

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at Putnam County Educational Service Center, Ottawa, Ohio at 4:30 p.m., Tuesday, February 15, 2011

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

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

Public: Rose Ellerbrock, Don Schroeder, Judy Ruen, Karen Okuley, Travis Jerwers

PLEDGE OF ALLEGIANCE

OATH OF OFFICE. Travis Jerwers administered the oath of office to Paulette Smith. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the Constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Paulette Smith responded I do.

- A. **REGULAR MINUTES.** The minutes of the January 18, 2011, regular meeting were approved on motion by Dale Nienberg and seconded by Beth Myers. All voted yes on the roll call vote except Ginger O'Malley and Paulette Smith who abstained.
- B. **SPECIAL MINUTES.** The minutes of the January 25, 2011, special meeting were approved with correction on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote except Ginger O'Malley and Paulette Smith who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for January was presented noting that fines and fees revenue was \$647.28; copies revenue was \$361.75; Miscellaneous was \$.45; and cyberpatrol grant was \$574.40
- E. **GIFTS.** Accepted Donations from the Friends of the Putnam County District Library of \$132.00; J. Earl Belch donation for Columbus Grove location of \$2,000.00; Memorial Fund donations of \$575.05; Pavers donation of \$1,080.00; Furniture Donation of \$380.00 as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.

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- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from January (see attached report). Kelly also discussed the cost of Public Records Request, meetings, trainings, and upcoming events.
- G. **TRAINING.** Nancy Stauffer, Fiscal Officer, will be attending The Public Library Fiscal Officer Conference sponsored by Ohio Library Council Accounting Division on 03/24/2011 and 03/25/2011. The cost is \$80.00 for both days and the one night hotel stay will be \$0.00. Also, Kelly Ward, Director, will be attending the Ohio Legislative Day on 03/24/2011.

NEW BUSINESS

- H. **NEW FUND-J. EARL BELCH TRUST FUND (\$2,000.00 DONATION FOR COLUMBUS GROVE LOCATION).** Motion was made by Ginger O'Malley and seconded by Paulette Smith to set up a new fund called the J. Earl Belch Trust Fund (# 2003). The donation was specified to be used at the Columbus Grove library location. Kelly Ward and Shirley Beining discussed using the fund for furniture purchases for the Columbus Grove library. All voted yes on the roll call vote.
- I. **BUILDING CHANGE ORDER.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the building change order to add two door closures to family and staff restrooms, add larger kick plates at door 142, add 13 cabinet locks, and add two end panels for a total amount of \$1,780.00. All voted yes on the roll call vote.
- J. **LANDSCAPING MAINTENANCE CONTRACT QUOTES.** There was discussion among board members on who to hire for mowing and landscaping maintenance. Janice Crawfis suggested that if the Board chooses to obtain quotes, the Board should go with the lowest and best quote. The Board discussed that we have used Croy's Mowing in the past and we were always happy with their service. The Board directed Nancy Stauffer to obtain a proposal from Croy's Mowing. No action was taken at this time.
- K. **AUTHORIZATION TO PARTICIPATE IN GROUP PURCHASING PROGRAM FOR EARLY LITERACY COMPUTERS.** Kelly Ward, Director, asked the board to purchase three (3) Early Literacy Computers. There was discussion among board members regarding which library locations should have an Early Literacy Computer and what version (English, Spanish, both) the library locations should carry. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to purchase eight (8) Early Literacy Computers with the Spanish version if easily convertible. One Early Literacy Computer for each library location. If there is no space at the Kalida library location, two (2) computers will be placed at the Ottawa library location until Kalida has room. The Early Literacy Computers will be paid with the money from the John Sewell Trust Fund. All voted yes on the roll call vote.

DISCUSSION

OTHER REPORTS:

REPORTS FROM BRANCHES AND FRIENDS: Kelly Ward stated that the Pandora Friends of the Library is now official. Karen Okuley with The Friends of the Putnam County District Library discussed the dates for the upcoming Craft Show and Book Sale. Karen also discussed the preparation for the two (2) Grand Openings for the new Ottawa Library building.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Keith Kahle stated that the staff did a great job helping with the move to the new library building. Keith hopes the public understands the amount of work it takes to move. Dale Nienberg thanked the girl scouts for taking most of the cardboard boxes for their recycling project. Dale also stated that the board needs to decide who is going to the Ohio State University on March 3, 2011 to meet with the landscaping architectural group. There will be four (4) projects to judge. The board will then pick a winner that day.

COMMENTS FROM THE PUBLIC: NONE

ADJOURNMENT. There being no further business the meeting was adjourned at 5:56 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, March 15, 2011, at 4:30 p.m. at the Putnam County District Library.

Secretary

President