

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Columbus Grove Library, Columbus Grove, Ohio at 4:30 p.m., Wednesday, September 22, 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

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the August 17, 2010, regular meeting were approved, with correction to reflect change of date, on motion by Dale Nienberg and seconded by Beth Myers. All voted yes on the roll call vote.
- B. **FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Virginia Schroeder. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for August was presented noting that fines and fees revenue was \$895.45; copy revenue was \$469.00.
- D. **GIFTS.** Accepted August memorial donations of \$702.29; Pavers donation of \$330.00; Maizie Hauck Frey Legacy Fund of \$4,575.00; Local History of \$270.50, as listed on the petty cash reports, on motion by Beth Myers and seconded by Janice Crawfis. 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 - August 2010 to January - August 2009. Kelly also discussed what was happening at the library and upcoming events.
- F. **COMMITTEE REPORTS.** Records Retention Committee Meeting met September 22, 2010 at 3:00 p.m. to discuss final changes to the records retention schedule. Kelly reviewed all changes made. The schedule will be submitted to the Ohio Historical Society for changes. Board will review final schedule after the Ohio Historical Society makes suggestions and approves the schedule. Building Committee met September 22, 2010 at 4:15 p.m. to review the three quotes submitted by area Landscapers.

OLD BUSINESS

- G. **PRICE CHANGE DUE TO COLOR CHANGE OF GRANITE PAVER.** The new quote for the pavers is \$25.00 per paver. The previous quote was \$18.75 per paver. The quote from John's Memorials is still higher at \$37.00. The price includes engraving. Dale Nienberg questioned if there will be black in the lettering. Kelly will check to make sure that the carving inside is black. The dimensions were provided to general contractor and architect. Motion was made by Ginger O'Malley and seconded by Mary Lieb to approve the price change. All voted yes on the roll call vote.

NEW BUSINESS

- H. **RECORDS RETENTION POLICY ACTION.** Motion was made by Janice Crawfis and seconded by Beth Myers to approve the draft of the Records Retention Schedule and submit to the Ohio Historical Society for approval. All voted yes on the roll call vote.
- I. **BUILDING COMMITTEE ACTION (LANDSCAPING).** There was extensive discussion in regards to the landscaping designs. Discussion included similar cost of quotes, memorial garden, base planting, seasonal interest, ledger rock, maturity of plants, and which plan has less maintenance. Motion was made by Dale Nienberg and seconded by Virginia Schroeder to accept Cranberry Creek's plan with ledger rock and the right to make plant substitutions within the original quoted price of \$10,800.00. All voted yes on the roll call vote.
- J. **PHONE VENDORS.** Kelly Ward discussed quotes from various telephone systems. After discussion between board members, the board requested to table it until we have more information. Dale suggested that Kelly Ward get references and/or presentations from the top 2 or 3 vendors.
- K. **HIRE CIRCULATION ASSISTANT.** Kelly Ward, Shirley Beining, and Ruth Hermiller interviewed 8 applicants for the circulation assistant position. Kelly discussed the hours, rate of pay, and where the circulation assistant would work. Kelly, Shirley, and Ruth decided that Paula Thomas was the best applicant for the job. Kelly also stated that Paula worked for the Continental Library from 1979 thru 1988. Kelly checked Paula's references and they were favorable. Kelly would like Paula to start Tuesday, September 28, 2010. Motion was made by Virginia Schroeder and seconded by Ginger O'Malley to authorize Kelly Ward to hire Paula Thomas. All voted yes on the roll call vote.
- L. **EXECUTIVE SESSION (IN).** Motion was made by Ginger O'Malley and seconded by Mary Lieb to go into executive session at 6:06 p.m. to discuss potential compensation of a public employee. All voted yes on the roll call vote.
- M. **EXECUTIVE SESSION (OUT).** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to come out of executive session at 6:45 p.m. All voted yes on the roll call vote.

- N. **NOTICE TO PUBLIC EMPLOYEE.** Motion was made by Janice Crawfis and seconded by Beth Myers to authorize the Director to write the public employee in question a letter requesting further clarification from the employee. All voted yes on the roll call vote.
- O. **RAREY ROTH CONTRACT.** Motion was made by Dale Nienberg and seconded by Mary Lieb to accept the proposal from Rarey Roth for the additional 100 hours at the cost of \$10,300.00. Nancy discussed that there is 17 hours left and that the proposal was already in the budget.
- P. **DISCUSSION.** The Board discussed the office furniture. They questioned the durability of the furniture. They questioned if the furniture matched. They suggested that Kelly check with National Office for refurbished steel cabinets. There was no action taken by the board.
- Q. **BOARD MEETING LOCATIONS.** The board discussed the board meeting location for October 19, 2010. The next board meeting location will be at the Kalida High School Library in Kalida, Ohio.

OTHER REPORTS:

REPORTS FROM BRANCHES AND FRIENDS: Janice Crawfis reported that the Friends of the Putnam County District Library met on September 13, 2010. Out of the 28 members, there were 12 members present. The Friends voted to purchase a \$3,500.00 naming rights, a granite paver, and the Friends voted to endorse the Library Levy.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale stated that Bill Rieman and Kent Kahle are going to do a presentation on the new Kalida Library location. They will do this presentation at the next regular board meeting. They will also let us tour the new location.

COMMENTS FROM THE PUBLIC.

Name	Comment
Sue Barnhart	Why the minutes are not on the web page yet? Are evaluations done? Where are the job descriptions for Kelly and Nancy? They will be done soon.
Rose Ellerbrock	Rose questioned the last audit from the State.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:05 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, October 19, 2010, at 4:30 p.m. at the Kalida High School Library location.

Secretary

President