

**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 19, 2009**

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

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

**Public:** The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization, Beverly Ricker, Rose Schnipke, Sue Barnhart, Beth Korte, Rose Ellerbrock, Judi Parker, Evan Parker, Alicia Benroth, Margaret Collmar, Teryn Barnhart, Sydney Barnhart, Sue Gratz, Donald Schroeder, Mary Kistler, and Judy Schroeder.

Attendee Evan Parker video taped various portions of the meeting.

**MINUTES.** The minutes of the April regular meeting were approved, on motion by Janice Crawfis and seconded by Mary Lieb. All voted yes on the roll call vote except Keith Kahle who abstained since he was absent from the April meeting.

Financial

**I. FINANCIAL REPORTS.** The April 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:

- A. Director and Fiscal Officer met with five different library design/vendors during the months of April and May.
- B. Five staff members attended Excel training at NORWELD.
- C. Circulation, computer usage and local history have increased by 4.1%, 26.29%, and 33.4% respectively when compared to last year at this time.
- D. Friends of the Putnam County District Library will be holding their annual book sale on June 9<sup>th</sup> and 10<sup>th</sup> at the Ottawa Elementary School.

**III. COMMITTEE REPORTS:**

- A. PERSONNEL COMMITTEE. Met on May 7<sup>th</sup> and discussed sections 14.1 through 19.0 of the PCDL Employee Policy Manual. The final document will be presented to the full Board in either June or July before it is sent to legal counsel for review.
- B. BUILDING COMMITTEE. Met on May 11<sup>th</sup> discussed the top three library design groups/vendors. The committee recommended John Hedge of Design Group. The committee also discussed fundraising ideas and room naming.
- C. FINANCE COMMITTEE. The committee met on May 18<sup>th</sup> to discuss additional reductions in the estimate amount of Public Library Fund revenues for 2009. The

committee reviewed all library General fund line items and chose to recommend cuts in the materials, furniture and supplies line items.

- IV. **PETTY CASH REPORT.** The petty cash reports for March was presented noting that fines, fees, and copy revenue was \$637.80 and \$362.45.
- V. **GIFTS.** Accepted April gifts and memorials of \$164.74 on the petty cash reports, on motion by Nancy Turner seconded by Virginia Schroeder. All voted yes on the roll call vote.

#### New Business

- VI. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Mary Lieb to go into executive session at 4:47 pm to discuss the land contract with the Village of Ottawa. All voted yes on the roll call vote.
- VII. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to come out of executive session at 5:25 pm. All voted yes on the roll call vote.
- VIII. **LAND PURCHASE CONTRACT.** Motion was made by Keith Kahle and seconded by Nancy Turner to approve the land purchase contract with the Village of Ottawa contingent upon Exhibit A matching our understanding of the description of the land to be purchased. All voted yes on the roll call vote.
- IX. **2010 REQUEST BUDGET.** Nancy Stauffer submitted the 2010 Request Budget to the Board. Janice Crawfis moved to adopt Resolution 6-2009 approving the 2010 Request Budget. Keith Kahle seconded, and all voted yes on the roll call vote.
- X. **APPROPRIATIONS MODIFICATION.** Nancy Turner moved to adopt Resolution 7-2009 to approve the appropriation modifications as presented. Virginia Schroeder seconded the motion and all voted yes on the roll call vote.
- XI. **JULY 4<sup>TH</sup> HOLIDAY.** Motion was made by Keith Kahle and seconded by Beth Myers to observe the July 4<sup>th</sup> Holiday on Saturday, July 4<sup>th</sup>. All voted yes on the roll call vote.
- XII. **CHILDREN OF EMPLOYEES PARTICIPATING SUMMER READING PROGRAM.** Motion was made by Nancy Turner and seconded by Mary Lieb to allow all children including those of PCDL employees to participate in the Summer Reading Program and be eligible to win prizes provided winners of the prizes are selected by someone from the general public and not an employee. All voted yes on the roll call vote.
- XIII. **PANDEMIC FLU POLICY.** Tabled for questions until June meeting motion by Keith Kahle, second by Mary Lieb. All voted yes on the roll call vote.
- XIV. **LIBRARY DESIGN CONSULTANT.** Discussion was held concerning the designers/vendors interviewed for library design consultant. The consultant would work with Technicon Design

Group to design the interior space of the library, excluding the staff offices. The Director and Fiscal officer interviewed five consultants and selected three designers to bring to the Building Committee. The Building Committee members met, reviewed the proposals from the three designers and recommended John Hedge of Design Group. Motion was made by Beth Myers and seconded by Virginia Schroeder to authorize the Board President to sign the library design contract with John Hedge of Design Group. All voted yes on the roll call vote.

XV. **FRIENDS OF THE PCDL.** Motion was made by Beth Myers and seconded by Nancy Turner to recognize the PCDL Friends of the Library for underwriting so many programs with their financial support. All voted yes on the roll call vote.

XVI. **COMMENTS FROM THE PUBLIC.** Sue Barnhart asked where did the \$3.2 million dollars come from that will be used to finance the new building? Nancy Stauffer answered the insurance settlement plus \$500,000 was transferred from the General fund, \$100,000 from the Stauffer Trust Fund, the balance of the Flood Donation fund, and maybe the balance of the Debt Service fund if approved by the court.

Rose Ellerbrock asked what is the difference between Technicon and the Design Group? Larry Bracken answered that Design Group specializes in the design of library interiors. Technicon will be used for construction through the project.

Why was the first building plan so elaborate? Larry Bracken answered the Architect designed the best case scenario, everything needed or wanted.

Sue Barnhart asked, do we have a final design? Larry Bracken answered no. She then asked if it costs when revisions are made. Nancy Stauffer answered that we are not charged per revision.

Sue Barnhart asked if Patrick Jolly is being paid for by the library? Beth and Larry answered that it was their understanding that the cost of that program will be reimbursed by the PCDL Friends of the Library.

Beth Korte asked if the library will be buying materials for the parades we will be attending this summer. Have we ordered anything for the parades? Nancy Stauffer answered that she was unaware of any current orders and did not know if there are plans to purchase any materials.

Evan Parker asked if self checkout machines are being installed in the new building to further layoff employees. His question was answered, No, the self checkout machines are the trend in libraries. Beth Korte asked if it will promote theft of materials. Janice Crawfis answered that items can be stolen either with self checkout or staff assisted checkouts.

Sue Barnhart asked if the Board gets Branch reports. Larry responded that he asks if there is news to report at each meeting.

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Beth Korte asked if the Board approves purchases before they are made. Board member responded that the Board authorizes the Fiscal Officer to pay bills as they come due each January and the Board is provided a list of all payments made at each meeting.

Beth Korte asked if people counters were purchased and what was the purpose. Nancy responded that they are used for programs.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** No Board member comments were made.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:14 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, June 16, 2009, at 4:30 p.m.

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Secretary

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President