

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, August 16, 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

Public: Rose Ellerbrock, Judi Parker, Karen Okuley, and Judy Ruen.

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the July 19, 2011, regular meeting were approved on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote, except Keith Kahle who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Paulette Smith and seconded by Janice Crawfis. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for July was presented noting that fines and fees revenue was \$1,030.63; copies revenue was \$380.45.
- D. **GIFTS.** Accepted donation from the Friends of the PCDL of \$1,600.50; Local History donation of \$21.00; Memorial Fund donations of \$397.26, on motion by Ginger O'Malley and seconded by Beth Myers. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from July (see attached report).

NEW BUSINESS

- F. **KALIDA LIBRARY LOCATION FURNISHINGS PURCHASE.** Motion was tabled due to questions regarding naming rights donations and which funds to use for payment.
- G. **LOCAL ORGANATIONAL MEMBERSHIP FEES.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to pay 50% of the membership dues for one staff member for both the Rotary and Kiwanis clubs. All voted yes on the roll call vote. Discussion was held among Board members that it is good public relations for administrative staff to be members since these organizations provide ongoing support to the Library. And that these organizations would not be aware of the Libraries needs without staff membership.
- H. **SIGN QUOTES.** Only one quote had been received. Motion was tabled to obtain additional quotes.

I. **APPROPRIATIONS MODIFICATIONS (Resolution 7-2011).** Motion was made by Janice Crawfis and seconded by Beth Myers to approve the appropriations modifications as presented by the Fiscal Officer. All voted yes on the roll call vote.

| FUND NAME | SUMMARY ACCOUNT | AMT OF CHANGE | NEW ACCT BALANCE |
|---------------------------------------|-----------------------|---------------|------------------|
| General Fund | Salaries and Benefits | 15,364 | 706,532 |
| | Purchased Services | 7,000 | 103,665 |
| | Library Materials | 11,550 | 123,802 |
| Putnam County Friends Fund | Professional Services | 1,691 | 1,691 |
| | Library Materials | 3,000 | 3,000 |
| | Purchased Services | (830) | 0 |
| | Supplies | 1,490 | 1,590 |
| | Capital Outlay | 500 | 500 |
| Earl J. Belch Trust Fund | Capital Outlay | 2,000 | 2,000 |
| Memorial Fund | Library Materials | 2,000 | 8,000 |
| Summer Reading Club Fund | Purchased Services | (65) | 180 |
| | Supplies | 365 | 1,265 |
| Kiwanis Club of Ottawa Fund | Library Materials | 500 | 2,000 |
| John R. Sewell Fund | Capital Outlay | 2,500 | 47,500 |
| Building Construction Fund | Capital Outlay | 35,000 | 40,000 |
| Furniture & Contents Replacement Fund | Capital Outlay | 3,680 | 133,855 |

J. **INSTITUTIONAL NOTICE FOR LIQUOR PERMIT.** The Director presented an Institution Notice for Liquor Permit form to the Board concerning the Continental Dollar General Store 10222. It was sent to us for consideration since the Continental Library Location is within 500 feet of the Dollar General Store. The Director had contacted two former Board members for the Continental area to ask about the communities general thoughts on the subject. They stated that they didn't think the community would object. Comment was made that it would have no adverse affect on the Library, but we don't advocate liquor sales. Motion was made by Dale Nienberg and seconded by Beth Myers to choose the first option on the form, we do not object to this Permit and return the form back to the Ohio Dept. of Commerce. All voted yes on the roll vote.

- K. QUOTE FOR BACKFILLING AND SEEDING IN AREAS DISTURBED DURING SIDEWALK INSTALLATION.** The Director presented a quote from Dale's Concrete for up to \$2,300.00 for backfilling and seeding in areas disturbed during sidewalk installation. Motion was made by Beth Myers and seconded by Dale Nienberg to accept the quote as presented. All voted yes on the roll call vote.
- L. MEMORANDUM OF UNDERSTANDING COMMITTEE.** Keith Kahle directed Dale Nienberg and Paulette Smith to meet with the Friends of the PCDL concerning the memorandum of understanding between the two organizations. Also asked the Fiscal Officer to ask the County Prosecutor if it is a conflict of interest for Library Board members who are also members of the Friends of the Putnam County District Library organization (not officers) to vote to approve a memorandum of understanding between the two parties.
- M. VETERAN'S DAY 2011.** The Director proposed that the Library be closed on Thursday, November 10th instead of Friday, November 11th for Veteran's Day. Historically, Veteran's Day has been staff development day for the Library. It would cost the Library additional wages if we had staff development day on Friday, November 11th since all Library locations are closed on Friday. Motion was made by Ginger O'Malley and seconded by Paulette Smith to close all Library locations on Thursday, November 10th in observance of Veteran's Day and to hold staff development day. All voted yes on the roll call vote.
- N. OLC CONVENTION AND EXPO.** The Director asked that she and 3 other staff members could attend the OLC Convention and Expo October 26-28. There was discussion among Board members concerning the benefits the convention would have for the staff and the library. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize the Director to consult with these staff members concerning their interest in the convention and becoming members of OLC to reduce the library's registration fees. Maximum of 4 staff members to attend with two nights hotel stay and meal reimbursement per current policy. Costs to be paid from the Jean R. Sewell Trust fund. All voted yes on the roll call vote.

OTHER REPORTS:

REPORTS FROM BRANCHES AND FRIENDS: Karen Okuley commented that the Friends of the PCDL is ready for the annual craftshow and asked for help with flier distribution as other craftshows. Beth Myers commented that they are working on the Christmas tree festival. The Friends of the PCDL's next meeting is September 12, 2011.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg commented on how much he liked the Mango program.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock asked the following: Why does the Board needed a memorandum of understanding with the various county Friends groups? Who recommended that we have it? What is the advantage of it? If a Friends group disbands, could they donated the money just to a specific branch library? What guarantees the use of the money? Karen Okuley commented that a disagreement with the Library is not the only reason to disband a Friends group. It could be for lack of leadership. She also asked how many Friends groups are in the county.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:15 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, September 20, 2011, at 4:30 p.m. at the Putnam County District Library.

Secretary

President