

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, October 21, 2008

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

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

MINUTES. The minutes of the September meeting were approved, on motion by Beth Myers and seconded by Virginia Schroeder.

Financial

I. **FINANCIAL REPORTS.** The September bills and financial reports were approved, on motion by Keith Kahle, seconded by Janice Crawfis. 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 August was presented noting that fines and fees were \$981.71 and copy revenue was \$466.76.

IV. **GIFTS.** Accepted August gifts and memorials of \$1,641.46 as itemized on the petty cash reports, on motion by Mary Lieb seconded by Virginia Schroeder. All voted yes on the roll call vote.

V. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to go into executive session at 5:44 pm to discuss pending legal matters. All voted yes on the roll call vote.

VI. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to come out of executive session at 6:34 pm. All voted yes on the roll call vote.

New Business

VII. **APPROPRIATIONS MODIFICATIONS.** Motion was made by Beth Myers and seconded by Keith Kahle to approve the following appropriations modifications:

| | | |
|-------------------|------------------------------------|------|
| 1000-100-379-3730 | Family Fun Night Professional Serv | 201 |
| 1000-100-411-4105 | Memorial Books | 2000 |
| 1000-100-411-4126 | Ottoville Adult Materials | -3 |
| 1000-100-411-4127 | Pandora Adult Materials | -26 |
| 1000-100-412-4200 | Ottawa Periodicals | 516 |

| | | |
|-------------------|--------------------------------------|------|
| 1000-100-412-4206 | Ottoville Periodicals | 3 |
| 1000-100-412-4207 | Pandora Periodicals | 26 |
| 1000-100-413-4308 | Juvenile DVD | -200 |
| 1000-100-413-4311 | Columbus Grove Music CD | -50 |
| 1000-100-413-4318 | Juvenile Music CD | 200 |
| 1000-100-413-4320 | Adult Books on Tape | 800 |
| 1000-100-413-4321 | Columbus Grove Books on Tape | -30 |
| 1000-100-451-2121 | Columbus Grove General Supplies | 90 |
| 1000-100-451-2131 | Col Grove Meeting and Program Sup | -10 |
| 1000-100-451-2135 | Leipsic Meeting and Program Supplies | 50 |

VIII. DECEMBER STAFF MEETING/LUNCH AND EMPLOYEE APPRICATION GIFT CARDS.

A motion was made by Nancy Turner and seconded by Mary Lieb to approve the purchase of lunch at the December staff meeting the cost not to exceed \$10.00 per person and the purchase of thirty-six \$15.00 gift cards, one for each PCDL employee, for a total expenditure of \$540.00. All voted yes on the roll call vote.

IX. REDUCTION IN REVENUE: The Fiscal Officer and Director discussed with the Board a recent communication from the Ohio Library Council which is predicting a reduction in Public Library Fund (PLF) revenue of approximately 6% to 8% for the calendar year 2009.

X. COMMENTS FROM THE BOARD: Larry Bracken reported that the Continental Community Library Association recent Bookworm program raised approximately \$2,000.00. Comment was also made concerned the Columbus Grove book sale earnings of approximately \$150.00

COMMENTS FROM THE PUBLIC: No public present

ADJOURNMENT. There being no further business the meeting was adjourned at 6:55 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, November 18, 2008, at 4:30 p.m.

Secretary

President