

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, June 16, 2009

Present: 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, Teryn Barnhart, Sydney Barnhart, Donald Schroeder, and Laura Schmitz.

RESIGNATION OF BOARD MEMBER. Board Vice President Keith Kahle announced that Board President Larry Bracken resigned effective June 5, 2009. Larry had 7 months remaining on his second 7 year term. Keith expressed his thanks to Larry for his 13 plus years of service to the Board.

MINUTES. The minutes of the May regular meeting were approved, on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.

Financial

I. FINANCIAL REPORTS. The May bills and financial reports were approved, on motion by Beth Myers, seconded by Mary Lieb. 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 March was presented noting that fines, fees, and copy revenue was \$863.44 and \$436.95.

IV. GIFTS. Accepted May gifts and memorials of \$271.53 on the petty cash reports, on motion by Virginia Schroeder seconded by Mary Lieb. All voted yes on the roll call vote.

New Business

V. FINANCE COMMITTEE APPOINTMENT. Janice Crawfis was appointed by Board Vice-President, Keith Kahle to fill the vacant position on the Finance Committee.

VI. EXECUTIVE SESSION. Motion was made by Beth Myers and seconded by Virginia Schroeder to go into executive session at 5:00 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 Virginia Schroeder and seconded by Beth Myers to come out of executive session at 5:35 pm. All voted yes on the roll call vote.
- VIII. **LAND PURCHASE CONTRACT.** Motion was made by Janice Crawfis and seconded by Mary Lieb to ratify the acceptance of the land agreement as previously approved and accept Exhibit A as prepared by legal counsel and authorize three Board members to sign the agreement with the Village of Ottawa at the Monday, June 22, 2009 Village Council meeting at 7:00 p.m. All voted yes on the roll call vote.
- IX. **PANDEMIC FLU POLICY.** The Pandemic Flue Policy was approved with changes as noted by the Director by motion from Beth Myers, second from Mary Lieb. All voted yes on the roll call vote (see attached corrected policy).
- X. **AUTHORIZATION TO SELL VEHICLE.** Discussion was held concerning the sale of the Chevrolet Equinox. It is used by the staff for programming and training events when the van is unavailable. The Director said that the shuttle run between the library locations would be modified to run on Fridays to help with scheduling conflicts with programs. She also reported that she had contacted the Prosecuting Attorney for advise on the sale and stated that he could find no restrictions in the ORC and that we could sell it however we chose. The Fiscal Officer reported that she had obtained a sales quote from Graff Chevrolet for \$11,000. Motion was made by Beth Myers and seconded by Virginia Schroeder to place an ad in The Lima News to sell the vehicle by sealed bid, minimum bid \$11,000, no test drive (for insurance reasons), bids due July 17th. All voted yes on the roll call vote.
- XI. **COMMENTS FROM THE PUBLIC.** Rose Ellerbrock commented that prior to the 2007 flood employees had completed evaluations of their supervisors. Where they lost in the flood and if so, could they be redone now in light of the low employee moral? Sue Barnhart asked why a receipt was written from the library to the library for the reimbursement of the overpayment made to the Fiscal Officer for the September 2007 cell phone and the food and beverage reimbursement. The Fiscal Officer commented that the name on the receipt was probably an error, and that it was from her for the overpayment of receipts for items paid by her immediately following the flood. She wrote checks to the library for those items to provide documentation of the event. She also contacted all Board members and the Prosecuting Attorney at the time the errors were found in 2009 and reported the situation. Beth Korte commented that she had some cost savings ideas which included: Stop paid employee lunches, no parades, close on Monday instead of Friday. The Director commented that all cost savings items considered were noted in the Finance Committee notes. Sue Barnhart asked why did we reaffirm the minutes of the December 29, 2008 Special Board meeting. Janice Crawfis and Keith Kahle commented that it was to reaffirm the Board's decisions made at that meeting.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Janice Crawfis reported that she attended the OLC Trustee Meeting on April 23rd along with the Director and Beth Myers. The topic was funding and she spoke with other Trustees and Directors about the current budget issues. There was no cost to the library associated with the meeting.

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ADJOURNMENT. There being no further business the meeting was adjourned at 6:20 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, July 21, 2009, at 4:30 p.m.

Secretary

President