

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Continental Library Location, Continental, Ohio 4:30 p.m., Tuesday, September 15, 2009

- Present:** Virginia Schroeder, Nancy Turner, Keith Kahle, Mary Lieb, and Dale Nienberg
- Others:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer
- Public:** Sue Barnhart, Beth Korte, Rose Ellerbrock, Sydney Barnhart, Donald Schroeder, and Audrey Kimmet Beverly Ricker.

MINUTES. The minutes of the August 18 regular meeting were approved, on motion by Mary Lieb and seconded by Virginia Schroeder. All voted yes on the roll call vote, except Nancy Turner

Financial

- I. FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Dale Nienberg, seconded by Nancy Turner. 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 Director's report (see attached report).
- IV. PETTY CASH REPORT.** The petty cash reports for August was presented noting that fines and fees and copy was \$773.42 and \$396.50 respectively.
- V. GIFTS.** Accepted August gifts and memorials of \$394.77 on the petty cash reports, on motion by Virginia Schroeder and seconded by. All voted yes on the roll call vote.

New Business

- VI. RETIRMENT OF ERMA REED.** Accepted the retirement of Erma Reed effective September 30, 2009. Her retirement includes the one year Early Retirement Incentive, approximate cost \$5,000.
- VII. NOTICE OF REINSTATEMENT.** Motion was made by Nancy Turner and seconded by Mary Lieb to authorize the Director to issue notices of reinstatement to Pat Broecker and Laura Schroeder. The letter will state that if they wish to be recalled they must notify the Director in writing by the designated date and that failure to do so will result in removal from the reinstatement list. It is to be noted that recalled staff may not be working at their previous locations or be guaranteed the same number of hours that they previously worked. All voted yes on the roll call vote.

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- VIII. VATIONS AND SICK LEAVE FOR PART TIME SUPERVISORY STAFF.** Since 2000, part time supervisory employees have earned prorated sick leave and four weeks of vacation even though these benefits are not mentioned in the personnel manual. These benefits were mentioned in the previous manual but were not carried forward to the current personnel manual. Dale Nienburg commented the past practice of the Board is an implied acceptance of a current practice. Motion was made by Dale Nienburg and seconded by Nancy Turner the Board acknowledge the unintentional omission in the current personnel manual that part time supervisory employees earned prorated sick leave and prorated four weeks of vacation. To continue providing these benefits to Judy Schroeder, Circulation Supervisor and Donald Schroeder, Maintenance Supervisor. Pay Jan Fuetter, Reference Supervisor, back benefits starting the day of her promotion through September 1, 2009. Since Jan Fuetter was laid off 9/1/09 these benefits will be paid to her as severance. All voted yes on the roll call vote.
- IX. CHANGE WEB ADDRESS.** Motion was made by Dale Nienburg and seconded by Virginia Schroeder to approve the change in the library's web address provided the length of the redirect is at least 6 months. All voted yes on the roll call vote.
- X. MOVING AND STORAGE OF ITEMS CURRENTLY STORED AT 525 NORTH THOMAS STREET.** Motion was made by Dale Nienburg and seconded by Virginia Schroeder to accept the bid from Lane Moving to move shelving and other items to Ohio Logistic. Ohio Logistics has agreed to store the shelving and other items at no cost. All voted yes on the roll call vote.
- XI. EMPLOYEE POLICY AND PROCEDURE MANUAL AMENDMENT REVIEW (SECTIONS 1 - 3).** See attached amendments.
- XII. REPORT OF BRANCHES AND FRIENDS:** The Director commented that Continental's Bookworm fundraiser was in progress and that we had attended the Glandorf and Kalida parades.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienburg made comment that Kalida Village Council member was pleased with the presentation made by Director and Fiscal Officer. He said it was a productive discussion of the state of all library locations. Dale also thanked Kelly for taking him around to visit all the library locations. He commented that he was impressed with the facilities and collections. He enjoyed talking with the people he encountered.

COMMENTS FROM THE PUBLIC.

