

**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, May 20, 2008**

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

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

**Public:** Don Schroeder

**MINUTES.** The minutes of the April 15 meeting were approved, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.

**Financial**

**I. FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Nancy Turner, 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. (see attached report).

**III. PETTY CASH REPORT.** The petty cash reports for March was presented noting that fines and fees were \$811.90 and copy revenue was \$547.14.

**IV. GIFTS.** Accepted April gifts and memorials of \$2,242.21 as itemized on the petty cash reports, on motion by Mary Lieb seconded by Beth Myers. All voted yes on the roll call vote.

**New Business**

**V. VOTER REGISTRATION POLICY.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the Voter Registration Policy as presented. All voted yes on the roll call vote. (see attachment)

**VI. UNATTENDED CHILD POLICY.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve the Unattended Child Policy as presented. All voted yes on the roll call vote. (see attachment)

**VII. EMPLOYEE MEAL AND OVERNIGHT STAY REIMBURSEMENT POLICY.** Motion was made by Nancy Turner and seconded by Mary Lieb to approve the Employee Meal and Overnight Stay Reimbursement Policy with modification. All voted yes on the roll call vote. (see attachment)

- VIII. **FINES AND FEES.** Motion was made by Virginia Schroeder and seconded by Janice Crawford to approve the following fines and fees schedule. All voted yes on the roll call vote.

| Type of Fine or Fee                      | Amount   |
|--|--|
| Copy Machine                             | .25 per copy   |
| Late Books, CD, Books on Tape - Adult    | .25 per day per item                                   |
| Late Books, CD, Books on Tape - Juvenile | .10 per day per item                                   |
| Late DVD                                 | 1.00 per day per item                                  |
| Printed pages -black and white           | .25 per page   |
| Printed pages—color                      | .50 per page   |
| Printed pages on photo paper - color     | 1.25 per photo page                                    |
| fax                                      | 2.00 for first 5 pages and<br>1.00 per additional page |

- IX. **EARLY RETIREMENT INCENTIVE PROGRAM.** Motion was made by Beth Myers and seconded by Mary Lieb to change the effective beginning date to August 1, 2008.
- X. **FUEL SURCHARGE FROM MOVING COMPANY.** Motion was made by Beth Myers and seconded by Virginia Schroeder to decline to pay the additional fuel surcharge billed by Hallet Movers. The fee was not part of the original bid. All voted yes on the roll call vote.
- XI. **USDA RURAL DEVELOPMENT LOAN.** Tabled until next meeting to gather additional information.
- XII. **2009 REQUEST BUDGET.** Nancy Stauffer submitted the 2009 Request Budget to the Board. Janice Crawford moved to adopt Resolution 3-2008 approving the 2009 Request Budget. Mary Lieb seconded, and all voted yes on the roll call vote.
- XIII. **EXECUTIVE SESSION.** Motion was made by Nancy Turner and seconded by Beth Myers to go into executive session at 5:49 pm to discuss pending legal matters. All voted yes on the roll call vote.
- XIV. **EXECUTIVE SESSION.** Motion was made by Nancy Turner and seconded by Mary Lieb to come out of executive session at 6:39 pm. All voted yes on the roll call vote.
- XV. **REFERENCE POSITION.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to offer Jan Fuetter the part time reference librarian position at \$12.00 per hour for 20 hours per week effective June 1, 2008. All voted yes on the roll call vote.
- XVI. **CLERK/TREASURERS HOURS.** Motion was made by Janice Crawford and seconded by Nancy Turner to increase the Clerk/Treasurer's hours to 36 per week, due to her additional dues associated with the flood and building construction. All voted yes on the roll call vote.

**COMMENTS FROM THE PUBLIC:** Don Schroeder asked if the Board would purchase an outside bookdrop for Educational Services Center. Kelly Ward, Director, commented that the possibility of a bookdrop was considered, but she determined that the purchase was not cost effective. The cost of the item is too high and an exterior bookdrop is not part of the plans for the new building. The Board stated that it is the Director's decision to determine what purchases need to be made.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:55 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, June 17, 2008, at 4:30 p.m.

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Secretary

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President