

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Pandora Village Building, Pandora, Ohio 4:30 p.m., Tuesday, August 17, 2010

Board: Virginia Schroeder, Keith Kahle, Beth Myers, Janice Crawfis, Dale Nienberg, Mary Lieb, and Ginger O'Malley

Administration: Kelly Ward, Director; Nancy Stauffer, Fiscal Officer; Michelle Johns, Administrative Assistant

Public: Rose Ellerbrock, Sue Barnhart, Beverly Ricker, Judy Parker

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the July 20, 2010, regular meeting were approved, with correction to reflect change of board meeting from Ottawa Library Location to location to be determined, on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- B. **FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Mary Lieb. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for July was presented noting that fines and fees revenue was \$767.57; copy revenue was \$383.80.
- D. **GIFTS.** Accepted July memorial donations of \$624.92; Pavers donation of \$910.00; Maizie Hauck Frey Legacy Fund of \$1,300.00, as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her monthly Director's report (see attached report). Kelly discussed circulation statistics and compared January - July 2010 to January - July 2009. Kelly also discussed what was happening at the library and upcoming events.

NEW BUSINESS

- F. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to go into executive session at 4:55 p.m. to discuss the potential compensation of a public employee. All voted yes on the roll call vote.
- G. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to come out of executive session at 5:41 p.m. All voted yes on the roll call vote.

- H. **AUTHORIZE LETTER.** Motion was made by Beth Myers and seconded by Mary Lieb to authorize Kelly Ward to send a letter to the individual in question and suggest a meeting with two board members in order to move forward on the question at hand. All voted yes on the roll call vote.
- I. **APPROPRIATIONS MODIFICATIONS.** Motion was made by Ginger O'Malley and seconded by Beth Myers to approve the annual appropriations August Amendment(see attached). All voted yes on the roll call vote.
- J. **RETIREMENT OF KAREN ELLERBROCK.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to accept the retirement of Karen Ellerbrock with thanks for years of service and wish her luck. All voted yes on the roll call vote.
- K. **POSTING FOR CIRCULATION ASSISTANT POSITION.** Kelly Ward explained the circulation assistant position that would need to be filled. The hours would average 17.25 per week, the employee would have to work 2 locations, and would have to work evenings and weekends. Motion was made by Virginia Schroeder and seconded by Janice Crawfis to authorize Kelly Ward to post for the circulation assistant position. All voted yes on the roll call vote.
- L. **CHANGE IN COLOR OF GRANITE PAVER - CHANGE IN PRICE.** Kelly Ward explained to the Board that there will be a price increase for changing the color of the granite pavers. Kelly didn't know for sure exactly the amount until the end of August. The board tabled it until Kelly knows for sure what the exact amount would be.
- M. **CHANGE FROM SLATWALL TO SHELVING FOR ADULT PAPERBACKS.** Motion was made by Beth Myers and seconded by Ginger O'Malley to authorize Kelly Ward to change the slat wall to shelving units for adult paperbacks. All voted yes on the roll call vote.
- N. **CHANGE ORDER FOR UPGRADE IN SOUND SYSTEM.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to authorize Bodie Electric to upgrade the Audio System to add a subwoofer (Adder #1, see attached) to the sound system. All voted yes on the roll call vote.
- O. **POLICY MANUAL CLARIFICATION.** Kelly explained to the Board that there was a discrepancy between bereavement and sick leave for a death of a person not in immediate family. Motion was made by Beth Myers and seconded by Virginia Schroeder to duplicate the information from Sick Leave and put in Bereavement Leave. All voted yes on the roll call vote.
- P. **BOARD MEETING LOCATIONS.** Motion was made by Dale Nienberg and seconded by Beth Myers to change the date of the next board meeting to Wednesday, September 22, 2010, at 4:30 p.m., at the Columbus Grove Library. All voted yes on the roll call vote.
- Q. **REPORT FROM BRANCHES AND FRIENDS: NONE**

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg commented that the Village of Ottawa was responsible for paving the road. Kelly Ward and Nancy Stauffer had communication with Greg Bockrath concerning the road paving.

COMMENTS FROM THE PUBLIC.

Name	Comment
Sue Barnhart	For the personnel reasons to go into Executive Session, does the board have to say more clarification? Today, the Board clarified why they were going into the Executive Session but not last meeting (Sunshine Law). Sue also questioned how much the original cost is for the sound system before the additional subwoofer. Nancy Stauffer stated that Sue could do a public information request for the original cost of the audio system.
Rose Ellerbrock	Is it feasible for the libraries to be open on Saturday afternoons? Rose stated that some people at the libraries said it was not busy at all on Saturdays. Kelly Ward commented that it depends on which library and what time of year. Saturdays can be the busiest day of the week for some locations.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:37 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Wednesday, September 22, 2010, at 4:30 p.m. at the Columbus Grove Library location.

Secretary

President