

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Putnam County Educational Service Center, Ottawa, Ohio 4:30 p.m., Tuesday, February 16, 2010

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

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

Public: Rose Ellerbrock, Don Schroeder, Laura Schmitz, Teryn Barnhart, Sue Barnhart, Beth Korte, Sue Gratz, Valerie Laukhuf, Audrey Kimmit, and Shelly Kortokrax

Guest: John Love, Putnam County Commissioner and Rob Fawcett, Fawcett, Lammon, Recker and Associates Insurance Agency

PLEDGE OF ALLIGENCE

- A. **BOARD MEMBER OATH OF OFFICE.** Commissioner, John Love, administered the oath of office to Ginger O'Malley. Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Ginger O'Malley responded I do.
- B. **CONSTRUCTION INSURANCE.** Rob Fawcett of Fawcett, Lammon, Recker and Associates Insurance Agency made a presentation to the Board concerning Inland Marine- Builder's Risk Insurance. Mr. Fawcett presented three quotes from Travelers Insurance (\$10,988), Cincinnati Insurance (\$12,810), and Central Insurance (\$13,917). All three quotes were for the same coverage. The Board discussed the \$5,000 deductible, that wind damage was covered, and that the contractors are required to have an installation floater. Motion was made by Janice Crawfis and seconded by Mary Lieb to enter into a contract with Travelers Insurance for Inland Marine- Builder's Risk Insurance for the coverage detailed in the proposal. All voted yes on the roll call vote.
- C. **BID TABULATION.** The Fiscal Officer presented the Board with the Building Construction Bid Tabulation Report. Bids for building construction were opened at 12:01 pm on Tuesday, February 16, 2010. Two Board members were in attendance for the bid opening. We received approximately 36 bids in all; 17 from general contractors. The bids will be reviewed by Technicon Design Group to determine the lowest bidders in each category. Technicon Design Group should be ready to make recommendations to the Board within the next 30 days. (see attach report)
- D. **REGULAR MINUTES.** The minutes of the January 19, 2010. regular meeting were approved, on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote except Ginger O'Malley abstained.

- E. **SPECIAL MINUTES.** The minutes of the February 8, 2010, special meeting were approved, on motion by Virginia Schroeder and seconded by Janice Crawfis. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- F. **FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Janice Crawfis, seconded by Virginia Schroeder. All voted yes on the roll call vote.
- G. **PETTY CASH REPORT.** The petty cash report for January was presented noting that fines and fees revenue was \$945.83; copy revenue was \$703.92 and miscellaneous revenue was \$11.24.
- H. **GIFTS.** Accepted January memorials of \$414.01; gift from PCDL Friends donation of \$418.00; donations to the Summer Reading Club was \$525.00 on the petty cash reports, on motion by Mary Lieb and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- I. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report).
- J. **TRAINING.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to approve the Fiscal Officer's attendance at the Public Library Fiscal Officer Conference sponsored by OLC Accounting Division. The conference will be held 3/25/10 - 3/26/10 in Columbus, OH. The cost is \$75 for both days plus one night hotel and meals. The training fulfills the annual investment training requirement. A representative from the Ohio Department of Taxation will present on the status of PLF funding. All voted yes on the roll call vote.
- K. **TRAINING.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to approved the Director's attendance at the OLC Legislative Date on March 16, 2010 at a cost of \$20. All voted yes on the roll call vote.

NEW BUSINESS

- L. **OLC INSTITUTIONAL MEMBERSHIP.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve payment of \$2,583.00 to Ohio Library Council for our annual institutional membership dues. All voted yes on the roll call vote. OLC membership provides assistance in several areas including legal, levy, and policy support as well as reduced costs for all staff when attending OLC training programs.
- M. **LAPTOP USE POLICY.** Director presented a draft Laptop Use Policy to the Board. Dale Nienberg questioned limiting usage to those age 18 and older. After Board discussion of the policy the following changes were made to the draft: user will be informed that they could be prosecuted for theft, eliminated the \$10 late fee, and user will be charged actual replacement cost if property is lost/stolen or damaged. Motion was made Dale Nienberg and seconded by Mary Lieb to approve the Laptop Use Policy with amendments. All voted yes on the roll call vote.
- N. **COMPUTER GRANT FROM STATE LIBRARY.** Tabled.

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O. **REVIEWED THE 2010 HOLIDAY SCHEDULE.** Fiscal Officer provided the Board with a schedule of 2010 holidays as specified in the Employee Policy and Procedure Manual. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to make no modification to the 2010 holiday schedule as presented from the Employee Policy and Procedure Manual. All voted yes on the roll call vote.

P. **FINANCE COMMITTEE MEETING.** Finance Committee meeting was set for 2/18/10 at 1:00 p.m. at the ESC.

Q. **ADDITIONAL A & E FEES.** The Fiscal Officer presented the Board with a letter from Technicon Design Group detailing additional fees that were incurred during the Schematic (\$9,308) and Design Development phases (\$9,245) of the building project and cost associated with the building alternates (\$7,148). The alternates are part of the original contract and calculated as a percentage of the alternate cost. The letter discusses the delays and revisions to cost estimates due to changes in library funding during 2009 and the reduction in overall building size. Motion was made by Janice Crawfis and seconded by Virginia Schroeder to authorize the payment as reasonable based on changes in the building budget and building design. All voted yes on the roll call vote.

R. **PERSONNEL MANUAL REVIEW.** The Director led the discussion of proposed modifications to the Employee Policy and Procedure Manual. These modifications were discussed with legal counsel. Questions related to the discussion will be brought back to legal counsel.

REPORT OF BRANCHES AND FRIENDS: April 5, 2010 is the next PCDL Friend meeting at the ESC.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg commented that he was pleased with the bidder turnout.

COMMENTS FROM THE PUBLIC.

Name	Comment
Beth Korte	Why were employees paid mileage?
Michelle Kortokrax	Why were newspaper article building costs less than original budget?
Michelle Kortokrax	Provided Board members with letter of concerns
Michelle Kortokrax	Asked that the Board hold off on building construction until the economy improves.
Rose Ellerbrock	Ohio and Hawaii receive the highest amount of State funding.
Michelle Kortokrax	She had spoken to Lynn Wachtmann and he told her he thought Library fund would be down for a while. She asked if we were aware his opinion and the State's financial projections.
Beth Korte	Questioned whether staff members were present at Leipsic Library location when the carpets were cleaned and stated that the Leipsic Friends of the Library were not allowed to decorate the location without staff being present.

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ADJOURNMENT. There being no further business the meeting was adjourned at 7:32 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, March 16, 2010, at 4:30 p.m. at Ottawa Library Location.

Secretary

President