

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, September 16, 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 August meeting were approved, on motion by Virginia Schroeder and seconded by Mary Lieb. All voted yes on the roll call vote except Nancy Turner who abstained.

Financial

I. **FINANCIAL REPORTS.** The August 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 \$1701.76 and copy revenue was \$667.60.

IV. **GIFTS.** Accepted August gifts and memorials of \$1,274.03 as itemized on the petty cash reports, on motion by Virginia Schroeder seconded by Nancy Turner. All voted yes on the roll call vote.

V. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to go into executive session at 5:06 pm to discuss pending legal matters, land issues and personnel. All voted yes on the roll call vote.

VI. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to come out of executive session at 5:50 pm. All voted yes on the roll call vote.

New Business

VII. **DIRECTOR'S CONTRACT.** Even though Director, Kelly Ward, asked the Board to not increase her compensation a motion was made by Nancy Turner and seconded by Janice Crawfis to offer the Director, Kelly Ward a three year contract, which includes the following changes to Section 2 Compensation of her contract: section 2.1 increase in annual salary to \$60,000.00 effective January 1, 2009; and section 2.7 Family Medical Insurance

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premiums will be paid at 100% by the Library for the period January 1, 2009 through September 23, 2011.

- VIII. **TRAINING.** Motion was made by Beth Myers and seconded by Virginia Schroeder to approve training for the Fiscal Officer on September 17-19 (Ohio GFOA) cost of \$290 for lodging plus meals; UAN Inventory, Accounting, and Payroll on October 14, 16, and 17 registration \$0.00 plus hotel and meals; and UAN year end training on November 13 and 14 registration \$0.00 plus hotel and meals. All voted yes on the roll call vote.
- IX. **CHILDREN'S CHRISTMAS BOOKS.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to purchase children's books for all PCDL locations to be given away at the December Family Fun Night/Children's Christmas parties. All voted yes on the roll call vote.
- X. **RENAMING OF ALL PCDL LOCATIONS.** In an effort to increase public awareness that all eight library locations are part of one unified system a motion was made by Beth Myers and seconded by Virginia Schroeder to change the name of all PCDL locations to the following: Putnam County District Library - Columbus Grove Location, Putnam County District Library - Continental Location, Putnam County District Library - Fort Jennings Location, Putnam County District Library - Kalida Location, Putnam County District Library - Leipsic Edwards-Gamper Memorial Location, Putnam County District Library - Ottawa Location, Putnam County District Library - Ottoville Monterey Township Location, Putnam County District Library - Pandora Riley Location. All voted yes on the roll call vote.
- XI. **BUILDING DESIGN CONTRACT.** Motion was made by Beth Myers and seconded by Janice Crawfis to authorize the Director to enter into a contract with Technicon Design Group for the design of a new library building. All voted yes on the roll call vote.
- XII. **NORWELD BOARD.** The Director reported that she had been invited to be a member of the Norweld Board of Directors beginning October 29, 2008.
- XIII. **AUDIT REPORT.** The Fiscal Officer presented the results of the Bi-Annual Audit performed by the State Auditor's Office to the Board.
- XIV. **STATE LIBRARY REPORT.** The Director presented the Board with a copy of State Library of Ohio's consultant report which detailed her impression of our library locations.

COMMENTS FROM THE PUBLIC: none

ADJOURNMENT. There being no further business the meeting was adjourned at 7.00 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, October 21, 2008, at 4:30 p.m.

Secretary

President