

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, July 21, 2009

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

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

Public: Sue Barnhart, Beth Korte, Rose Ellerbrock, Judi Parker, Teryn Barnhart, Sydney Barnhart, Donald Schroeder, and Laura Schmitz, Valerie Laukhuf, Beverly Ricker, Rose Schnipke,

Judge Basinger was present at the Board meeting to introduce newly appointed Board member, Dale Nienberg. Judge Basinger also commented that he wanted to thank the Board for their dedication, especially during these hard economic times and through the process of rebuilding of the library.

OATH OF OFFICE. Judge Basinger administered the oath of office to Dale Nienberg. 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? Dale Nienberg responded, I do.

MINUTES. The minutes of the June 16 regular meeting were approved, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote except Dale Nienberg who abstained. The minutes of the June 22 emergency meeting were approved, on motion by Nancy Turner and seconded by Virginia Schroeder. All voted yes on the roll call vote except Dale Nienberg who abstained.

Financial

I. FINANCIAL REPORTS. The June bills and financial reports were approved, on motion by Janice Crawfis, 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 (see attached report).

III. PETTY CASH REPORT. The petty cash report for June was presented noting that fines, fees, and copy revenue was \$1,069.26 and \$656.46.

IV. GIFTS. Accepted June gifts and memorials of \$750.72 on the petty cash reports, on motion by Janice Crawfis seconded by Virginia Schroeder. All voted yes on the roll call vote.

- V. **FINANCE COMMITTEE.** The Fiscal Officer reported that the Finance Committee met on July 20, 2009. Recommendations of the Finance Committee include the following: 1. No paid lunches; 2. Reduction in all branch hours; 3. Health insurance premium change from 80/20 to 75/25; 4. Individual reductions in staff hours; 5. Conduct layoff; 6. Pursue levy for November 2009 election, millage to be determined.
- VI. **BUILDING COMMITTEE.** The Fiscal Officer reported that the Building Committee is scheduled to meet July 22, 2009 at 4:30 pm.
- VII. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Dale Nienberg to go into executive session at 4:55 pm to discuss individual staff members as it related to the Finance Committee recommendations. All voted yes on the roll call vote.
- VIII. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to come out of executive session at 7:17 pm. All voted yes on the roll call vote.

New Business

Discussion was held concerning the state budget and its effect on our Library. The Fiscal Officer reported that we have already realized a 15.25% reduction in Public Library Fund (PLF) revenue for 2009 and that OLC was projecting a 20% reduction due to the state of the economy. The new biennium budget reduced the percentage of the General Fund revenue that is distributed to all libraries from 2.22% to 1.97%. OLC is estimating that this percentage reduction will amount to approximately an additional 11% reduction in PLF revenue.

- IX. **OPERATING LEVY.** Motion was made by Nancy Turner and seconded by Janice Crawfis to pursue the feasibility of an operating levy with the Putnam County Commissioners, as our taxing authority. All voted yes on the roll call vote.
- X. **HEALTH INSURANCE PREMIUM.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to increase by 5% in all categories the percentage of health insurance paid by the employees and administrative staff will participate paying 25% of their health insurance premium effective September 1, 2009. All voted yes on the roll call vote.
- XI. **PAID LUNCH HOUR.** Motion was made by Janice Crawfis and seconded by Mary Lieb to amend policy which allowed all employees working an 8 hour day to have a paid one hour lunch. Effective 8/31/09 employees will not be paid for their lunch hour except in the branch locations when an employee is working alone and no other personnel is available to cover their lunch period. All voted yes on the roll call vote.
- XII. **REDUCTION IN MAINTAINENCE SUPERVISOR'S WEEKLY HOURS.** Motion was made by Dale Nienberg and seconded by Mary Lieb to reduce the weekly hours of Donald Schroeder, Maintenance Supervisor from 30 hours per week to 24 hours per week effective September 2, 2009. All voted yes on the roll call vote.

- XIII. **REDUCTION IN BRANCH LOCATION HOURS.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to reduction branch location hours as proposed effective 8/31/09. (see attached list) All voted yes on the roll call vote.
- XIV. **LAYOFF OF STAFF.** Beth Myer commented that because of the current downturn in the nation's economy, the PCDL is anticipating an approximate \$210,000 for 2009 and \$414,000 for 2010 shortfall of revenue from the State of Ohio. Although intermediary cuts have been made, regrettably additional cuts to personnel must occur. Motion was made by Beth Myers and seconded by Dale Nienberg to layoff the following staff effective September 2, 2009: Caryn Tanner, Patricia Meyer, Audrey Kimmet, Janet Hoerston, Laura Schroeder, Kathy Amstutz, Jan Fuetter, Pat Broecker, and Rose Schnipke. All voted yes on the roll call vote.
- XV. **APPROPRIATIONS MODIFICATIONS.** Motion was made by Beth Myers and seconded by Dale Nienberg to approve Resolution 8-2009, appropriations modifications as presented. (see attach schedule) All voted yes on the roll call vote.
- XVI. **SALE OF EQUINOX.** Nancy Stauffer reported that an ad was placed in the Lima News concerned the sale of Equinox, but no bids were received. Motion was made by Mary Lieb and seconded by Beth Myers to sell the Equinox as previously quoted by Graff Chevrolet if available or in accordance with current Blue Book value. All voted yes on the roll call vote.
- XVII. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienburg commented that he was honored that Judge Basinger chose him to be on the Board. He acknowledges that a lot of very difficult decisions need to be made. He stated that he is a long time lover of books and that he will be donating to the library titled "Grandpa Doesn't Like Snakes" by Caroline Arend. Ms. Arend dedicated the book in honor of her deceased son, Zachary.
- XVIII. **COMMENTS FROM THE PUBLIC.** Rose Ellerbrock asked if \$500,000 transfer from General fund to the Building Construction fund in December 2008 will be returned to the General fund. Beth Myers commented that it is under consideration. Question was asked if all staff including the administrative staff will be paying 25 percent of the monthly health insurance premium. Keith Kahle responded yes. Beth Korte asked about a \$21 late fee paid on the VISA bill. Nancy Stauffer commented that the bill was paid late, so we paid the late fee. Sue Barnhart commented that the return of the \$400,000 transfer from the Building Fund back to the General Fund could have allowed the Board to keep more employees. Question was asked about the cost to hold the meeting in the assemble hall of the ESC. Response was that the cost for the use of the assembly hall for Library Board meetings has been waived by the ESC.

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ADJOURNMENT. There being no further business the meeting was adjourned at 7:45 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, August 18, 2009, at 4:30 p.m.

Secretary

President