Name	Question	Response
Beth Korte	How many hours were used by staff for the parades?	Staff had to adjust their week, so no extra hours were paid
Sue Barnhart	Were the locks changed was staff was laid off?	No. There were not issues with turning in staff keys.
Rose Ellerbrock	Where the staff fired in front of patrons? Did we	Lay off was conducted with the advise of an attorney.

	follow seniority?	
Sue Barnhart	Why were the Branch Managers positions abolished? Why not a lay off? Why weren't they done the same way.	Dale commented that the same questions have been asked and answered each meeting. The public comments section of a meeting is not a time to grill the officials. He commented that many times the legal advice obtained means doing things that we don't want to do. We need to keep the discussion civil. This is a time to make things known.
Rose Ellerbrock	What can she do if the Board does not answer questions?	Kelly commented that our attorney advised the Board on the job abolishment and layoff. Keith commented that the positions of Branch Manager were eliminated. Dale also commented the position was eliminated therefore, it no longer exists. Layoff was by seniority by department that still exist. OPERS does not come into play. In a layoff as funds recover people come back to work. Job abolishment is permanent, job is eliminated. Layoff is temporary. He understands their frustration. The decision to abolish the job means that the position is no longer wanted or needed.
Beth Korte	What is the cost of the extra office?	Kelly commented that the approximate cost is \$1 per square foot of space. It is needed for confidentiality and security of funds.
Sue Barnhart	Who is an exempt employee? Is Bev Ricker?	Established per labor law guidelines and Bev Ricker does not fit the exemption test.
Michelle Kortekracks	Estimated cost the new building?	3.1 million
	Does all the insurance settlement have to be used for the building?	Never asked the question of legal council, but assumed so. The tax payers of Putnam County already paid for the building don't we have an obligation to replace that building.
	She asked that the Board reconsider the size of the building. That they down size, look of the cost to operate the facility in the future. Use some of the insurance settlement funds to reemploy staff and purchase materials.	The insurance settlement is in a Capital Improvement fund which cannot be used to pay payroll. The Board would have to obtain a court order to move the funds to the General fund if they chose to use the funds for that purpose.
	Why don't we build the library onto the schools? Taxpayers are paying for a duplication of books. Could we be a pilot program? Are we too far along in the	Schools have never expressed an interest. Don't know of any other county public libraries that are attached to schools. Dale knows of two schools that have investigated the idea, but neither went through with the idea. He believes there were funding and legal issues that stalled the idea.

	planning process to back up and consider this option?	
Sue Barnhart	How much smaller is the new facility?	Approximately 2000 square feet.
Evan Parker	He cannot support a levy for the building.	Dale commented that we appreciate his comment and that is why he suggested moving the meeting around. The only decision the Board has made is not to place a levy on the November ballot. We have to weigh everything out. We do not have the money to run the library the way we have in the past. All libraries have had to make cuts. Do you want us to go back to the number of staff and hours we had? Then how do you want us to do that? One option is a levy. Thirty-seven libraries in Ohio have new operating levies on the November ballot.
Sue Barnhart	Put the \$500,000 back in the General fund. Why is it so important to use that money on the building? Could have saved branch managers' jobs?	
Beth Korte	Asked about a scanner that was moved at the Leipsic Library Location at resulted in a patron complaint. Suggested a sign promoting the scanner's availability.	The Director commented that she had not heard any complaints.
Sue Barnhart	Asked that Family Fun Night rotate to all library locations.	
Rose Ellerbrock	Asked if we still take books to the nursing homes?	yes
Beth Korte	She felt sorry that we had laid off Laura Schroeder. Were we calling back by seniority? She loved her branch. She stated that we have ruined the Leipsic Library.	
Rose Ellerbrock	Why couldn't people be offered a job title change?	
Michelle Kortekracks	Message is that the Board values buildings more than people.	

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Beth Korte	She would like to talk to the Board about a vendetta. Suggested we have a bigger sign for meeting locations.	
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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, October 20, 2009, at 4:30 p.m. at Ottoville Library Location

Secretary

President