

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, March 16, 2010

Board: Virginia Schroeder, Keith Kahle, 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, Teryn Barnhart, Sue Barnhart, Sue Gratz, Evan Parker, Judi Parker, and Beverly Ricker

Guest: Dan Irwin, Irwin Realitors

PLEDGE OF ALLEGIANCE

- A. **REPORT FROM DAN IRWIN.** Mr. Irwin discussed with the Board that the property has been listed for 90 days, 9 groups have been shown the property, 3 appeared to be serious about purchasing. No offers have been made to date, therefore, the Board might want to think about reducing the asking price. Keith Kahle asked if Mr. Irwin had an idea as to why an offer had not been made. Mr. Irwin thought it was the amount of work needed on the property. Keith asked if zoning was an issue and Mr. Irwin responded that it wasn't an issue so far and he didn't think it would become one. Mr. Irwin commented that the interested parties have been getting various estimates of the cost to repair the building. Dale Nienberg asked if Mr. Irwin had a recommendation on a new asking price. Mr. Irwin recommended looking at a 10% to 20% reduction in price. Beth Myers asked in the County Auditor had completed the revaluation. Mr. Irwin commented that he had not seen anything official. Mary Lieb asked if the 10% to 20% reduction is the standard. Mr. Irwin commented that it was, but the amount is up to the Board's discretion.
- B. **REGULAR MINUTES.** The minutes of the February 16, 2010, regular meeting were approved, on motion by Dale Nienberg and seconded by Ginger O'Malley. All voted yes on the roll call vote except Keith Kahle abstained.
- C. **SPECIAL MINUTES.** The minutes of the March 3, 2010, special meeting were approved, on motion by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- D. **FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Janice Crawfis, seconded by Beth Myers. All voted yes on the roll call vote.
- E. **PETTY CASH REPORT.** The petty cash report for February was presented noting that fines and fees revenue was \$383.56; copy revenue was \$280.50 and miscellaneous revenue was \$1.05.
- F. **GIFTS.** Accepted February memorials of \$447.06; gift from Better World Books donation of \$310.68; donations to the Summer Reading Club were \$1,190.00 on the petty cash reports, on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.

- G. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report).
- H. **CIRCULATION REPORT.** Kelly Ward Director presented her monthly Circulation report (see attached report).
- I. **TRAINING.** Motion was made by Beth Myers and seconded by Mary Lieb to approve the Director's attendance at the OLC Think Ahead, Think Opportunity training on March 31, 2010 at Kent State University. The cost for the training is \$110, no hotel cost. All voted yes on the roll call vote.
- J. **SET DATE FOR GROUND BREAKING FOR THE NEW BUILDING.** The Board discussed a tentative date for the ground breaking to be April 5, 2010 at 3:00 pm.

NEW BUSINESS

- K. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Ginger O'Malley to go into executive session at 5:18 pm to discuss personnel issues and building sale. All voted yes on the roll call vote.
- L. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to come out of executive session at 7:14 pm. All voted yes on the roll call vote.
- M. **DISCUSSED BUILDING SALE IN EXECUTIVE SESSION.** No action required.
- N. **ADMINISTRATIVE ASSISTANT POSITION.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to create the position of Administrative Assistant. The position will be supervised by the Director and the Administrative Assistant will work with the Director and Fiscal Officer. The position will be for 20 hours per week. All voted yes on the roll call vote.
- O. **ADVERTISEMENT OF THE POSITION OF ADMINISTRATIVE ASSISTANT.** Motion was made by Ginger O'Malley and seconded by Mary Lieb to authorize the Director to advertise for the position of Administrative Assistant to include minimum qualifications and testing. All voted yes on the roll call vote.
- P. **PAY CHANGE FOR COMPUTER POSITION.** Ruth Wilhelm's duties currently are part time in Local History Department and part time Computer Coordinator. Motion was made by Janice Crawfis and seconded by Virginia Schroeder to authorize a change in hourly rate of pay for Ruth Wilhelm to \$15.48 for the hours she spends as Computer Coordinator. All voted yes on the roll call vote.
- Q. **PERMANENT APPROPRIATIONS FOR 2010 (Resolution 3-2010).** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve the 2010 Permanent Appropriations as presented. All voted yes on the roll call vote. (See attachment)

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- R. **NEW FUND.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to approve the creation of a Special Revenue fund, Better World Books Fund. Revenue for this fund is from the sale of old books. All voted yes on the roll call vote.
- S. **CLARIFY MAY 20, 2008 MOTION.** Motion XVI. Clerk/Treasurer's Hours included her new number of hours per week, but did not restate her new annual salary with the increase in hours from 32 to 36 hours per week from \$47,357.44 to \$53,277.12. (no change in rate per hour) Motion was made by Janice Crawfis and seconded by Mary Lieb to establish the Fiscal Officer's annual rate of pay for 36 hours per week as \$53,277.12 effective May 20, 2008. All voted yes on the roll call vote.
- T. **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: PCDL Friends will hold next meeting on April 5, 2010 at 1:30 pm. Master Gardeners are considering a children's garden project for the new building. Continental Community Library Corp. will be holding a book sale along with a raffle by the Continental CCL group.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Jack Williams from the Village of Ottawa reported to Dale Nienberg that the Village has plans to complete Putnam Parkway out to Route 15.

COMMENTS FROM THE PUBLIC.

Name	Comment
Rose Ellerbrock	She would like the seniority defined in the Employee Policy Procedure Manual by overall days of work. Layoffs should be by seniority, not by departmental seniority, employees should have bumping rights according to their seniority.
Sue Barnhart	What are the basic qualifications for the Administrative Assistant's position? What are the memorial procedures? Does Kelly and Nancy have a set schedule?
Rose Ellerbrock	Are you saying there is no set schedule? Commented that the Director and Fiscal Officer should be in the library every day for a scheduled number of hours.
Sue Barnhart	We should be available for patrons.
Sue Gratz	Commented that a book she checked out at Leipsic Library Location had the cover upside down.

ADJOURNMENT. There being no further business the meeting was adjourned at 8:07 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, April 21, 2010, at 4:30 p.m. at Ottawa Library Location.

Secretary

President