

February 11, 2010

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Putnam County Educational Services Center, Ottawa, Ohio 10:00 a.m., Tuesday, February 8, 2010

Present: Beth Myers, Keith Kahle, Virginia Schroeder, Dale Nienberg, Mary Lieb and Janice Crawfis.

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

- A. **EXECUTIVE SESSION:** Motion was made by Beth Myers and seconded by Virginia Schroeder to go into executive session to discuss a personnel matter at 10:05 a.m. All voted yes on the roll call vote.
- B. **EXECUTIVE SESSION:** Motion was made by Mary Lieb and seconded by Janice Crawfis to come out of executive session at 10:20 a.m. All voted yes on the roll call vote.
- C. **REINSTATEMENT NOTICE.** Motion was made by Beth Myers and seconded by Mary Lieb to issue a written notice of reinstatement to Audrey Kimmet. All voted yes on the roll call vote.
- D. **ADVERTISE FOR OPEN POSITION.** Motion was made by Dale Nienberg and seconded by Virginia Schroeder to authorize the Director to advertise for the open circulation position in the event that Audrey Kimmet declines the position. All voted yes on the roll call vote.
- E. **POLICY MANUAL REVIEW.** The Board reviewed the changes to the Employee Policy and Procedure Manual suggested by the Attorney, Cheri Hass.

ADJOURNMENT. There being no further business the meeting was adjourned at 12:55 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, February 16, 2010 at 4:30 p.m.

Secretary

President