy.
- X. **RESIGNATION.** Motion was made by Nancy Turner and seconded by Keith Kahle to approve the resignation of Ben Okuly effective April 3, 2008. All voted yes on the roll call vote.
- XI. **ADVERTISE OF REFERENCE LIBRARIAN POSITION.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to authorize the Director to advertise for the position of Reference Librarian at 20 hours per week. All voted yes on the roll call vote.
- XII. **EARLY RETIREMENT INCENTIVE PROGRAM.** Motion was made by Janice Crawfis and seconded by Nancy Turner to offer a one-year Early Retirement Incentive, subject to the OPERS's review and approval, estimated effective dates of July 1, 2008 - June 30, 2009. All voted yes on the roll call vote.
- XIII. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb at 5:55 p. m. to go into executive session to discuss imminent court action and land purchase. All voted yes on the roll call vote.
- XIV. **EXECUTIVE SESSION.** Motion was made by Keith Kahle and seconded by Virginia Schroeder at 7:12 p. m. to return to regular session. All voted yes on the roll call vote.
- XV. **LEGAL.** Motion was made by Janice Crawfis and seconded by Nancy Turner to authorize the Director to enter into contract to retain the firm of Vorys, Sater, Seymor, and Pease to provide legal services as needed. All voted yes on the roll call vote.
- XVI. **BOARD TO EXPLORE ALTERNATIVE BUILDING SITES.** The Board has conducted an extensive review of all available documentation including, engineering reports, cost estimates, and flood mitigation requirements. They have concluded the wisest use of public resources would be to explore alternate building sites, rather than to return to the North Thomas Street location. Keith Kahle moved that the Board explore alternate building sites, rather than to return to the North Thomas Street location. The motion was seconded by Beth Myers and all voted yes on the roll call vote.

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XVII. **COMMENTS FROM THE PUBLIC:** Don Schroeder asked the following questions: Has the Board considered moving the main library outside the Village of Ottawa? Can the Board offer the current North Thomas Street location for sale? Larry Bracken, Board President, responded that all offers of land are being considered. He asked that the specifics of any suggestions for land be given to the Director to pursue and she will present them to the Board. There are no current plans to sell the North Thomas Street location.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:55 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, May 20, 2008, at 4:30 p.m.

Secretary

President