

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, January 19, 2010

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

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

Public: Sue Barnhart, Rose Ellerbrock, Don Schroeder, Judi Parker, Evan Parker, Beth Korte, Laura Schmitz, Teryn Barnhart, Sydney Barnhart, Sue Gratz, Chaz Myers, and Dan Irwin.

Guest: Dan Irwin of Irwin Realty was present to provide update of sale of building at 525 North Thomas Street, Ottawa. He has shown the property to six parties. The County Auditor is in the process of reassessing the building's value.

- A. **BOARD MEMBER OATH OF OFFICE.** Judge Basinger, administered the oath of office to Dale Nienberg. 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? Dale Nienberg responded I do.
- B. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Judge Basinger administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or 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 Fiscal Officer (or Deputy Fiscal Officer) 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? Nancy Stauffer and Kelly Ward responded I do.
- C. **APPOINTMENT OF FISCAL OFFICER.** Janice Crawfis moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Virginia Schroeder seconded the motion, and all voted yes on the roll call vote.
- D. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Beth Myers moved to appoint Kelly Ward as Deputy Fiscal Officer- for one year, effective January 1. Mary Lieb seconded the motion, and all voted yes on the roll call vote.
- E. **REGULAR MINUTES.** The minutes of the December 15, 2009. regular meeting were approved, on motion by Dale Nienberg and seconded by Beth Myers. All voted yes on the roll call vote.

January 19, 2010

- F. **SPECIAL MINUTES.** The minutes of the January 7, 2010. special meeting were approved, on motion by Virginia Schroeder and seconded by Janice Crawfis. All voted yes on the roll call vote except Mary Lieb who abstained.
- G. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to go into executive session at 5:29 pm to discuss personnel issues. All voted yes on the roll call vote.
- H. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to come out of executive session at 6:26 pm. All voted yes on the roll call vote.
- I. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Dale Nienberg nominated Keith Kahle to the position of President of the PCDL Board of Trustees, nomination was seconded by Beth Myers. Dale Nienberg motioned that the nominations be closed. All voted yes on the roll call vote, except Keith Kahle who abstained.
- J. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Janice Crawfis nominated Beth Myers to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Virginia Schroeder. Janice Crawfis motioned that the nominations be closed. All voted yes on the roll call vote, except Beth Myers who abstained.
- K. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Beth Myers nominated Virginia Schroeder to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Dale Nienberg. Dale Nienberg motioned that the nominations be closed. All voted yes on the roll call vote, except Virginia Schroeder who abstained.
- L. **RETIREMENT.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to accept the retirement of Tana Tracy effective February 27, 2009. All voted yes on the roll call vote.
- M. **REINSTATEMENT NOTICE.** Motion was made by Janice Crawfis and seconded by Mary Lieb to issue a written notice of reinstatement to Kathy Amstutz. All voted yes on the roll call vote.
- N. **INCREASE IN STAFF HOURS.** Motion was made by Dale Nienberg and seconded by Beth Myers add one hour to Ann Baransy's regular weekly schedule at circulation on Thursday morning, effective March 1, 2010. All voted yes on the roll call vote.
- O. **FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Janice Crawfis, seconded by Beth Myers. All voted yes on the roll call vote.
- P. **PETTY CASH REPORT.** The petty cash report for December was presented noting that fines and fees and copy was \$758.19 and \$399.55 respectively.
- Q. **GIFTS.** Accepted December memorials of \$544.15 and gift from PCDL Friends donation of \$1,308.95 on the petty cash reports, on motion by Virginia Schroeder and seconded by Mary Lieb. All voted yes on the roll call vote.

January 19, 2010

- R. **DIRECTORS REPORT.** Kelly Ward Director presented her annual Director's report (see attached report).
- S. **ANNUAL REPORT.** Kelly Ward Director presented her monthly Circulation report (see attached report).
- T. **BUILDING COMMITTEE.** Motion was made by Beth Myers and seconded by Virginia Schroeder to accept the January 11, 2010 building committee notes as read and presented by Keith Kahle. All voted yes on the roll call vote. (see attached notes) Dale Nienberg commented that the master gardeners are interest in providing landscape services to the library. Discussed the possibility of moving memorial trees from the property at 525 N. Thomas Street to the new building location.

