

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, November 18, 2008

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

Others: Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

Guests: Beth Korte, Rose Schnipke, Sue Barnhart, Tarren Barnhart, and Bev Ricker

MINUTES. The minutes of the October meeting were approved, on motion by Janice Crawfis and seconded by Virginia Schroeder.

Financial

I. **FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Beth Myers, 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 October was presented noting that fines and fees were \$1,150.04 and copy revenue was \$789.49.

IV. **GIFTS.** Accepted gifts and memorials of \$761.11 as itemized on the petty cash reports, on motion by Janice Crawfis seconded by Nancy Stauffer. All voted yes on the roll call vote.

New Business

V. **RESCIND MOTION APPROVING DECEMBER STAFF MEETING/LUNCH AND EMPLOYEE APPRECIATION GIFT CARD.** Kelly Ward, Director, stated that she discussed the 2009 reductions in PLF funding with the staff at the October staff meeting. Some staff asked that the December staff/lunch meeting be cancelled and the staff gift cards not be issued to reduce expenses in an attempt to offset the reduction in PLF funding. Mary Lieb asked for comment from the staff present at the meeting. All staff present expressed an interest to cancel the December staff/lunch meeting and gift cards. Motion was made by Nancy Turner and seconded by Virginia Schroeder to rescind the October 21, 2008 motion approving the December Staff meeting/lunch and employee appreciation gift cards. All voted yes on the roll call vote.

- VI. **EMPLOYEE APPRECIATION GIFT CARD.** Board members commented that the Board would like to express their appreciation to the staff for their hard work. Motion was made by Keith Kahle and seconded by Janice Crawfis to approve the purchase of thirty-six \$15.00 gift cards, one for each PCDL employee, for a total expenditure of \$545.00. All voted yes on the roll call vote, except Beth Myers who voted no.
- VII. **INCLEMENT WEATHER POLICY.** Motion was made by Beth Myers and seconded by Keith Kahle to approve the Inclement Weather Policy as amended. All voted yes on the roll call vote.
- VIII. **HUMAN RESOURCE PROPOSAL.** The Director presented a proposal from The Human Resource Company, Inc. No action was taken.
- IX. **HEALTH INSURANCE COVERAGE FOR FISCAL OFFICER.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder that the Board would pay 100% of the Family Medical Insurance premiums for the Fiscal Officer, Nancy Stauffer. No increase in annual salary for 2009. All voted yes roll call vote.
- X. **COMMENTS FROM THE PUBLIC:** Sue Barnhart commented that she likes working at the Pandora location and enjoys the patrons and that their upcoming events had recently appeared the The Defiance Crescent News. Beth Korte commented that the Leipsic location is displaying a quilt made by Mary Harris.
- Sue Barnhart asked if the Board or Finance Committee would meet with the staff to discuss the budget because they are getting different data. Janice Crawfis commented that changes are made to the library's budget throughout the year and that those changes are required to be approved by the Board. Larry Bracken commented that budget forecasting is not easy or predictable. Kelly Ward, Director, commented the Standards of Public Library Service in Ohio (found of the State Library website) provides recommendations on how library funds should be spent. This publication recommends that 20% of our budget should be spent on library materials. Larry Bracken commented that the Board is responsible to provide library services to the public. And that it is the Board's goal is to provide that service in the most efficient and productive manner.
- XI. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to go into executive session at 6:24 pm to discuss pending legal matters. All voted yes on the roll call vote.
- XII. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to come out of executive session at 7:41 pm. All voted yes on the roll call vote. No action was taken.
- XIII. **COMMENTS FROM THE BOARD:** None

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ADJOURNMENT. There being no further business the meeting was adjourned at 7:45 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, December 16, 2008, at 4:30 p.m.

Secretary

President