

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Putnam County Educational Service Center, Ottawa, Ohio at 4:30 p.m., Tuesday, November 16, 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, Beverly Ricker, Judy Parker, Don Schroeder, Ruth Wilhelm

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the October 19, 2010, regular meeting were approved with correction on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- B. **SPECIAL BOARD MEETING MINUTES.** The minutes of the November 8, 2010, special meeting were approved on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- C. **FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for October was presented noting that fines and fees revenue was \$608.10; copies revenue was \$396.20; E-Rate was \$2682.00.
- E. **GIFTS.** Accepted October Memorial donations of \$110.00; Pavers donation of \$120.00; Maizie Hauck Frey Legacy Fund of \$50.00; Naming Rights Fund of \$4,750.00; Kiwanis Club of Ottawa of \$5,000.00, 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.
- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her monthly Director's report (see attached report). Kelly discussed circulation statistics and compared January - October 2010 to January - October 2009. Kelly discussed the cost of Public Information Requests from January 1, 2010 thru November 15, 2010. Kelly also discussed what was happening at the library, including the Staff In-Service Day training, the Pizza Hut Book-It Program, and upcoming events.

**NEW BUSINESS**

- G. **CREATE NEW FUND KIWANIS CLUB OF OTTAWA DONATION FUND (2018).** Nancy discussed setting up a fund for the Kiwanis Club of Ottawa. The Kiwanis Club of Ottawa donated money towards the E-Book program. This fund would be for E-Books only. Motion was made by Beth Myers and seconded by Janice Crawfis to approve the Kiwanis Club of Ottawa Donation Fund 2018. All voted yes on the roll call vote.
- H. **FT. JENNINGS LOCATION HOURS CHANGE.** Kelly discussed with the board that Local History will be moving in January or February to the New Library location in Ottawa. Hours for Ft. Jennings Library will need to be adjusted to limit the hours for Local History to give Ruth Wilhelm more time at the new library location to help with inventory and scanning in books. Kelly informed the board that the new hours for Ft. Jennings will be Tuesday 9:00 a.m. to 6:00 p.m., Thursday 2:00 p.m. to 8:00 p.m., and Saturday 9:00 a.m. to 3:00 p.m. Kelly asked the board when they would like the change of hours to take place. The board thought that January 18 would be a good date to start. Dale Nienberg stated that the library needs to post a notice ahead of time to inform the patrons of the change. Motion was made by Ginger O'Malley and seconded by Beth Myers to approve the new hours for the Ft. Jennings Library effective January 18, 2011. All voted yes on the roll call vote.
- I. **STAFF MEMBERSHIP TO OHIO LIBRARY COUNCIL.** Kelly Ward, Director, discussed with the board the annual membership fee with the Ohio Library Council. Kelly Ward stated that the Board of Trustees of the Putnam County District Library usually pays half the cost for a membership to the Ohio Library Council for any employee of the Putnam County District Library who would like to be a member with the Ohio Library Council. Jan Crawfis stated that this membership helps promote professionalism and helps employees be in touch with other libraries. Motion was made by Janice Crawfis and seconded by Mary Lieb to approve the Board of Trustees of the Putnam County District Library to pay half of the annual membership fee to Ohio Library Council for any employee who wants to be a member. All voted yes on the roll call vote.
- J. **PAVER SALE FOR DECEMBER.** Kelly Ward discussed with the board whether the board would like to have a paver sale for the month of December. Ginger commented that we should keep the pavers the same cost (\$120.00), but advertise more. Kelly commented that we can send flyers out advertising the pavers, rooms, and items left that are available for donations. No motion was taken.
- K. **HEALTH INSURANCE POLICY CHANGE.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to authorize Kelly Ward to add the Health Insurance Policy change to the Policy Manual (Section 5.0). All voted yes on the roll call vote.
- L. **E-BOOK AGREEMENT.** Motion was made, with a Thank You to the Kiwanis Club of Ottawa, by Ginger O'Malley and seconded by Beth Myers authorizing Kelly Ward to enter into an agreement with the Ohio eBook Project. All voted yes on the roll call vote.

- M. **OFFICE FURNITURE QUOTES.** Kelly Ward and Nancy Stauffer discussed with the board the quotes they received for office furniture for the new library. The board discussed the differences between the vendors NBS, Friends Business Source, and OPI. The board compared the office furniture details such as metal, laminate, brand, and warranty information for all vendors. Motion was made by Janice Crawfis and seconded by Dale Nienberg to choose the Lacasse Concept 400E brand from Friends Business Source totaling \$14,146.56. All voted yes on the roll call vote.
- N. **COMMEMORATIVE OPPORTUNITY.** Kelly Ward stated that the Adult Fiction area and the Adult Non-Fiction area could be added to the commemorative opportunity list for naming rights. The board compared the cost of the other rooms in the library that are on the commemorative opportunity list to the new rooms that will be added. Motion was made by Beth Myers and seconded by Janice Crawfis to add to the commemorative opportunity naming rights list the Adult Fiction area for \$10,000.00 and the Adult Non-Fiction area for \$5,000. All voted yes on the roll call vote.
- O. **APPROPRIATION MODIFICATION.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve the appropriation modification. All voted yes on the roll call vote.
- P. **SNOW REMOVAL CONTRACT.** Kelly asked the board for ideas for snow removal for the new library building. The board questioned when the library needs plowed, what time it would need plowed by, and ice and snow removal. Kelly said she could get quotes, check references, and make sure they have insurance for snow removal. Kelly said that she will get quotes from Croy's Mowing, Morman's Lawncare, Busy Bee, and Woodland Acres. Motion was made by Dale Nienberg and seconded by Beth Myers to authorize Kelly Ward to enter into a contract with a snow removal company. All voted yes on the roll call vote.

## DISCUSSION

**BACKGROUND CHECKS.** Dale questioned whether the library needs to do background checks on volunteers before interaction with children. The board had a lengthy discussion about background checks for volunteers. An example would be Santa Claus at Christmas time. Does the library want a background check on all volunteers that work directly with children? Who would pay for the cost of the background check? The library board decided to give it some thought. This subject may come up in the future.

## OTHER REPORTS

**REPORTS FROM BRANCHES AND FRIENDS:** The Craft Show was a success. The approximate profit is \$5600.00. The Friends of the Library will be decorating for Christmas on December 6.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg will meet with the Ohio State University student chapter to design a garden for the back of the new library. There would be no cost for their services. The project may not come to be. Dale would like a copy of the plan to show them.

**COMMENTS FROM THE PUBLIC.**

Name	Comment
Rose Ellerbrock	Commented on the misinformation to the public in regard to the levy. She asked Keith what was the misinformation. Could he give her an example? Keith stated that the \$70,000.00 spent on the old building was from work that was already done on the building due to the 2007 Flood. It wasn't until after that the library was told of what would have to be done to stay in old building.
Sue Barnhart	The paper wrote that Kelly said the library was putting the \$500,000.00 back in to the general fund. Kelly said it was misquoted and she requested a retraction. Doesn't know when or if the money will be put back. The building is not finished.
Judy Parker	Judy left letters for each of the board members.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:10 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, December 21, 2010, at 4:30 p.m. at the Educational Service Center.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President