

**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, January 20, 2009**

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

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

**Public:** The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization, Rose Schnipke, Beverly Ricker, Laura Schmitz, Ruth Wilhelm, Sue Barnhart, Beth Korte, Taryn Barnhart, Mike Barhart, Judi Parker, Gladys Restle, Carol Meyer, Bonnie Leurke, Kim Torman, Colleen Sager, Janet Steingass, Nancy Kline, Alyssa Benroth, Barbara Diemer, Margaret Collmar, Barb Dupe, and Travis Jerwers.

**BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Travis Jerwers, administered the oath of office to Beth Myers. Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Beth Myer responded I do.

**FISCAL OFFIER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, Travis Jerwers, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.

**MINUTES.** The minutes of the December regular meeting were approved, on motion by Mary Lieb and seconded by Nancy Turner. All voted yes on the roll call vote.

**MINUTES.** The minutes of the December 29<sup>th</sup> special meeting were approved, on motion by Virginia Schroeder and seconded by Janice Crawfis. All voted yes on the roll call vote.

Financial

**I. FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Keith Kahle, seconded by Beth Myers. 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:

January 20, 2009

1. Bill and Melinda Gates Foundation Opportunity Online Hardware Grant for 2009. Putnam County does not meet the income requirements and is therefore ineligible.
2. The Director asked for retractions from the Putnam County Sentinel and Leipsic Messenger for their recent articles that stated that the Board had fired employees.
3. The Defiance College design class will be designing a new website and logo for us free of charge. It will take the whole semester and 3 or 4 students will be working on the project.
4. The Director has requested a complete copy of the Hennen Report. This report used 2006 data and ranks libraries based on weighted measures for the services they provide. Our library has not performed well in the past and the complete report will help us make improvements.
5. The Director reported that the deadline filing for the E-Rate grant is approaching soon.
6. Staff from Pathway's Counseling Center is scheduled to meet with library staff on Monday, January 22 to provide information concerning the services they provide.

III. **PETTY CASH REPORT.** The petty cash reports for December was presented noting that fines, fees, and copy revenue was \$1,543.77 and \$851.88.

IV. **GIFTS.** Accepted December gifts and memorials of \$968.88 on the petty cash reports, on motion by Virginia Schroeder seconded by Mary Lieb. All voted yes on the roll call vote.

#### New Business

V. **RESOLUTION TO PAY BILLS.** Janice Crawfis moved to adopt Resolution 1-2009 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Virginia Schroeder seconded the motion, and all voted yes on the roll call vote.

VI. **APPOINTMENT OF FISCAL OFFICER.** Janice Crawfis moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Virginia Schroeder seconded the motion, and all voted yes on the roll call vote.

VII. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Beth Myers moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Janice Crawfis seconded the motion, and all voted yes on the roll call vote.

VIII. **MODIFY 2008 APPROPRIATIONS (Resolution 2-2009).** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the 2008 appropriations modifications as presented. All voted yes on the roll call vote. (See attachment)

- IX. **PERMANENT APPROPRIATIONS FOR 2009 (Resolution 3-2009).** Motion was made by Keith Kahle and seconded by Virginia Schroeder to approve the 2009 Permanent Appropriations as presented. All voted yes on the roll call vote. (See attachment)
- X. **INCREASE CHANGE FUND IN BRANCH LOCATIONS FROM \$10.00 TO \$25.00.** Motion was made by Nancy Turner and seconded by Beth Myers to approve an increase in the Branch locations change fund from \$10.00 to \$25.00. All voted yes on the roll call vote.
- XI. **RESIGNATION OF COMPUTER COORDINATOR.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to accept the resignation of the Computer Coordinator, Alisha Tirey, effective December 31, 2008. All voted yes on the roll call vote.
- XII. **RETIREMENT OF CAROL MEYER.** Motion was made by Janice Crawfis and seconded by Beth Myers to accept the retirement of Carol Meyer, effective January 15, 2009. Carol has chosen to participate in the Early Retirement Incentive Program offered by the Board. All voted yes on the roll call vote.
- XIII. **LAND CONTRACT.** The Director reviewed the contract to purchase the land for the new facility with the Board. Questions were raised concerning the meaning of infrastructure in section 9. The Board asked the Director to get clarification from the Village of Ottawa.
- XIV. **CORSA INSURANCE SETTLEMENT AGREEMENT.** The Director reviewed the CORSA insurance settlement agreement with the Board. A motion was made by Keith Kahle and seconded by Mary Lieb to approve the agreement and authorize the Board President to sign the agreement. All voted yes on the roll call vote.
- XV. **PERSONNEL MANUAL.** The review of the proposed Employee Personnel Manual was tabled until next meeting to give the Board members more time for review.
- XVI. **THE PUTNAM COUNTY DISTRICT LIBRARY PATRONS, VOTERS, AND CONCERNED CITIZENS ORGANIZATION.** Statement was read by Judy Parker, spokes person for The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization expressing their concerns related to the Board's decision to abolish the position of Branch Manager. She expressed that the Board, Director, and Fiscal Officer need to be held accountable for what she referred to as actions, truths and untruths. She expressed that the Director had three personalities, that we all lacked good communication skills, and that we are micromanagers. She expressed that the organization was not happy that we remove books from the collection. She requested a Special Meeting with the Board to discuss the operation and their many concerns about the Director and Fiscal Officer. They expressed that if a meeting was not granted that the organization was asking for the Board members' resignations. Board President Larry Bracken asked for a copy of their concerns. Ms. Parker responded that she would have to ask the members of the group if the list could be provided. Larry Bracken responded that after Ms. Parker discussed the copy issue with the organization, then she should contact him to see about setting a time to meet. The Director stated that we follow the American Library Association manual's regulations when weeding our collection.

