

**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, August 18, 2009**

**Present:** Beth Myers, Virginia Schroeder, Janice Crawfis, Keith Kahle, Mary Lieb, and Dale Nienberg

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

**Public:** Tony Hovest and Gary Ungerer with Technicon Design Group. Sue Barnhart, Beth Korte, Rose Ellerbrock, Judi Parker, Teryn Barnhart, Sydney Barnhart, Donald Schroeder, and Laura Schmitz, Beverly Ricker.

**TECHNICON DESIGN GROUP BUILDING PRESENTATION.** Tony Hovest and Gary Ungerer with Technicon Design Group present the building plans to the Board. At the conclusion of the presentation Beth Myers made a motion and Mary Lieb seconded, to tentatively approve the building design and proceed with the construction design phase of plan. All voted yes on the roll call vote.

**MINUTES.** The minutes of the July 21 regular meeting were approved, on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote. The minutes of the August 3 Special meeting were approved, on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote, except Virginia Schroeder who abstained.

Financial

**I. FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Dale Nienberg, 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 (see attached report).

**III. PETTY CASH REPORT.** The petty cash reports for July was presented noting that fines and fees, copy, and miscellaneous revenue was \$1,582.97, \$666.69 and \$10.85 respectively.

**IV. GIFTS.** Accepted July gifts and memorials of \$1,620.56 on the petty cash reports, on motion by Mary Lieb seconded by Janice Crawfis. All voted yes on the roll call vote.

**V. BUILDING COMMITTEE REPORT.** Kelly Ward reported that the committee traveled to Columbus to meet with Design Group to review furniture options and color schemes. The committee tried to stay with items that were durable and cost effective.

New Business

- VI. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to go into executive session at 6:15 pm to discuss the sale of the building at 525 North Thomas Street. All voted yes on the roll call vote.
- VII. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Mary Lieb to come out of executive session at 7:18 pm. All voted yes on the roll call vote.
- VIII. Board President Keith Kahle reported that an inquiry was made concerning the sale of the library building. He asked the Director and Fiscal Officer to gather additional information and present it to the Board at the next meeting.
- IX. **WELL DRILLING AND CONDUCTIVITY TESTING CONTRACT.** Motion was made by Beth Myers and seconded by Virginia Schroeder to proceed with test well drilling and conductivity testing, contractor to be recommended by Technicon Design Group, at an approximate cost of \$10,000 and to authorize the Director to sign the contract. All voted yes on the roll call vote.

**COMMENTS FROM THE PUBLIC.**

Name	Question	Response
Rose Ellerbrock	Asked for clarification of the status of the five Branch Manager position whose jobs were abolished in January.	Their position was abolished therefore they were laid off.
Evan Parker	Commented that two newspaper articles reported two different deficit amounts for the Library, one for \$210,000 and the other was \$414,000.	Kelly commented that \$210,000 was the projected reduction in PLF revenue for 2009 and \$414,000 was the projected reduction in PLF revenue for 2010.
Sue Barnhart	Asked is the \$500,000 transfer from the General fund in December 2008 was returned.	It is part of the Building Construction Fund balance.
Beth Korte	Asked about employee sick leave as it relates to part time and full time employees.	Sick leave is addressed in the Employee Policy and Procedure Handbook.
Sue Barnhart	What is cost of the new building?	Estimated building cost is \$3.1 million.
Sue Barnhart	Are we aware of the types of bands at the Rock to Read Fest?	The Library is not associated with the Rock to Read Fest which is hosted by Eric Drummelsmith.
Sue Barnhart	Are we selling the building?	Sale of the building is currently under consideration by the Board.
Sue Barnhart	What are we doing with donated books?	Donated books are either added to the collection or offered for sale at the Friends of the Putnam County District Library's book sale.
Don Schroeder	Is there a tornado room designed in the	We will discuss with Technicon.

	new building?	
Don Schroeder	Are the surface proposed for the building going to require painting?	Discuss with Technicon that we want surfaces that require the least amount of maintenance.
Sue Barnhart	Will we be using the donated shelving and furniture in the new building?	As much as possible.
Beth Korte	She suggested that we use e-mail to inform patrons of overdue materials.	Will consider the suggestion.
Evan Parker	Asked about sequence of checks?	Two reports one for payroll and one for regular checks.
Don Schroeder	Is this the final draft of the building drawing?	Hope it will be, still a work in progress.
Beth Korte	Who absorbed Rose Schnipke's job?	The Fiscal Officer and Technical Services Supervisors.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienburg suggested that future meetings be held at the various branch libraries around the county, in preparation for the May levy. This would give the various community members a chance to ask questions of the Board.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:15 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, September 15, 2009, at 4:30 p.m.

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Secretary

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President