

January 15, 2008

**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, January 15, 2008**

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

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

**INTRODUCTION OF JANICE CRAWFIS.** Larry Bracken welcomed Janice Crawfis to the Library Board.

**OATH OF OFFICE.** Nancy Stauffer, Clerk/Treasurer administered the oath of office to Janice Crawfis.

Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Mrs. Crawfis responded I Do.

**MINUTES.** The minutes of the December meeting were approved, on motion by Mary Lieb and seconded by Beth Myers. All voted yes on the roll call vote, except Janice Crawfis who abstained.

**Financial**

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

**Items from the Director**

II. **PETTY CASH REPORT.** The petty cash reports for December was presented noting that fines, fees, and copy revenue was \$487.45.

III. **GIFTS.** Accepted December gifts and memorials of \$1,633.00 and flood donations of \$3,860.00 as itemized on the petty cash reports, on motion by Keith Kahle seconded by Janice Crawfis. All voted yes on the roll call vote.

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, past publicity, upcoming publicity, and upcoming events for February. (see attached report).

**New Business**

V. **TRAINING.** Motion was made by Beth Myers and seconded by Mary Lieb to approve New Director training for Kelly Ward in Columbus which is sponsored by Ohio Library Council at a cost of \$250.00. All voted yes on the roll call vote.

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- VI. **2008 SALARY FREEZE.** Motion was made by Beth Myers and seconded by Keith Kahle to freeze 2008 salaries at their current rates until the Personnel Committee could complete their salary study and present it to the Board. All voted yes on the roll call vote.
- VII. **RESOLUTION TO PAY BILLS.** Janice Crawfis moved to adopt Resolution 1-2008 authorizing the Clerk-Treasurer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Beth Myers seconded the motion, and all voted yes on the roll call vote.
- VIII. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb at 5:45 p. m. to go into executive session to discuss personnel matters. All voted yes on the roll call vote.
- IX. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Keith Kahle at 5:55 p. m. return to regular session. All voted yes on the roll call vote.
- X. **BRANCH REPORTS.** The Director reported that she is looking into security cameras for the Branch Library locations.
- XI. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** The Board asked the Director to try and get the word out to the public that we are working to find a resolution to the flooded library building.
- XII. **COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:05 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, February 19, 2008, at 4:30 p.m.

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Secretary

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President