

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, March 18, 2008

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

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

MINUTES. The minutes of the February 19 meeting were approved, on motion by Beth Myers and seconded by Keith Kahle, with the following amendment to item VII: 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.

Financial

I. **FINANCIAL REPORTS.** The February 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. **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 for March and April. (see attached report).

III. **PETTY CASH REPORT.** The petty cash reports for February was presented noting that fines and fees were \$791.90 and copy revenue was \$489.86

IV. **GIFTS.** Accepted February gifts and memorials of \$1,605.00 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. **2008 PERMANENT APPROPRIATIONS.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to approve Resolution -2008 the 2008 Annual Appropriation. All voted yes on the roll call vote. (See attached Quattro Pro spreadsheet.)

VI. **EARLY RETIREMENT INCENTIVE PROGRAM PROJECTIONS.** Motion was made by Beth Myers and seconded by Mary Lieb to start the process with OPERS to potentially offer a one or two year Early Retirement Incentive, subject to the Board's review and OPERS's approval, estimated effective date undetermined. All voted yes on the roll call vote.

VII. **TRAINING.** Motion was made by Beth Myers and seconded by Virginia Schroeder to approve the following training sessions:

Clerk/Treasurer: 4/3/08 - 4/4/08 Investment Training and Training for Professional Fiscal Officer - Cost \$165 (+) hotel (approx. \$100.00) and meals. **Training for Director and**

Clerk/Treasurer: 4/30/08 - 5/1/08 Trends in Public Library Realities - Cost \$0.00

(NORWELD Grant) - Hotel \$0.00. 5/20/08 Public Dollars Aren't Enough Any More: How Fundraising Can Help - cost \$20.00. All voted yes on the roll call vote.

- VIII. **VOTER REGISTRATION.** Motion was made by Beth Myer and seconded by Janice Crawfis to table the discussion related to the voter registration requirements until the Director can make further inquires at upcoming training and review the Ohio Revised Code requirements. All voted yes on the roll call vote.
- IX. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Virginia Schroeder at 5:47 p. m. to go into executive session to discuss imminent court action. All voted yes on the roll call vote.
- X. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Beth Myers at 6:50 p. m. to return to regular session. All voted yes on the roll call vote.
- XI. **LEGAL CONSULTATION.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to decline to sign the revised agreement with CORSA, and to authorize continued legal consultation regarding the steps the library should take in seeking resolution for recovery of the funds needed to repair or replace the main library building. All voted yes on the roll call vote.
- XII. **BRANCH REPORTS.** None.
- XIII. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Question was asked if the distribution of computers was complete to all the branch libraries. The Director responded that it was almost complete.
- XIV. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:55 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, April 15, 2008, at 4:30 p.m.

Secretary

President