

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, July 20, 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, Teryn Barnhart, Don Schroeder, and Jim Maurer (The Findlay Courier)

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the June 15, 2010, regular meeting were approved, on motion by Janice Crawfis and seconded by Mary Lieb. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- B. **FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for June was presented noting that fines and fees revenue was \$1,132.03; copy revenue was \$527.60; miscellaneous revenue was \$13.14 and reimbursements was \$3,447.15.
- D. **GIFTS.** Accepted June memorial donations of \$488.94; local history donation of \$20.00; Pavers donation of \$600.00; as listed on the petty cash reports, on motion by Ginger O'Malley and seconded by Beth Myers. 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 - June 2010 to January - June 2009. Kelly also discussed what was happening at the library and upcoming events.
- F. **RECORDS RETENTION COMMITTEE MEETING REPORT.** The Records Retention Committee Meeting met Tuesday, July 20, 2010 at 3:30 to discuss the Records Retention Policy and Schedule.
- G. **RECORDS RETENTION POLICY.** There was no action taken or voted on. It was tabled until next meeting.

NEW BUSINESS

- H. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to go into executive session at 5:07 p.m. to discuss a personnel matter and the sale of building. All voted yes on the roll call vote.
- I. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Virginia Schroeder to come out of executive session at 5:54 p.m. All voted yes on the roll call vote.
- J. **VIRGINIA ZIRKLE BEQUEST FUND.** There are three funds in Virginia Zirkle's name. Nancy Stauffer discussed with the board whether the funds should remain separate or if board wanted the funds combined into one fund. Motion was made by Janice Crawfis and seconded by Dale Nienberg to create one fund, provided there are no restrictions. All voted yes on the roll call vote.
- K. **PAVERS, FURNITURE, AND NAMING RIGHTS (Separate funds or one fund).** Nancy Stauffer discussed with the board how the board wanted these funds to be set up. Motion was made by Dale Nienberg and seconded by Beth Myers to create two funds: one fund would be Paver Fund and one fund would be Furniture and Naming Rights Fund, provided there are no restrictions. All voted yes on the roll call vote.
- L. **FEMA RELOCATION FUND.** Kelly Ward discussed with the board that the PCDL will receive money from FEMA. Kelly Ward discussed with the board how the board wanted this fund set up. Motion was made by Virginia Schroeder and seconded by Ginger O'Malley to establish the FEMA Relocation Fund and use the money for rent of the Educational Service Center. All voted yes on the roll call vote.
- M. **MAIZIE HAUCK FREY LEGACY FUND.** Kelly Ward informed the board that there will be many relatives donating money to Maizie Hauck Frey Fund. Kelly Ward wanted the board's approval to set up the Maizie Hauck Frey Legacy Fund. Motion was made by Beth Myers and seconded by Ginger O'Malley to establish the Maizie Hauck Frey Legacy Fund. All voted yes on the roll call vote.
- N. **RATIFY ANY DOCUMENTS FOR SALE OF BUILDING.** Keith Kahle, acting as board president, was authorized to enter into agreement with Croy's Mowing to sale of building at 525 N. Thomas Street. Motion was made by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- O. **LEAVE WITHOUT PAY FOR ADMINISTRATIVE ASSISTANT VACATION.** Kelly Ward informed the board that prior to hiring, Michelle Johns had a vacation set up with her family. Michelle Johns works 20 hours a week and her vacation would be the first week in August. Since Michelle Johns doesn't have vacation days, Michelle Johns would take leave without pay. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to authorize leave without pay for Michelle Johns. All voted yes on the roll call vote.

- P. **MOVER CONTRACT.** The board discussed quote from RDT Concepts for moving furniture and shelving from old library to Ohio Logistics to new library. Motion was made by Dale Nienberg and seconded by Beth Myers to approve RDT Concepts to deliver and install the shelving from Ohio Logistics to the new library for \$10,295.00. All voted yes on the roll call vote.
- Q. **MOVER CONTRACT.** Motion was made by Janice Crawfis and seconded by Mary Lieb to approve Lane Movers to deliver furniture and shelving from old library to Ohio Logistics for the cost of \$1,300.00. All voted yes on the roll call vote.
- R. **PURCHASE OF PAVERS.** Kelly Ward discussed the color that was picked for the pavers. The color of the paver was too light and wouldn't blend well with new library. Kelly Ward can get a couple of new samples to look at. Motion was made by Dale Nienberg and seconded by Janice Crawfis to allow Kelly Ward to select the color of the paver and purchase the pavers with Technicon's approval thru Delphos Granite. All voted yes on the roll call vote.
- S. **AUTHORIZE DIRECTOR TO SIGN FOR FURNITURE PURCHASES FOR NEW LIBRARY.** Kelly Ward would like clarification from board to allow her to sign for furniture purchases. Motion was made by Ginger O'Malley and seconded by Beth Myers to authorize Kelly Ward to sign for furniture purchases for new library, provided that everything looks the same as what was discussed. All voted yes on the roll call vote.
- T. **CHANGE ORDER FOR DOORS.** Motion was made by Beth Myers and seconded by Ginger O'Malley to authorize changing two doors to add more light into reception area where Michelle Johns will be working. All voted yes on the roll call vote.
- U. **KIOSK AGREEMENT.** Motion was made by Beth Myers and seconded by Mary Lieb to authorize the KIOSK AGREEMENT, pending liability insurance coverage, which needs reviewed with the insurance agent. All voted yes on the roll call vote.
- V. **LIST OF ITEMS REMAINING IN OLD BUILDING.** The board reviewed the list of items that were still at the old library. No action needed.
- W. **SUSPEND ACCEPTANCE OF USED BOOKS.** Motion was made by Mary Lieb and seconded by Ginger O'Malley to suspend acceptance of used books at the Ottawa library location until the new library is ready. All voted yes on the roll call vote.
- X. **BODIE ELECTRIC CHANGE ORDER.** The board discussed an upgrade of the Audio system in the library as presented by Bodie Electric. No action taken.
- Y. **BOARD MEETING LOCATIONS.** The board discussed that the August, September, and October board meetings will be held at Kalida, Pandora, or Columbus Grove. Kelly Ward will look into availability and email the board members with specific location for each month. No action needed.
- Z. **REPORT FROM BRANCHES AND FRIENDS:** Janice Crawfis reported that the book sale generated a \$1,699.66 profit. Sale of books was \$1,870.20 and the expenses were \$170.54. Last year book sales generated \$2,850.00.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg visited the future site for the Kalida library location. The structural engineer commented that one of the basement walls would have to be reinforced or replaced.

COMMENTS FROM THE PUBLIC.

Name	Comment
Sue Barnhart	For the personnel reasons to go into Executive Session, does the board have to tell what the issue is? Is the board required to be more detailed on reasons for Executive Session?
Rose Ellerbrock	If there is money left over, does it go to the general fund?
Don Schroeder	Don Croy is under the impression that he is taking out the old library bricks and storing them until the new library is ready. Is the old plaque that is stored here going to new library with new plaque? Is window from original library going to new library? Kelly Ward said it was going to hang as decoration in new library.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:02 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, August 17, 2010, at 4:30 p.m. at location to be determined.

Secretary

President