

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, December 20, 2011

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

Administration: Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

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

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the November 15, regular meeting were approved with changes on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote, except Ginger O'Malley who abstained.
- B. **SPECIAL MINUTES.** The minutes of the November 29, regular meeting were approved with changes on motion by Dale Nienberg and seconded by Paulette Smith. All voted yes on the roll call vote, except Ginger O'Malley who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Janice Crawfis and seconded by Mary Lieb. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for November was presented noting that fines and fees revenue was \$739.03; copy revenue was \$330.65.
- E. **GIFTS.** Accepted donation for Friends of the PCDL fund of \$705.07; Memorial Fund donations of \$602.09; Paver Donation Fund of \$120.00 on motion by Ginger O'Malley and seconded by Paulette Smith. All voted yes on the roll call vote.
- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from November (see attached report). The Director mentioned at the conclusion of her report that she had received quotes for the table lamps that were less than the price originally quoted by Design Group of \$650.00. After the Director's report Dale Nienberg questioned the purchase of the table lamps. He expressed that he felt the lamps were too expensive and he had found a large number of lamps on line and in stores ranging in price from \$20.00 to \$200.00. He questioned whether we needed commercial lamps with outlets or just outlets. He felt there was sufficient light in all areas of the library. Several Board members stated that the light would be useful especially on the two tables outside the study rooms. Dale Nienberg questioned whether the lamps needed to be attached to the table for safety. He felt that the Library maintenance supervisor could create a device to attach the lamps to the table. The Director, Beth Myers, and Mary Lieb expressed that they felt the lamps should be attached to the table. Keith Kahle suggested we purchased two lamps with outlet for the two tables outside

the study rooms to try them out. Keith Kahle also commented that he would like the lamps to be of substantial quality and with three prong grounded outlets.

OLD BUSINESS

- G. **MILEAGE REIMBURSEMENT POLICY.** Board members discussed the current mileage rate of \$.30 mile and compared it to other area local governments. Motion was made by Dale Nienberg and seconded by Beth Myers to set the mileage rate at 80% of the federal rate rounded to the next highest whole cent, effective 1/1/2012. All voted yes on the roll call vote.
- H. **MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF THE PCDL.** Board members Dale Nienberg and Paulette Smith met with Friends officers Karen Okuley and Judy Ruen on December 12, 2011 to discuss the draft memorandum of understanding. The Board discussed several changes that were made to the draft agreement. Motion was made by Paulette Smith and seconded by Dale Nienberg to accept the modified memorandum of understanding as presented. All voted yes on the roll call vote. (see attachment) The document will be discussed at the Friends of the PCDL January 2012 meeting.

NEW BUSINESS

- I. **INCREASE BRANCH LIBRARY CHANGE FUND AMOUNT.** The Fiscal Officer discussed with the Board that the Branch Libraries were having difficulty making change when presented with larger bills. Motion was made by Beth Myers and seconded by Mary Lieb to approve the increase in the Branch change funds from \$25.00 to \$60.00 per location. All voted yes on the roll call vote.
- J. **2011 APPROPRIATIONS MODIFICATIONS (Resolution 12-2011).** Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the appropriations modifications as presented. All voted yes on the roll call vote. (see attachment)
- K. **2012 TEMPORARY APPROPRIATIONS (Resolution 13-2011).** Motion was made by Paulette Smith and seconded by Ginger O'Malley to approve the 2012 temporary appropriations as presented. All voted yes on the roll call vote. (see attachment)
- L. **CLOSING OF FUNDS AT 12/31/2011.** The Fiscal Officer asked that several funds be closed after year end. These funds all have a zero fund balance and there is no anticipated revenue. Motion was made by Mary Lieb and seconded by Janice Crawfis to close the following funds after year end: Virginia Zirkle Bequest Fund, FEMA Relocation Fund, Maizie Hauck Frey Legacy Fund, Naming Rights Fund, and Furniture Donation Fund. All voted yes on roll call vote.
- M. **OHIO HISTORICAL SOCIETY- OHIO AND THE CIVIL WAR: 150 YEARS LATER EXHIBIT.** The Director discussed that she would like to commit to having the Ohio and the Civil War: 150 Years Later Exhibit in 2013 at a cost will be \$500.00. Motion was made by Beth Myers and seconded by Ginger O'Malley to allow the Director to commit to having the Ohio and the Civil War: 150 Years Later Exhibit in 2013 at a cost of \$500.00. All voted yes on the roll call vote.

N. **2012 Holiday Schedule.** The Director reviewed the 2012 holiday schedule with the Board. She had no recommendations for changes to that schedule.

OTHER REPORTS:

REPORTS FROM BRANCHES AND FRIENDS: Beth Myers commented that she was happy with help provided by the staff and volunteers for the setup of the 29 trees for the Christmas Tree Festival. A harpist performed at the open house. The harpist, Donna Lora, was great and very accommodating with the public's interest in her harp. Beth also commented that it was a very good experience and that this was the first festival to be held since December of 2006.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg asked the Board set a time to revisit the evaluation forms. They set a special meeting for January 10, 2012 at 2:00 p.m. Dale expressed his thanks to Ottoville Library, Ft. Jennings Library, Kalida Library, and Continental Library for their help with the Santa program. He thanked Darlene Hanneman for her donation of a Christmas tree for the Kalida Library location. Dale also commended and thanked Keith Kahle for his many years of service on the Board. Keith Kahle commented that this was his last Board meeting. He had notified the Putnam County Commissioners that he did not want to be considered for another term. He expressed thanks for the opportunity to serve on the Board. He also thanked all the staff for the great job and service they provide to the citizens of Putnam County.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:19 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, January 17, 2012, at 4:30 p.m. at the Putnam County District Library.

Secretary

President