

**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, June 15, 2010**

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

**Administration:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer; Michelle Johns, Administrative Assistant

**Public:** Rose Ellerbrock, Sue Barnhart, Teryn Barnhart, Judi Parker, Colleen Sager, Beverly Ricker, and Jim Maurer (The Findlay Courier)

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the May 18, 2010, regular meeting were approved, on motion by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote except Mary Lieb who abstained.
- B. **SPECIAL MINUTES.** The minutes of the May 20, 2010, special meeting were approved, on motion by Mary Lieb and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- C. **SPECIAL MINUTES.** The minutes of the May 26, 2010, special meeting were approved, on motion by Janice Crawfis and seconded by Beth Myers with correction. All voted yes on the roll call vote except Virginia Schroeder who abstained.
- D. **SPECIAL MINUTES.** The minutes of the June 8, 2010, special meeting were approved, on motion by Dale Nienberg and seconded by Janice Crawfis. All voted yes on the roll call vote except Mary Lieb who abstained.
- E. **FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Mary Lieb, seconded by Virginia Schroeder. All voted yes on the roll call vote.
- F. **PETTY CASH REPORT.** The petty cash report for May was presented noting that fines and fees revenue was \$693.95; copy revenue was \$473.66 and miscellaneous revenue was \$25.69.
- G. **GIFTS.** Accepted May memorials of \$390.00; Friends of the PCDL of \$1427.06; Better World Books of \$92.81; Summer Reading Club of \$250.00; as listed on the petty cash reports, on motion by Virginia Schroeder and seconded by Janice Crawfis. All voted yes on the roll call vote.
- H. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report). Kelly did discuss the Ft. Jennings location was closed Friday, Saturday, and Monday due to power outage; also, safety checklist to be used at all locations. Kelly also informed the board that there was a 3<sup>rd</sup> bequest from Virginia Zirkle's estate.

**NEW BUSINESS**

- I. **CONCEALED CARRY POLICY. (Resolution 02-2004).** The board reviewed the concealed carry policy and no changes were made. No need for vote.
- J. **SLATWALL ACCESSORY TEMPLATE TO HOLD PAPERBACK BOOKS; COST \$100.00.** Kelly would like permission to order a sample of the slatwall (SABIC Polymar) for the new library. Cost per unit is \$40.00-\$49.00 each. Beth questioned if it was already budgeted. Kelly responded yes. Keith questioned what happens if it doesn't fit. Kelly commented that she checked with the contractor for measurements. Dale Nienberg motioned and Virginia Schroeder seconded the motion. All voted yes on the roll call vote.
- K. **ADD EARLY LITERACY COMPUTERS AND UPHOLSTERED FURNITURE TO COMMEMORATIVE OPPORTUNITY LIST.** Kelly compared the cost of English \$2660.00 to English/Spanish \$2760.00 to purchase bilingual. Dale questioned if the bilingual can be used at other library locations. Kelly responded yes, every branch would be nice. The motion was made by Dale Nienberg and seconded by Janice Crawfis to add furniture and computers to list. All voted yes on the roll call vote.
- L. **TAXING AUTHORITY LEVY RESOLUTION.** Nancy Stauffer went over the taxing authority levy resolution. The board asked for 3 changes in wording. The motion was made by Janice Crawfis and seconded by Beth Myers to pass the taxing authority levy resolution with the 3 word changes. All voted yes on the roll call vote.
- M. **REPORT OF BRANCHES AND FRIENDS:** Janice Crawfis reported that the book sale was successful but down \$1000.00 from 2009 sale. There were fewer books/materials but easier shopping. Janice was waiting on final amount. Kelly Ward stated that there will be more books/materials in 2011 because we will be getting all out of storage.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg questioned whether anyone has heard anything in regards to the sale of the old library building. Croy's Mowing wants a zoning variance. Kelly Ward has heard nothing. Dale Nienberg also commented on his recent tour of the Kalida location. The building seems like it would have more space. The building is larger than he thought. The structural engineer reviewed and everything in good shape. The police department would occupy 1 room (in front of house). The library could occupy the kitchen & dining area. There is playground equipment right outside the library. Beth Myers questioned the garage space. Dale Nienberg commented that the garage would be part of the police department. Beth Myers also questioned whether the new library would have a locking door. Dale Nienberg understood it to be separate area and lockable.

**COMMENTS FROM THE PUBLIC.**

Name	Comment
Sue Barnhart	Sue asked if the library had to pay for the levy to be on the ballot in November. Kelly Ward said not in a general election. Sue asked if Rarey - Roth was going to be re-hired. Kelly responded that it was up to the board to decide. Sue asked what constitutes a Quorum. Kelly responded majority (4). Sue asked if board can meet for training. Asked how the cost of providing public records request was computed. Kelly Ward explained how she computes the public records request information.
Rose Ellerbrock	Asked if levy passes and funding is restored to 2007 levels, will the library bring back branch managers? The branch managers' positions were abolished. Kelly Ward commented that the branch managers' positions are not needed. No other library locations have 1 to 1 ratio. Beth Myers commented that the hours and services are being restored, not positions. Rose Ellerbrock stated that the people are not happy without the branch managers. Rose stated that the branches are not getting the care they should. The employees are complaining. Rose also stated that she didn't think the voters will approve the levy. Rose also asked if a collection agency was hired for long overdue books. Rose stated that people have been called and threatened about overdue books. She said shelves should be checked before calling people. She commented that there were several instances of calling people when the books were at the library.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:40 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, July 20, 2010, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President