NEW BUSINESS

- U. **BUILDING BID OPENING.** Motion was Dale Nienberg and seconded by Janice Crawfis to authorize the fiscal officer to publicly open and read the building construction bids at 12:01 pm on February 16, 2010 at the usual place of meeting of the board, and for tabulating the bids. A report of the tabulation of the bids is to be presented to the board at its next meeting, at 4:30 pm on February 16, 2010. All voted yes on the roll call vote.
- V. **RESOLUTION TO PAY BILLS.** Janice Crawfis moved to adopt Resolution 1-2010 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Virginia Schroeder seconded the motion, and all voted yes on the roll call vote.
- W. **APPOINTMENT OF FINANCE COMMITTEE.** Motion was made by Beth Myers and seconded by Virginia Schroeder to appoint Janice Crawfis, Dale Nienberg, and Mary Lieb to the Finance Committee. All voted yes on the roll call vote.
- X. **APPOINTMENT OF PERSONNEL AND ANNUAL EVALUATION COMMITTEE.** Motion was made by Mary Lieb and seconded by Janice Crawfis to appoint Dale Nienberg, Virginia Schroeder, and Beth Myers to the Personnel and Annual Evaluation Committee. All voted yes on the roll call vote.
- Y. **APPOINTMENT OF RECORDS RETENTION COMMITTEE.** Motion was made by Beth Myers and seconded by Virginia Schroeder to appoint Beth Myers, Virginia Schroeder, and Mary Lieb to the Records Retention Committee. All voted yes on the roll call vote.
- Z. **APPOINTMENT OF BUILDING CONSTRUCTION COMMITTEE.** Motion was made by Beth Myers and seconded by Mary Lieb to appoint all members of the Board of Trustees to the Building Construction Committee. All voted yes on the roll call vote.
- AA. **APPOINTMENT OF FUND RAISING COMMITTEE.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to appoint Beth Myers, Dale Nienberg, and Mary Lieb to the Fund Raising Committee. All voted yes on the roll call vote.

January 19, 2010

- BB. APPOINTMENT OF TRUSTEE MANUAL COMMITTEE.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to appoint Janice Crawfis, Virginia Schroeder, and New Board member appointee to the Trustee Manual Committee. All voted yes on the roll call vote.
- CC. MODIFY APPROPRIATIONS. MODIFY 2009 APPROPRIATIONS (Resolution 2-2010).** Motion was made by Beth Myers and seconded by Mary Lieb to approve the 2009 appropriations modifications as presented. All voted yes on the roll call vote. (See attachment)
- DD. CONTINUE SALARY SCALE FREEZE.** Motion was made by Beth Myers and seconded by Virginia Schroeder to continue the Payscale freeze thru March 2010 due to the uncertainty of the PLF State funding. The Director recommended the Board continue the salary scale freeze due to the uncertainty in the PLF funds. All voted yes on the roll call vote.
- EE. OLC STAFF MEMBERSHIP.** Motion was made by Dale Nienberg and seconded by Virginia Schroeder to pay half the cost of the annual Ohio Library Council individual members to all interested staff. All voted yes on the roll call vote.
- FF. REVIEWED THE 2010 HOLIDAY SCHEDULE.** Tabled until February regular meeting.

REPORT OF BRANCHES AND FRIENDS:

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg would like to begin each meeting with the Pledge of Allegiance. Will the regular Board meetings continue to be held at the rest of the branch library locations? Dale Nienberg commented the he would like the Board to see the new proposed Kalida Libaray location. The Director will contact OLC and see if it would have to be during a public meeting.

COMMENTS FROM THE PUBLIC.

Name	Comment
Rose Ellerbrock	Will the staff be able to evaluate the Director and Fiscal Officer?
Rose Ellerbrock	Is there anything in the new manual defining seniority?
Rose Ellerbrock	Asked that the employee manual be reviewed by a difference attorney from the employees point of view.
Sue Barnhart	Asked that the Board minutes be updated on the library website, the last posting was August minutes.
Sue Barnhart	Asked how are bids opened; who is invited; who opens bids; and is it done in public.
Beth Korte	Will Fort Jennings Library location be closed when Local History is moved into the new building?
Beth Korte	Reported that Leipsic Library location made a request of the Leipsic Friends of the Library for a new sweeper. She asked if that was something that the PCDL not the Leipsic Friends should purchase.

January 19, 2010

ADJOURNMENT. There being no further business the meeting was adjourned at 7:36 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, January 19, 2010, at 4:30 p.m. at Ottawa Library Location.

Secretary

President