

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, June 17, 2008

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

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

Public: John Casteel, Regina Guerra, Pastor Nestor Reyes , and Frank Miller

MINUTES. The minutes of the May 20 meeting were approved, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote except Keith Kahle who abstained.

Financial

I. **FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Janice Crawfis, seconded by Keith Kahle. 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 May was presented noting that fines and fees were \$580.44 and copy revenue was \$491.91.

IV. **GIFTS.** Accepted May gifts and memorials of \$1,728.75 as itemized on the petty cash reports, on motion by Janice Crawfis seconded by Mary Lieb. All voted yes on the roll call vote.

New Business

V. **PERSONNEL.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve changing Pat Broeker from an hourly employee to a contract as needed employee. All voted yes on the roll call vote.

VI. **TRAINING.** Motion was made by Beth Myers and seconded by Keith Kahle to approve a reference conference for Jan Fuetter. The cost will be approximately \$97.00 for lodging, \$229 for the conference, and meals. All voted yes on the roll call vote.

VII. **POTENTIAL BUILDING SALE.** Pastor Nestor Reyes and other members of the Harvest Assembly Church, John Casteel and Regina Guerra; and Frank Miller were present to express their interest in purchasing the library build at 525 N. Thomas St.

- VIII. **LAND.** Motion was made by Janice Crawfis and seconded by Beth Myers to continue exploring two land options. The four acres west of the Educational Services Center on Putnam Parkway and lot A next to St. Rita's Ambulatory Care facility on Route 224. All voted yes on the roll call vote.
- IX. **USDA LOAN/GRANT PROGRAM.** Tabled to gather more information.
- X. **EQUAL OPPORTUNITY EMPLOYMENT POLICY.** Motion was made by Keith Kahle and seconded by Beth Myers to approve the Equal Opportunity Employment Policy as presented. All voted yes on the roll call vote. (see attachment)
- XI. **DRUG FREE WORKPLACE POLICY.** Motion was made by Mary Lieb and seconded by Janice Crawfis to approve the Drug Free Workplace Policy as presented. All voted yes on the roll call vote. (see attachment)
- XII. **UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY.** Motion was made by Janice Crawfis and seconded by Keith Kahle to approve the Unlawful Discrimination and Harassment Policy as presented. All voted yes on the roll call vote. (see attachment)
- XIII. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to go into executive session at 6:05 pm to discuss pending legal matters and a personnel issue. All voted yes on the roll call vote.
- XIV. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Beth Myers to come out of executive session at 7:13 pm. All voted yes on the roll call vote.
- XV. **COMPENSATORY TIME.** The Board acknowledges that the limits of compensatory time policy were exceeded by the Clerk/Treasurer, due to the exceptional circumstances and additional duties that have been required of her since the August 2007 flood. A large amount of time was accumulated immediately following the flood in attempts to reduce the library's loss of equipment and materials and to supervise the clean of the building. Since then her additional duties have included massive amounts of time and paperwork required in dealing with FEMA requirements, insurance, legal, and building issues. Motion was made by Janice Crawfis and seconded by Mary Lieb to approve the payment of the Clerk/Treasurer's accumulated compensatory time in 35 hour increments per payperiod until her compensatory time balance is paid in full. All voted yes on the roll call vote.
- XVI. **COMPENSATORY TIME.** The Board acknowledges that the limits of compensatory time policy were exceeded by certain non-exempt employees, due to the exceptional circumstances and additional duties that have been required of them since the August 2007 flood. A motion was made by Beth Myers and seconded by Keith Kahle that all non-exempt employees be paid for any unused compensatory time in excess of the maximum accumulation of 40 hours, on the pay period ending August 30, 2007. All voted yes on the roll call vote.

COMMENTS FROM THE PUBLIC: none

ADJOURNMENT. There being no further business the meeting was adjourned at 7:15 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, July 15, 2008, at 4:30 p.m.

Secretary

President