

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Fort Jennings Library Location, Fort Jennings, Ohio 4:30 p.m., Tuesday, November 17, 2009

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

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

Public: Sue Barnhart, Rose Ellerbrock, Sydney Barnhart, Teryn Barnhart, Donald Schroeder, Audrey Kimmel Beverly Ricker, Judi Parker, Evan Parker, Mary Kistler, Michelle Kortokrax, Beth Korte, and Helen Kaverman.

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

Financial

I. FINANCIAL REPORTS. The October bills and financial reports were approved, on motion by Nancy Turner, 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. BUILDING COMMITTEE REPORT. Building Committee met November 18, 2009 with Technicon Design Group and Design Group.

V. FINANCE COMMITTEE REPORT. Finance Committee to meet first week of December to discuss 2010 proposed budget.

VI. PETTY CASH REPORT. The petty cash reports for October was presented noting that fines and fees and copy was \$1,284.99 and \$749.81 respectively.

VII. GIFTS. Accepted October gifts and memorials of \$1,701.81 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

VIII. CONVERT SALARIED EMPLOYEES TO HOURLY. Motion was made by Mary Lieb and seconded by Nancy Turner to convert the following salary employees to hourly employees effective for pay earned January 1, 2010: Judy Schroeder \$16.25 per hour; Laura Schmitz

November 17, 2009

\$14.64 per hour; Beverly Ricker \$13.99 per hour; Ruth Wilhelm \$12.48 per hour. These changes were made in accordance with section 3.9 and 3.10 of the PCDL Employee Policy and Procedure Manual. All voted yes on the roll call vote.

- IX. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to go into executive session at 5:05 pm to discuss the sale of the building on North Thomas Street. All voted yes on the roll call vote.
- X. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to come out of executive session at 5:55 pm. All voted yes on the roll call vote.
- XI. **HIRE ATTORNEY.** Motion was made by Janice Crawfis and seconded Virginia Schroeder to hire Gretchen Jeffries of Vorys, Sater, Seymour, and Pease to oversee documents related to the sale of the building at 525 North Thomas Street. All voted yes on the roll call vote.
- XII. **HIRE REALTOR.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to authorize the Director to contact three or four real estate agencies to obtain bids for the sale of the building at 525 North Thomas Street. Bids to be compiled and presented at the December Board meeting. All voted yes on the roll call vote.
- XIII. **CREATE NEW FUNDS.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the creation of two new funds, Leipsic Senior Center Donation Fund and Rock to Read Donation fund. All voted yes on the roll call vote.
- XIV. **EMPLOYEE PAYSACLE ADVANCEMENT DATE.** The following motion was made by Beth Myers and seconded by Mary Lieb. If there is a break in service due to a layoff, service credit time does not accumulate for the purpose of advancement on the wage scale. The service anniversary date will be recalculated based on the duration of the break in service. All voted yes on the roll call vote.
- XV. **APPROPRIATIONS MODIFICATIONS.** Tabled until December Board meeting.
- XVI. **EMPLOYEE POLICY AND PROCEDURE MANUAL AMENDMENT REVIEW (SECTIONS 9 - 19).**
- XVII. **REPORT OF BRANCHES AND FRIENDS:** The Friends of the PCDL held their craftshow on October 31 at OG High School. The sale generated approximately \$6,000 in revenue and \$5,000 in profit. They had approximately 1200 shoppers and sold 116 vendor booths.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: The Board members will provide breakfast for the staff at the December staff meeting.

COMMENTS FROM THE PUBLIC.

| Name | Comment | |
|----------------|---|--|
| Helen Kaverman | Local History is the best in the area. She would like a second copier for local | |

| | | |
|--------------------|--|--|
| | history. Kelly Ward promised that no branches would be close? How will the money from the sale of the building be used? Every employee deserves a 15 minute break. Hours for the Fort Jennings library are unclear, confused about difference between local history and library hours. | |
| Bev Ricker | How many staff will be changing from salary to hourly? Is she the only one? Employees need a 15 minute break. | |
| Rose Ellerbrock | How is circulation of magazines counted when read in the library? | |
| Sue Barnhart | What is the asking price of the old building? Bev Ricker is on the October minutes as attending and she wasn't there. Her daughter's name is spelled incorrectly in the October minutes. What is the Board policy on Board member attendance to meetings? Do we have any large fund raising events planned for winter? When do we plan on breaking ground? | |
| Beth Korte | What is excessive text messaging? Does it apply to phone calls? Does the food at your desk policy apply now? | |
| Michelle Kortokrax | What are we doing to close the estimated \$24,000 gap in the 2010 budget? How many members of the Board use the library and have a card? What is the process to petition the Board to remove the Director? What is the Board's preferred method of feedback. People are upset about Board decisions—the transfer of money and reduction in branch hours. How can we use money from the General fund in another fund? | |
| Rose Ellerbock | Hicksville library has own Board and reinstate their hours. | |
| Sue Barnhart | Writing letters, made comments doesn't make a difference. What else can they do? We look at her as being vindictive. Will letters make a difference? Do a bigger better angle. | |
| Audrey Kimmet | How was Jan Fuetter picked to be recalled? | |
| Helen Kaverman | Takes longer than some people to take a break than 15 minutes. How do we decide what books are cancelled? She saw books that looked perfectly good to her at a book sale. | |
| Sue Barnhart | We pulled books that we didn't replace. The Director has removed books from the library that are in other libraries. | |
| Beth Korte | Why is Jan Fuetter being called back? | |
| Audrey Kimmet | Was Judy Schroeder working reference? | |
| Beth Korte | Maybe we should call someone back to work if Kelly and other employees are having to work overtime. | |

ADJOURNMENT. There being no further business the meeting was adjourned at 7:15 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, December 15, 2009, at 4:30 p.m. at Leipsic Library Location.

Secretary

President