COMMENTS FROM THE PUBLIC:

XVII. Kim Torman asked the Board why they fired employees. Larry responded that jobs were abolished and that fired has a negative connotation. She asked if seniority was considered, and Larry responded that every position in that level of management was abolished.

Unnamed person asked, why isn't the old library building being repaired? We explained again, that the Village of Ottawa ordinances provided that we fill the basement and that the cost to repair, add on lost square footage, and the high cost of annual flood insurance premiums were all considered when the decision was made to move the library out of the flood zone. We discussed that the building is ours to dispose of and that if people are interested in the building that they have to approach the Board.

Unnamed person asked if letters of recommendation were part of the pack for the employees whose jobs were abolished. The Director responded that none had been requested to date. Sue Barnhart asked that a letter of recommendation be sent to her.

Unnamed person asked why was the position of Branch Manager chosen to be abolished. The Director responded that we are management heavy, that we had one manager for every 2.25 employees. Why weren't jobs eliminated in Ottawa? The Director responded that there are only 4 people in Ottawa that only provided services to Ottawa patrons. The duties performed by the rest of the Ottawa staff related to all library locations. Did it occur to the Board to look at abolishing people with lesser seniority, part-time employees, offering a reduction in hourly rate, eliminating paid lunch hour and summer performers? Board member, Janice Crawfis responded that the Board looked at all the data before making their decision. Larry Bracken responded that it all comes down to dollars and cents we have to work within the dollars that we anticipate getting.

Bonnie Loerke expressed concerns about not using the old library building. Why couldn't we use some the money from the insurance settlement to give these people their jobs back or offer a two or three year buyout? Larry Bracken responded that the insurance settlement is capital money, not for general operations of the library. That the decision was not made easily and no one wanted to make cuts, but we had to balance our budget and still serve the public in the best way we can. History has shown that in times of a poor economy is when public libraries are used the most.

Unnamed person asked if employees were getting a raise? The director responded that the Board had adopted a new salary schedule last year to be effective each employee's anniversary date in 2009. Some employees are stepped out and not getting a raise and some employees are getting a small amount per hour. Ruth Hermiller was made a Branch Coordinator over three branches and will be getting her raise accounting to the set scale.

Discussion concerning the uncertainty of the economy and State funding and that we currently do not have any type of local levy, capital or operating.

January 20, 2009

Tom asked why do we bring in summer performers? Why do we spend money to rent space in the ESC when we have seven branch locations. Larry Bracken explained that we tried to distribute Ottawa staff to branch locations after the flood and the locations either had no space or the locations do not have the internet capacity to sustain the support services and the system repeatedly crashed. He also asked how the Board was appointed? Larry responded the County Commissioners and Common Pleas Judge appoints the members to a 7 year term. Tom felt the legislation should be changed so that the public could vote on library board members.

Sue Barnhart asked for job description of Branch Coordinator, Jan Haines focus group comments (unedited version), cost of copies. Sue also asked why books were given to certain school libraries? The Director stated that she was unaware of this practice.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Beth Myers commented that she was very happy that we had come to an agreement with CORSA. Janice Crawfis thanked the Director and Fiscal Officer for their hard work through the long process. Larry Bracken commented that he was truly appreciative of all staff that put time into saving everything we could.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:31 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, February 17, 2009, at 4:30 p.m.

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Secretary

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President