

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, April 21, 2009

Present: Larry Bracken, Beth Myers, Nancy Turner, Virginia Schroeder, Janice Crawfis, 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, Ruth Wilhelm, Sue Barnhart, Beth Korte, Teresa Jones, Rose Ellerbrock, Judi Parker, Evan Parker, Alicia Benroth, Margaret Collmar, Teryn Barnhart, Sydney Barnhart, Sue Gratz, Barb Diemer, Melida Bockrath, William Bockrath, Alisha Tirey, Judy Schroeder, Bonnie Leurke, Gary Lammers, Cheri Hass, Laura Schmitz.

Attendee Evan Parker video taped the entire meeting.

MINUTES. The minutes of the March regular meeting were approved, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote.

Financial

I. FINANCIAL REPORTS. The March bills and financial reports were approved, on motion by Janice Crawfis, seconded by Virginia Schroeder. 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. Program attendance statistics report.
 - B. Met with several library design vendors, meeting with final vendor on April 29th.
 - C. Kelly met with Defiance College on the web page and logo design.
 - D. Kelly and Ruth Wilhelm attended Drupal training. Drupal is webpage program used by NORWELD. We should be using it by July 2009.
 - E. Two staff members attended Adult Services workshop at NORWELD.
 - F. Kelly and Nancy will attend basic Green-Leed Building class at NORWELD on April 23rd. Class should provide some energy savings ideas for the new facility.
 - G. Kelly to attend OLC Northwest Chapter Conference in Toledo on April 24th.
 - H. Kelly attended NORWELD where the main topic was where to cut budgets. Most were cutting 12% to 14% of total expenditures.
 - I. Kelly presented the circulation statistical report.
 - J. Kelly reported that we had filled 145 public records requests since January 1, 2009.
- III. PETTY CASH REPORT.** The petty cash reports for March was presented noting that fines, fees, and copy revenue was \$1,150.07 and \$726.54.

- IV. **GIFTS.** Accepted March gifts and memorials of \$810.41 on the petty cash reports, on motion by Nancy Turner seconded by Mary Lieb. All voted yes on the roll call vote.

New Business

- V. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to go into executive session at 4:50 pm to meet with Prosecuting Attorney, Gary Lammers and have a teleconference with Attorney Cheri Hass to discuss the land contract with the Village of Ottawa and discuss personnel matters. All voted yes on the roll call vote.
- VI. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Mary Lieb to come out of executive session at 6:20 pm. All voted yes on the roll call vote.
- VII. The approval of the land contract was tabled until the May meeting.
- VIII. **INVESTMENT EARNINGS POLICY.** Motion was made by Beth Myers and seconded by Virginia Schroeder to modify the approve an Investment Earning Policy which reads all interest earned on the Stauffer Trust Fund shall be credited to the Stauffer Trust Fund, while interest earned on all other funds will be credited to the General Fund. All voted yes on the roll call vote.
- IX. **MODIFY 2009 APPROPRIATIONS (Resolution -2009).** Motion was made by Virginia Schroeder and seconded by Nancy Turner to approve the 2009 appropriations modifications as presented. All voted yes on the roll call vote. (See attachment)
- X. **APPROVE THE CREATION OF FUNDS.** Motion was made by Mary Lieb and seconded by Nancy Turner to approve the creation of the following funds: Special Revenue funds: Putnam County Friends Fund, Flood Donation Fund, John Goodwin Estate Fund, Walther's Gift Fund, Local History Donation Fund, Memorial Fund, Summer Reading Club Donation Fund. Capital Projects funds: Building Construction Fund and Furniture and Contents Replacement Fund. Retroactive to November 1, 2008. All voted yes on the roll call vote.
- XI. **FLOOD CLEANUP COMPENSATORY TIME.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to approve the earning of straight time compensatory time for all employees that helped with the flood cleanup for the period of August 22, 2007 - September 3, 2007. All employees, whether they worked or not for the time period, were paid their regularly scheduled pay. The dollar value of that compensatory time was \$7,754.07 from 8/22/07-9/3/07. The August 27, 2007 motion only addressed the payment of all employees' regular scheduled hours through September 3, 2007. All voted yes on the roll call vote.

- XII. **MODIFICATION TO VEHICLE USE POLICY.** Motion was made by Janice Crawfis and seconded by Mary Lieb to approve the modifications to the Vehicle Use Policy as presented. (See attached policy) All voted yes on the roll call vote.
- XIII. **SUNSHINE LAW AND POSTING OF MEETING POLICY.** Motion was made by Janice Crawfis and seconded by Mary Lieb to approve the Sunshine Law and Posting of Meeting Policy as presented. (See attached policy) All voted yes on the roll call vote.
- XIV. **REAFFIRMATION OF ABOLISHMENT OF BRANCH MANAGER POSITION.** Motion was made by Virginia Schroeder and seconded by Beth Myers to reaffirm the motion from the December 29, 2008 special meeting to abolish the position of branch manager, which resulted in the layoff of five library employees that held the position of branch manager. All voted yes on the roll call vote.
- XV. **REAFFIRMATION OF THE HIRING OF RUTH HERMILLER AS BRANCH COORDINATOR.** Motion was made by Nancy Turner and seconded by Janice Crawfis to reaffirm the motion from the December 29, 2008 special meeting to hire Ruth Hermiller as Branch Coordinator effective 1/1/09 at \$15.00 per hour. All voted yes on the roll call vote.
- XVI. **LIBRARY DESIGN CONSULTANT.** Motion was made by Janice Crawfis and seconded by Beth Myers to authorize the Director to evaluate all library design consultants interviewed and recommend her top three to the Building Committee for their review. And to further authorize the Building Committee to select a library design consultant, so we can proceed without delay. All voted yes on the roll call vote.
- XVII. **COMMITTEE REPORTS.** Finance Committee - See attach report; Personnel Manual Committee - The committee report that they had reviewed sections 1 - 13 and made recommendations for changes; Building Committee - The committee reported that they met April 16, 2009 with Technicon Design Group (TDG). TDG reviewed the revised 18,050 square foot plan and the assembly hall alternate. Questions raised were lighting, storage, square footage of children's area, and time line of project. Also in attendance were Thomas Caullan and Wayne Kaufman who presented fund raising ideas using stained glass and mosaic art.
- XVIII. **COMMENTS FROM THE PUBLIC.** Bonnie Loehrke asked the following questions: 1. What type of fireplace is proposed for the new building? 2. What are the proposed uses of assembly hall? 3. Will children have their own computer lab? 4. Bonnie commented that library staff needed more training to help patrons with the computers. Kelly Ward, Director addressed Ms. Loehrke's questions: 1. The proposed fireplace would be face if we have it at all. 2. The assembly hall would be used for library programs as well as rented to the public. 3. Children will have computers in Young Adult area and in the Children's area. Adult computers will be in a separate area. 4. Staff should have basic training to help print and trouble shoot basic computer problems, like a program freeze, but staff does not have more advanced training.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 6:50 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, May 19, 2009, at 4:30 p.m.

Secretary

President