

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Putnam County District Library, Ottawa, Ohio at 4:30 p.m., Tuesday, April 19, 2011

Board: Keith Kahle, Beth Myers, Janice Crawfis, Dale Nienberg, Ginger O'Malley, Mary Lieb, and Paulette Smith

Administration: Kelly Ward, Director; Nancy Stauffer, Fiscal Officer; Michelle Johns; Administrative Assistant

Public: Rose Ellerbrock and Sue Barnhart

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the March 15, 2011, regular meeting were approved on motion by Dale Nienberg and seconded by Janice Crawfis. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the March 18, 2011, special meeting were approved on motion by Paulette Smith and seconded by Mary Lieb. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** Dale Nienberg commented that the board needs to decide where to allocate the money the Putnam County District Library received from the Sewell funds. Ginger O'Malley commented that she could get Mike O'Malley to come in and let the board know what the family intentions are for the money from the Sewell funds. The March bills and financial reports were approved, on motion by Dale Nienberg and seconded by Beth Myers. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for March was presented noting that fines and fees revenue was \$753.43; copies revenue was \$554.15; and Miscellaneous was \$1.00
- E. **GIFTS.** Accepted Donations from Memorial Fund donations of \$1,244.45; Summer Reading Club fund donations of \$350.00; Paver fund donations of \$120.00; Friends of the Putnam County District Library fund donations of \$599.00; and Virginia Zirkle Trust Fund donations of \$6,000.00, as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from March (see attached report). Kelly discussed the circulation statistics and compared January thru March 2009, 2010, and 2011. Kelly also discussed the cost of Public Records Request, meetings, trainings, and upcoming events.

NEW BUSINESS

- G. **YOUTH SERVICES CONFERENCE FOR VALERIE LAUKHUF.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize Valerie Laukhuf to attend the Youth Services Conference on May 12, 2011 in Twinsburg, Ohio for the total amount of \$177.00. All voted yes on the roll call vote.
- H. **MEMORANDUM OF UNDERSTANDING WITH FRIENDS OF THE LIBRARY.** Kelly Ward discussed with the board whether the Putnam County District Library should have a Memorandum of Understanding between the Friends of the Putnam County District Library and the Putnam County District Library. Kelly Ward stated that the Memorandum of Understanding is recommended by the American Library Association, Ohio Library Council, and the National Friends group. There was no action taken by the board. Janice Crawfis will take copies of Memorandum of Understanding to the Friends of the Putnam County District Library for their ideas and discussion.
- I. **LANDSCAPE MAINTENANCE PROPOSAL FROM CROY'S MOWING.** Motion was made by Paulette Smith and seconded by Mary Lieb to accept the proposal from Croy's Mowing for landscape maintenance. All voted yes on the roll call vote.
- J. **LANDSCAPING FOR CHILDREN'S GARDEN.** There was extensive discussion among board members in regards to the landscaping of the children's garden at the new Ottawa library building. Dale Nienberg reviewed the landscaping plans, which were donated by the students from the Ohio State University architectural program. Some of the topics the board discussed included sidewalks, fencing, plants, gazebo/pergola, memory garden, phases of project, and costs. Motion was made by Paulette Smith and seconded by Mary Lieb to approve the landscape concept from the Ohio State University architectural students and to allocate \$10,000.00 from the Building Construction Fund for additional landscaping. All voted yes on the roll call vote.
- K. **LEAVE WITHOUT PAY FOR JUDY DOTY.** There was extensive discussion among board members in regards to a request for unpaid leave for Judy Doty. Some of the issues discussed by the board included: considering the "needs of the library" before granting leave, granting earned leave requests before unpaid leave requests, and limiting overtime caused by request for leave while still attempting to accommodate the needs of the staff. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to approve Judy Doty's paid vacation leave request and conditionally approve her unpaid leave request contingent upon library staffing needs. All voted yes on the roll call vote.
- L. **LEAVE WITHOUT PAY FOR PAULA THOMAS.** There was extensive discussion among board members in regards to a request for unpaid leave for Paula Thomas. Some of the issues discussed by the board included: considering the "needs of the library" before granting leave, granting earned leave requests before unpaid leave requests, and limiting overtime caused by request for leave while still attempting to accommodate the needs of the staff. Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve Paula Thomas's paid

vacation leave request and conditionally approve her unpaid leave request contingent upon library staffing needs. All voted yes on the roll call vote.

- M. **CONTRACT WITH ROCKFORD CARNEGIE LIBRARY FISCAL OFFICER.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to approve the contract with Robert Maurer, Fiscal Officer for Rockford Carnegie Library, to provide accounting services when and if Nancy Stauffer, Fiscal Officer for the Putnam County District Library, is on leave. All voted yes on the roll call vote.
- N. **STAFF CHAIRS FOR BRANCH LOCATIONS.** Motion was made by Beth Myers and seconded by Mary Lieb to authorize Kelly Ward to purchase 10 staff chairs (1 chair for each of the Putnam County District library branch locations) from the Virginia Zirkle Trust Fund for the total amount of \$2,450.00. All voted yes on the roll call vote.
- O. **VOLUNTEER POLICY.** The board discussed a change in the wording for the Recruitment and Use of Volunteers Policy. The board would like to change wording to "A criminal background check may be conducted at the expense of the volunteer". The board would like Kelly Ward to show the changes to the attorney for the Putnam County District Library. No motion was taken by the board.

DISCUSSION

OTHER REPORTS:

REPORTS FROM BRANCHES AND FRIENDS:

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg commented on the potential location for Kalida library.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock asked if the \$500,000.00 will be returned to the general fund.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:51 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, May 17, 2011, at 4:30 p.m. at the Putnam County District Library.

Secretary

President