

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, February 19, 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: Robert Fawcett, Judy Schroeder, Don Schroeder and Ann Baransy

Robert Fawcett of Fawcett, Lammon, and Recker Insurance Agency was present to discuss the Libraries flood insurance policy. He explained that CORSA had hired Industrial Appraisal (IA) to determine the flood zones for all County building and that IA had made an error with respect to Library and four other County buildings. IA documents stated that we were in Flood Zone B which is covered under our CORSA policy. After the flood Travelers, the reinsurance company, determined that we are in Flood Zone A, which is excluded from our policy. CORSA then stated in a letter that the Library was not covered because of the exclusion for Flood Zone A. But they would make a \$1,000,000.00 "good will gesture" to make up for the amount of money that would have been paid by National Flood Insurance Program (NFIP), that we would have purchased had we known we needed it.

MINUTES. The minutes of the January 15th meeting were approved, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote, except Virginia Schroeder and Nancy Turner who abstained.

The minutes of the January 30th meeting were approved, on motion by Nancy Turner and seconded by Mary Lieb. All voted yes on the roll call vote, except Virginia Schroeder who abstained.

Financial

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

Items from the Director

II. **PETTY CASH REPORT.** The petty cash reports for January was presented noting that fines and fees were \$397.56 and copy revenue was \$428.81.

III. **GIFTS.** Accepted January gifts and memorials of \$5,189.49 (\$3,763.49 was a bequest from the estate of John Goodwin) and flood donations of \$350.00 as itemized on the petty cash reports, on motion by Beth Myers seconded by Keith Kahle. All voted yes on the roll call vote.

- IV. Discussion was held concerning the formation of a foundation and obtaining the federal status of 501C3. The Director will look into the requirements.

New Business

- V. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder at 5:50 p. m. to go into executive session to discuss personnel matters. All voted yes on the roll call vote.
- VI. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Mary Lieb at 6:40 p. m. to return to regular session. All voted yes on the roll call vote.
- VII. **2008 HOURLY RATE FREEZE.** Motion was made by Virginia Schroeder and seconded by Keith Kahle to continue the freeze on all employees' hourly rates through December 31, 2008 because of the flood and the need to save money. All voted yes on the roll call vote.
- VIII. **REDUCTION IN STAFF HOURS.** In order to avoid massive layoffs we move to implement a reduction of staff hours effective July 1, 2008 and to reevaluate the library's financial situation at the end of 2008. The motion was made by Janice Crawfis and seconded by Mary Lieb to approve the reduction in staff hours according to the attached schedule. All voted yes on the roll call vote.
- IX. **HEALTH INSURANCE RATES.** Motion was made by Janice Crawfis and seconded by Nancy Turner to allow the employees who currently carry our health insurance, to maintain the current percentages they are paying while the staff hour reductions are in effect. All voted yes on the roll call vote.
- X. **PAYSCALE EFFECTIVE 1/1/2009.** Motion was made by Beth Myers and seconded by Virginia Schroeder to approve the attached salary scale to become effective 1/1/2009. Beginning January 1, 2009 employees will be placed on the salary scale on their employment anniversary date. All voted yes on the roll call vote.
- XI. **EARLY RETIREMENT INCENTIVE PROGRAM PROJECTIONS.** Motion was made by Keith Kahle and seconded by Mary Lieb to start the process with OPERS to potentially offer a 4 year Early Retirement Incentive, subject to the Board's review and OPERS's approval, estimated effective date of June 1, 2008 thru May 31, 2009.
- XII. **TIME CLOCK.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to approve the purchase and use of time clock at all PCDL locations. All voted yes on the roll call vote.
- XIII. **LEGAL COUNSEL.** Motion was made by Beth Myers and seconded by Janice Crawfis to authorize the Director to consult with an attorney thru the Ohio Library Council concerning insurance. All voted yes on the roll call vote.

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- XIV. **RECORDS COMMISSION.** Motion was made by Keith Kahle and seconded by Nancy Turner to establish a Records Commission. Members include Nancy Stauffer Clerk/Treasurer, Beth Myers and Larry Bracken, Board Members. All voted yes on the roll call vote.
- XV. **RECORDS RETENTION POLICY.** Motion was made by Beth Myers and seconded by Mary Lieb to approve the attached Records Retention Policy. All voted yes on the roll call vote.
- XVI. **PUBLIC RECORDS POLICY.** Motion was made by Virginia Schroeder and seconded by Nancy Turner to approve the attached Public Records Policy. All voted yes on the roll call vote.
- XVII. **VEHICLE USE POLICY.** Motion was made by Nancy Turner and seconded by Mary Lieb to approve the attached Vehicle Use Policy. All voted yes on the roll call vote.
- XVIII. **PATRON CONFIDENTIALITY POLICY.** Motion was made by Keith Kahle and seconded by Virginia Schroeder to approve the attached Patron Confidentiality Policy. All voted yes on the roll call vote.
- XIX. **TIME CLOCK POLICY.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to approve the attached Time Clock Policy. All voted yes on the roll call vote.
- XX. **BRANCH REPORTS.** None.
- XXI. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None
- XXII. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:30 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, March 18, 2008, at 4:30 p.m.

Secretary

President