

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Putnam County Educational Service Center, Ottawa, Ohio at 4:30 p.m., Tuesday, December 21, 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, Judi Parker, Evan Parker, Don Schroeder, Ruth Wilhelm, Jim Maurer

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the November 16, 2010, regular meeting were approved on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- B. **SPECIAL BOARD MEETING MINUTES.** The minutes of the November 18, 2010, special meeting were approved on motion by Dale Nienberg and seconded by Mary Lieb. All voted yes on the roll call vote except Virginia Schroeder and Beth Myers who abstained.
- C. **SPECIAL BOARD MEETING MINUTES.** The minutes of the November 23, 2010, special meeting were approved on motion by Ginger O'Malley and seconded by Beth Myers. All voted yes on the roll call vote except Janice Crawfis who abstained.
- D. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- E. **PETTY CASH REPORT.** The petty cash report for November was presented noting that fines and fees revenue was \$710.61 and copies revenue was \$410.75
- F. **GIFTS.** Accepted November Memorial donations of \$505.00; Pavers Fund donations of \$240.00; Virginia Zirkle Fund of \$5014.70; Local History Fund of \$35.00; Friends of the PCDL of \$788.52, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Beth Myers. All voted yes on the roll call vote.
- G. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her monthly Director's report (see attached report). Kelly discussed circulation statistics and compared January - November 2010 to January - November 2009. Kelly discussed the cost of Public Information Requests from January 1, 2010 thru December 12, 2010. Kelly also discussed what was happening at the library and upcoming events.

NEW BUSINESS

- H. **2011 PAYSCALE.** The Board discussed whether to freeze the pay scale for 6 months or 1 year. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to freeze the pay scale until July 1. The Board will revisit this issue at the June board meeting. All voted yes on the roll call vote.
- I. **SNOW REMOVAL CONTRACTS.** Kelly Ward discussed with the Board the quotes from the snow removal businesses. Kelly called for references. There were a few complaints, but mostly good. Croy's references were glowing; they go above and beyond. The Board discussed that Croy's reputation is very good. Motion was made by Janice Crawfis and seconded by Mary Lieb to go with the quote from Croy's Mowing for snow removal for the new library. All voted yes on the roll call vote.
- J. **BUILDING CHANGE ORDER # G-004.** Motion was made by Virginia Schroeder and seconded by Beth Myers to approve the change order #G-004 that extends the completion date of the new building (due to weather) from December 31, 2010 to January 17, 2011. All voted yes on the roll call vote.
- K. **BUILDING CHANGE ORDER # G-005.** Motion was made by Beth Myers and seconded by Mary Lieb to approve the change order #G-005 that adds a shelf to the prior change order with an additional cost of \$500.00. All voted yes on the roll call vote.
- L. **2010 APPROPRIATIONS MODIFICATIONS.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve the 2010 Appropriations Modifications. All voted yes on the roll call vote.
- M. **2011 TEMPORARY APPROPRIATIONS.** Motion was made by Beth Myers and seconded by Virginia Schroeder to approve the 2011 Temporary Appropriations. All voted yes on the roll call vote.
- N. **BOARD TERM EXPIRES (VIRGINIA SCHROEDER).** Keith Kahle thanked Virginia Schroeder for her service over the last 7 years. She was greatly valued. No motion was taken.
- O. **RETURN ADVANCE FROM FRIENDS.** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to approve Nancy Stauffer to move the advance from the Friends of PCDL back to the General Fund in the amount of \$2,000.00. All voted yes on the roll call vote.
- P. **PATRON COPIER (PERRY).** Motion was made by Ginger O'Malley and seconded by Virginia Schroeder to approve the purchase of a new patron copier (with a coin op and fax machine included) for the new library in the amount of \$5,386.00. All voted yes on the roll call vote.

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- Q. **JOHN R. SEWELL BEQUEST FUND.** Motion was made, with much gratitude, by Mary Lieb and seconded by Janice Crawfis to authorize Nancy Stauffer to set up a bequest fund for John R. Sewell. All voted yes on the roll call vote.
- R. **JOHN R. SEWELL BEQUEST FUND.** Motion was made by Janice Crawfis and seconded by Beth Myers to name the Fiction - Reading Room Area in the new Library (for the amount of \$10,000.00) after John R. Sewell. All voted yes on the roll call vote.
- S. **FURNITURE IN FICTION AREA.** Motion was made by Ginger O'Malley and seconded by Mary Lieb to name the furniture in the Fiction - Reading Room Area in the new Library (for the amount of \$16,650.00) after John R. Sewell. All voted yes on the roll call vote.
- T. **VIRGINIA ZIRKLE BEQUEST.** Motion was made by Dale Nienberg and seconded by Virginia Schroeder to name the Teen Room in the new Library (for the amount of \$4,000.00) after Virginia Zirkle. All voted yes on the roll call vote.

DISCUSSION

OTHER REPORTS

REPORTS FROM BRANCHES AND FRIENDS: The Friends of the Putnam County District Library prepared breakfast for the staff on December 20, 2010.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Keith Kahle thanked Dale Nienberg for being Santa at the Kalida, Ft. Jennings, and Ottoville libraries. Dale Nienberg thanked the Columbus Grove students for the fundraiser for the Columbus Grove Library. Kelly Ward stated that she sent a Thank You letter to the Teacher & Students and a Thank You letter to the Principal and Superintendent of the Columbus Grove School. Ginger O'Malley thanked Virginia Schroeder for her service on the Board. Virginia Schroeder stated that she was happy for the experience.

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COMMENTS FROM THE PUBLIC.

Name	Comment
Rose Ellerbrock	Rose commented on some cost saving ideas. One idea would be to have the library open on Fridays instead of Mondays because of Monday holidays. The library wouldn't have to pay holiday time. Rose wanted to know why we pay Comp Time to salaried staff. Kelly Ward commented that it is a way to keep track of time. There is no money paid out for comp time. Rose also questioned whether sanitizing the library books that are returned is helping. Kelly Commented that it does help with the flu season because it helps keep down germs. It also helps clean some of the books that come back crusted.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:05 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, January 18, 2010, at 4:30 p.m. at the Educational Service Center.

 Secretary

 President