

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Kalida High School Library, Kalida, Ohio at 4:30 p.m., Tuesday, October 19, 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, Beth Korte, Sue Gratz

PLEDGE OF ALLEGIANCE

Don Horstman opened the meeting with a Thank You to the Library Board for using the Kalida High School building. He appreciates the Library Board moving around to the communities of Putnam County. He wished that there was a way to get more people to come and get involved. He thanked the Board and Kelly for their hard work. Don stated that his kids love the library and is glad for the new building. Don wished the Board Good Luck with the levy.

- A. **REGULAR MINUTES.** The minutes of the September 22, 2010, regular meeting were approved on motion by Dale Nienberg and seconded by Janice Crawfis. All voted yes on the roll call vote.
- B. **FINANCIAL REPORTS.** The September 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 September was presented noting that fines and fees revenue was \$768.26; copies revenue was \$530.55; misc. was \$6.50.
- D. **GIFTS.** Accepted September Memorial donations of \$1,016.07; Pavers donation of \$1,230.00; Maizie Hauck Frey Legacy Fund of \$500.00; Furniture Donations of \$1,775.00, as listed on the petty cash reports, on motion by Virginia Schroeder and seconded by Mary Lieb. 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 - September 2010 to January - September 2009. Kelly discussed the cost of Public Information Requests from January 1, 2010 thru September 21, 2010. Kelly also discussed what was happening at the library and upcoming events.

NEW BUSINESS

- F. **MODIFY NAME OF FUND 2015 TO FURNITURE DONATION FUND.** Nancy discussed setting up one fund for Furniture Donation only. All money donated for furniture would be established in this fund. Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve the Furniture Donation Fund 2015. All voted yes on the roll call vote.
- G. **NEW FUND 2017 NAMING RIGHTS FUND.** Nancy discussed setting up a new fund for Naming Rights for a room at the new library. Ginger O'Malley commented that someone can donate money to have their name on a room, but its Naming Rights only. The furniture inside the room can have someone else's name on it. Motion was made by Beth Myers and seconded by Mary Lieb to approve the new fund Naming Rights Fund 2017. All voted yes on the roll call vote.
- H. **POLICY MANUAL CLARIFICATION VACATION LEAVE FOR PART-TIME EMPLOYEES THAT RETIRE BEFORE YEAR END.** Nancy stated that Karen Ellerbrock retired on September 30, 2010. Karen questioned getting paid vacation time from January until September. Nancy would like clarification on when vacation time is earned? Does Karen have to wait until year ends? There was extensive discussion between board members in regards to the policy. Vacation pay for a part-time employee who leaves their job, retires, or gets laid off was discussed. Keith Kahle stated that Karen Ellerbrock earned vacation time since she already worked a year prior to retirement. There was discussion on whether this is for only part-time employees that retire or all part-time employees that work over a year. The board agreed that there needs to be more clarification. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to design a policy, after consulting with Cheri Hass for language, which clarifies when vacation time is earned for part-time employees who retire, quit, or get laid-off from the library prior to year end. All voted yes on the roll call vote.
- I. **STAFF IN-SERVICE DAY LUNCH PERIOD.** Kelly Ward stated that on November 11, 2010 the library staff will be having a staff in-service day from 8:00 a.m. to 3:00 p.m. The staff will have a 1-hr unpaid lunch. The staff will be paid for 6 hours. Any staff member, who normally works more than 6 hours on Thursday, will get administrative pay for their normal work hours. No motion needed to approve the staff in-service day lunch period/work hours.
- J. **PHONE VENDORS.** Kelly discussed with the board the phone vendors for the new phone system for the library. Kelly gave a detailed report on each phone vendor. After much discussion, motion was made by Dale Nienberg and seconded by Mary Lieb to go with Kelly's recommendation to choose ITS's phone system along with their quote in the amount of \$11,605.00. All voted yes on the roll call vote.
- K. **UNPAID LEAVE FOR JUDY DOTY (MARCH 2011 ANTICIPATED RETURN).** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to grant unpaid leave of absence for Judy Doty. All voted yes on the roll call vote.

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- L. **INTERMITTENT EMPLOYEE.** Kelly discussed with the board that since Judy Doty will be on unpaid leave, she would like to hire an intermittent employee until Judy returns. This employee would work 4:00-8:00 on Tuesdays at Leipsic and every other Saturday. She would also be on call for other times. Kelly recommended hiring Sara Schroeder. Motion was made by Ginger O'Malley and seconded by Virginia Schroeder to have Kelly hire Sara for the intermittent employee position with starting pay of \$9.00 per hour and effective date November 1, 2010. All voted yes on the roll call vote.
- M. **EXECUTIVE SESSION (IN).** Motion was made by Mary Lieb and seconded by Beth Myers to go into executive session at 5:55 p.m. to discuss potential compensation of a public employee. All voted yes on the roll call vote.
- N. **EXECUTIVE SESSION (OUT).** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to come out of executive session at 6:19 p.m. All voted yes on the roll call vote.
- O. **COMPENSATION OF PUBLIC EMPLOYEE.** Motion was made by Beth Myers and seconded by Ginger O'Malley to pay Tana Tracy a gross amount of \$359.60 for unpaid compensation. All voted yes on the roll call vote.
- P. **LANDSCAPING CHANGE (ESTIMATE FOR ADDITIONAL SECTION).** Nancy discussed with the board the additional section on the west end of the new library building that needs dirt, mulch, and shrubs. Cranberry Creek gave an estimate to Nancy on October 19th, in regards to what the board could do with that area. There were 3 options to choose from. Option one was to just add dirt and mulch (\$600.00). Option two (Phase I) was to only do first section with landscaping and the other section just dirt and mulch (\$975.00). Option three (Phase I and Phase II) was to add dirt, mulch and shrubs to both sections of the west end of the building (\$1,650.00). Motion was made by Ginger O'Malley and seconded by Dale Nienberg to go with Phase I and Phase II (Option 3) to get the job done. All voted yes on the roll call vote.
- Q. **RAREY - ROTH PROPOSAL.** Motion was made by Janice Crawfis and seconded by Beth Myers to accept the Rarey - Roth contract in the amount of \$2,048.00 for wireless components for the new library. All voted yes on the roll call vote.

DISCUSSION

OTHER REPORTS: Craft Show is on October 30, 2010. The Key Club will help set up for the Craft show Saturday morning. The board can make pies and baked goods.

REPORTS FROM BRANCHES AND FRIENDS: The next Friends of the Library meeting is at the Education Service Center on Monday, November 1, 2010 at 4:30 p.m.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Keith Kahle likes the landscaping. Dale Nienberg reports that the driveway will open in a few days.

COMMENTS FROM THE PUBLIC.

Name	Comment
Bev Ricker	Staff day work a regular scheduled week and add hours? Our job is more complicated than just standing in front of a desk.
Rose Ellerbrock	Rose questioned the last audit from the State. OG schools had an individual look into the books ahead of audit. Is Dale aware of that in other entities? Recommendation from state to have audit committee? Just Recommendation? Rose suggested having independent audit before state auditor. Should there be a policy that the minutes are posted within a few days after the board meetings?
Sue Barnhart	What things have to be discussed and approved at board meeting? Is there a dollar limit? What is the purpose of the clearstory?
Sue Gratz	Sign for book sale, can we put it up?

ADJOURNMENT. There being no further business the meeting was adjourned at 6:48 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, November 16, 2010, at 4:30 p.m. at the Educational Service Center.

Secretary

President