

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Leipsic Village Council Chambers, Leipsic, Ohio 4:30 p.m., Tuesday, December 15, 2009

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

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

Public: Sue Barnhart, Rose Ellerbrock, Donald Schroeder, Beverly Ricker, Judi Parker, Beth Korte, Tony Hovest, Gary Ungerer, Dan Irwin, Gangle Hoffman, Robert Verhoff, Linda Rigel.

BUILDING EXTERIOR FINISHES PRESENTATION FROM TECHNICON. Tony Hovest and Gary Ungerer gave a presentation of 2 color schemes for the exterior of the new building. Scheme A had white windows and stone, black roof, and red brick. Scheme B had beige windows and stone, brown roof, and orange/brown brick. Discusses included the colors, addition to the parking area for improved security, life of the shingles, ability to match brick if ever needed, and plan review by the police and fire department. A motion was made by Dale Nienberg and seconded by Janice Crawfis to select exterior finish Scheme A. All voted yes on the roll call vote.

HIRE REALTOR. The Director presented three bids from real estate agencies for the sale of the building at 525 North Thomas Street. All three bidders were: Irwin Real Estate, Martin Schroeder, and ERA Noakes-Rooney & Associate Realty. All bidders offered to list the property for a 6% commission on the sale. Dan Irwin of Irwin Real Estate was present and answered many of the Board's questions. Irwin Real Estate prepared an appraisal on the property a few months ago. The comparables he was able to find were in the range of \$60,000 to \$110,000, mostly warehouse space of similar size. Marketing would be by website, Realtor.com, and multi realtor listing. Board discussed that there needed to be disclosures of the damage from the flood and that prospective buyers would need to work with the Village of Ottawa concerning regulations to obtain a building permit. We discussed that the property is currently zoned residential. The Board discussed an asking price of \$100,000. The Board also discussed that all interest Realtors would have the opportunity to market and sell the building. Motion was made by Beth Myers and seconded by Dale Nienberg to contract with Irwin Real Estate for a six month term for the sale of the property at 525 North Thomas Street, Ottawa, Ohio, and to authorize Keith Kahle to sign the contract as acting President of the Board. All voted yes on the roll call vote.

MINUTES. The minutes of the November regular meeting were approved, on motion by Mary Lieb and seconded by Janice Crawfis. All voted yes on the roll call vote, except Dale Nienberg who abstained.

Financial

- I. **FINANCIAL REPORTS.** The November 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 (see attached report).
- III. **CIRCULATION REPORT.** Kelly Ward Director presented her monthly Circulation report (see attached report).
- IV. **FINANCE COMMITTEE REPORT.** Finance Committee to met December 3 to review proposed 2010 budget. The budget was reviewed in line item detail with additional information on material line items. Also reviewed very preliminary 2011 budget with estimated expenditures for operation of new building.
- V. **PETTY CASH REPORT.** The petty cash reports for November was presented noting that fines and fees and copy was \$658.69 and \$530.70 respectively.
- VI. **GIFTS.** Accepted November memorials of \$696.92 and gift from Rock to Read fund raiser of \$116. 99 on the petty cash reports, on motion by Mary Lieb and seconded by Nancy Turner. All voted yes on the roll call vote.

New Business

- VII. **APPROPRIATIONS AND ESTIMATED REVENUE MODIFICATIONS FOR 2009.** Motion was made by Janice Crawfis and seconded by Nancy Turner to approve Resolution 10-2009, appropriations modifications as presented. (see attach schedules) All voted yes on the roll call vote.
- VIII. **APPROPRIATIONS MODIFICATION NECESSARY TO CLOSE 2009.** Motion was made by Virginia Schroeder and seconded by Beth Myers to authorize the Fiscal Officer to make changes to the 2009 appropriations as needed to pay expenditures and balance line items. All increases to be \$1,000 or less at the summary level and changes to be presented at the January 2010 Board meeting. All voted yes on the roll call vote.
- IX. **2010 INTEREST REVENUE FUND POSTING.** Tabled until January Board meeting.
- X. **2010 TEMPORARY APPROPRIATIONS.** Motion was made by Janice Crawfis to adopt Resolution 11-2009 to approve the 2010 temporary appropriations as presented, total General fund appropriations of \$953,057. All voted yes on the roll call vote.
- XI. **PAYSCALE FREEZE.** Motion was made by Nancy Turner and seconded by Mary Lieb to continue the Payscale freeze thru January 2010 due to the uncertainty of the PLF State funding. The PLF funding projections should be ready by the January 2010 Board meeting. All voted yes on the roll call vote.

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XII. EVALUATIONS. The Director reported that she is going to begin annual evaluations for the staff. The Director also provided the Board with evaluations examples from other libraries for the Director and Fiscal Officer. The Board discussed reviewing the forms and begin collecting information to start the process of evaluating the Director and Fiscal Officer. The topic to be revisited at the January Board meeting.

XIII. REPORT OF BRANCHES AND FRIENDS:

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Reported that the employee staff breakfast plans are set for December 17, 2009 at 8:00 am

COMMENTS FROM THE PUBLIC.

Name	Comment
Rose Ellerbrock	Ask on behalf of two current employees that the library be closed on December 26, 2009. She stated that she thought that since the Board was not able to give a monetary gift, it would be a good will gesture to close

CLOSE LIBRARY ON DECEMBER 26, 2009. After a lengthy discussion about the amount of holiday time already provided and that Christmas is a family holiday, a motion was made by Dale Nienberg and seconded by Janice Crawfis to close all library locations on Saturday, December 26, 2009 and to pay all employees scheduled to work, holiday pay for their scheduled hours. All voted yes on the roll call voted, but Mary Lieb who abstained and Virginia Schroeder voted no.

ADJOURNMENT. There being no further business the meeting was adjourned at 8:35 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, January 19, 2010, at 4:30 p.m. at Ottawa Library Location.

 Secretary

 President