

**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, May 18, 2010**

**Board:** Virginia Schroeder, Keith Kahle, Beth Myers, Janice Crawfis, Dale Nienberg, and Ginger O'Malley

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

**Guests:** Dan Irwin, Irwin Real Estate

**Public:** Rose Ellerbrock, Don Schroeder, Sue Barnhart, and Beverly Ricker

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the April 20, 2010, regular meeting were approved, on motion by Dale Nienberg and seconded by Beth Myers with change to draft minutes to reflect date correction. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the May 7, 2010, special meeting were approved, on motion by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote except Janice Crawfis who abstained.
- C. **SPECIAL MINUTES.** The minutes of the May 13, 2010, special meeting were approved, on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- D. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Beth Myers to go into executive session at 4:38 pm to discuss the building sale and personnel issues. All voted yes on the roll call vote.
- E. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to come out of executive session at 6:18 pm. All voted yes on the roll call vote.
- F. **SALE OF BUILDING.** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to authorize Dan Irwin, of Irwin Real Estate to approach both interested parties to provide their highest and best offer of the purchase of the building. Deadline of the offer to be set for on or before Thursday, May 20, 2010 at 5:00 pm. All voted yes on the roll call vote.
- G. **ADMINISTRATIVE ASSISTANT POSTION.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to offer the position of Administrative Assistant to Michelle Johns at 20 hours per week and \$10.50 per hour, contingent on passage of a criminal background check. Hire date to be June 1, 2010. All voted yes on the roll call vote.
- H. **FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Janice Crawfis, seconded by Ginger O'Malley. All voted yes on the roll call vote.

- I. **PETTY CASH REPORT.** The petty cash report for April was presented noting that fines and fees revenue was \$523.71; copy revenue was \$521.25 and miscellaneous revenue was \$342.14.
- J. **GIFTS.** Accepted April memorials of \$514.10; donations to Local History were \$45.00; as listed on the petty cash reports, on motion by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- K. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report).
- L. **FUND RAISING COMMITTEE MEETING REPORT.** Discussed the PCDL Commemorative Opportunities prepared by the Director. (see attached report).

**NEW BUSINESS**

- M. **SALARY SCALE FREEZE.** With great regret and looking at the money available for operations, Janice Crawfis made a motion that we maintain the salary scale freeze through December 31, 2010. The motion was seconded by Beth Myers and all voted yes on the roll call vote.
- N. **MODIFY APPROPRIATIONS. MODIFY (Resolution 4-2010).** Motion was made by Janice Crawfis and seconded by Dale Nienberg to approve appropriations modifications as presented. All voted yes on the roll call vote. (See attachment)
- O. **2011 REQUEST BUDGET.** (Resolution 5-2010) Fiscal Officer, Nancy Stauffer submitted the 2011 Request Budget to the Board. Ginger O'Malley moved to adopt Resolution 5-2010 approving the 2011 Request Budget. Beth Myers seconded, and all voted yes on the roll call vote.
- P. **FURNITURE ORDER.** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to place the order for furniture and shelving for the building with Design Group (\$156,038) and RDT Concepts (\$45,149). All voted yes on the roll call vote except Dale Nienberg who voted no.
- Q. **FUND RAISING ITEMS.** Tabled until next meeting.
- R. **LIBRARY TOBACCO FREE ENVIRONMENT.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to modify section 10.7 of the Putnam County District Library Employee Policy and Procedure Manual to "smoking or the use of tobacco is not permitted anywhere on library property or ground owned and or operated by the Library Board. All voted yes on the roll call vote.
- S. **PERSONNEL MANUAL.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to approve the Putnam County District Library Employee Policy and Procedure Manual with the addition of the Tobacco Free Environment section to be effective May 28, 2010. All voted yes on the roll call vote.

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- T. **REPORT OF BRANCHES AND FRIENDS:** The Director reported that the Continental Community Library Association sold everything but the donated copier. PCDL Friends book sale will be held at the Ottawa Elementary school gym on June 8th and 9<sup>th</sup>. The Director mentioned the Library has been named as a beneficiary in the Virginia Zirkle estate.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg mentioned that the June 5<sup>th</sup> Trustee meeting wasn't just for new trustees

**COMMENTS FROM THE PUBLIC.**

Name	Comment
Sue Barnhart	Mention e-books and asked if we were any further in the project.
Rose Ellerbrock	Asked if comp time was just for Administrative staff? Also asked if we were going to replace the microfilm reader lost in the flood.
Don Schroeder	Asked the pavers in the memorial garden are going to be moved to the new building and if so were they going to be placed in a separate area from the new pavers.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:48 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, June 15, 2010, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President