

**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, December 16, 2008**

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

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

**Guests:** Beth Korte, Rose Schnipke, Sue Barnhart, and Bev Ricker

**MINUTES.** The minutes of the November meeting were approved with correction to section X, on motion by Janice Crawfis and seconded by Virginia Schroeder.

Financial

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

Items from the Director

II. **PETTY CASH REPORT.** The petty cash report for November was presented noting that fines and fees were \$521.93 and copy revenue was \$385.10.

III. **GIFTS.** Accepted gifts and memorials of \$3,176.31 as itemized on the petty cash report, on motion by Janice Crawfis seconded by Mary Lieb. All voted yes on the roll call vote.

New Business

IV. **CHANGE IN OPEN HOURS FOR ALL LOCATIONS.** Schedule of proposed changes to location open hours was presented by the Director. Motion was made by Mary Lieb and seconded by Virginia Schroeder to close all libraries locations on Fridays and approve the new schedule of hours for the Branches. (see attached schedule), changes are effective 1/1/09. All voted yes roll call vote. The changes in hours provides consistency among locations and hours that are more accessible by the working public. When the economy improves the Board hopes to open back up on Friday.

<u>LOCATION</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WED</u>	<u>THURSDAY</u>	<u>FRI</u>	<u>SAT</u>
Ottawa	9-8	9-8	9-8	9-8	Closed	9-3
Col Grove	2-8	9-5	2-8	9-5	Closed	9-3
Continental	2-8	9-5	2-8	9-5	Closed	9-3
Ft. Jenn	closed	9-5	closed	2-8	Closed	9-3
Kalida	9-5	closed	9-5	9-5	Closed	9-3
Leipsic	2-8	2-8	9-5	9-5	Closed	9-3
Ottoville	2-8	2-8	9-5	closed	Closed	9-3

December 16, 2008

Pandora	2-8	9-5	9-5	2-8	Closed	9-3
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- V. **CORSA AGREEMENT.** Board discussed a draft agreement from CORSA. The discussion was tabled to obtain clarification of changes to the agreement.
- VI. **DIRECTOR'S RAISE.** The Director requested that her raise which was to be effective 1/1/09 be rescinded, due to the loss of projected Public Library Fund revenue for 2009. A motion was made by Keith Kahle and seconded by Beth Myers to rescind the Director's 2009 raise with regrets. All voted yes on the roll call vote.
- VII. **APPROPRIATIONS MODIFICATION.** Beth Myers moved to adopt Resolution -2008 to approving the appropriation modifications as presented. Virginia Schroeder seconded the motion and all voted yes on the roll call vote.
- VIII. **ADDITIONAL APPROPRIATION MODIFICATIONS.** Motion was made by Janice Crawfis and seconded by Keith Kahle to authorize the Fiscal Officer to make changes to the 2008 appropriations as needed to balance accounts. All voted yes on the roll call vote.
- IX. **LAND CONTRACT.** The Director reported that the Village is scheduled to meet with their Attorney December 17, 2008 concerning the matter and that the agreement should be ready soon.
- X. **RAREY - ROTH CONTRACT.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to approved the contract with Rarey - Roth for 100 hours of computer services at \$103 per hour or \$10,300.00. Their regular services will include computer repair, hookup and assistance as well as consulting services with regard to design of the new library. All voted yes on the roll call vote.
- XI. **TECHNICON DESIGN GROUP CONTRACT.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the contract with Technicon Design Group for the design of a new library facility. All voted yes on the roll call vote.
- XII. **2009 TEMPORARY APPROPRIATIONS.** Beth Myers moved to adopt Resolution -2008 to approving the 2009 temporary appropriation presented. Virginia Schroeder seconded the motion and all voted yes on the roll call vote.
- XIII. **TRANSFER.** Motion was made by Janice Crawfis and seconded by Keith Kahle to approve a transfer of \$500,000.00 from the General fund and \$5,000.00 to the Special Projections Fund and \$495,000.00 to the Building Construction Fund. All voted yes on the roll call vote.
- XIV. **ELECTION OF OFFICERS.** Beth Myers moved to elect the following slate of officers for 2009: President, Larry Bracken,; Vice President, Keith Kahle; Secretary, Virginia Schroeder. Janice Crawfis seconded the motion and all voted yes on the roll call vote.

December 16, 2008

- XV. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to go into executive session at 5:56 pm to discuss personnel issues. All voted yes on the roll call vote.
- XVI. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to come out of executive session at 7:09 pm. All voted yes on the roll call vote. No action was taken.
- XVII. **COMMENTS FROM THE PUBLIC:** Beth Korte commented that hours had been reduced at some of the branches and how were they to schedule for the change. The Director commented that she has new schedules of hours for all locations which will be given to all affected staff. And that hours were scheduled based on each location's open hours.
- XVIII. **COMMENTS FROM THE BOARD:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:20 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.

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Secretary

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President