

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, January 18, 2011

Board: Keith Kahle, Beth Myers, Janice Crawfis, Dale Nienberg, and Mary Lieb

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

Public: Rose Ellerbrock, Don Schroeder, Ruth Wilhelm, Jim Maurer, Marlana Ballinger, Vince Schroeder

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF FISCAL OFFICER.** Motion was made by Janice Crawfis and seconded by Mary Lieb to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current annual salary effective January 1, 2011 (at 36 hours per week). All voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER (DIRECTOR).** Motion was made by Beth Myers and seconded by Dale Nienberg to re-appoint Kelly Ward as Director for one year, effective January 1, 2011. All voted yes on the roll call vote.
- C. **OATH OF OFFICE.** Vince Schroeder administered the oath of office to Nancy Stauffer, Fiscal Officer, and Kelly Ward, Deputy Fiscal Officer. 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 Fiscal Officer (or Deputy Fiscal Officer) 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? Nancy Stauffer and Kelly Ward responded I do.
- D. **REGULAR MINUTES.** The minutes of the December 21, 2010, regular meeting were approved on motion by Dale Nienberg and seconded by Mary Lieb. All voted yes on the roll call vote.
- E. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.
- F. **PETTY CASH REPORT.** The petty cash report for December was presented noting that fines and fees revenue was \$534.46; copies revenue was \$340.53; misc was \$137.04; and e-rate was \$302.15

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- G. **GIFTS.** Accepted Donations to the General Fund from the Columbus Grove Schools of \$500.00 (for a computer at Columbus Grove Library); December Memorial Fund donations of \$566.73; Pavers Fund donations of \$960.00; Furniture Donation Fund of \$750.00; Naming Rights Fund of \$8,500.00; Local History Fund of \$10.00; Friends of the PCDL of \$120.97, as listed on the petty cash reports, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote.
- H. **CREATE JEAN SEWELL TRUST FUND.** Motion was made by Janice Crawfis and seconded by Beth Myers to create the Jean Sewell Trust Fund #2020. All voted yes on the roll call vote.
- I. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her 2010 Annual Report (see attached report).

NEW BUSINESS

- J. **RESOLUTION TO PAY BILLS.** Motion was made by Dale Nienberg and seconded by Mary Lieb to adopt Resolution 1-2011 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board Meeting. All voted yes on the roll call vote.
- K. **ELECTION OF BOARD OFFICERS (PRESIDENT).** Mary Lieb nominated Keith Kahle to the position of President of the Putnam County District Library Board of Trustees. Nomination was seconded by Janice Crawfis. Mary Lieb motioned that the nominations be closed. All voted yes on the roll call vote, except Keith Kahle who abstained.
- L. **ELECTION OF BOARD OFFICERS (VICE-PRESIDENT).** Dale Nienberg nominated Beth Myers to the position of Vice-President of the Putnam County District Library Board of Trustees. Nomination was seconded by Mary Lieb. Dale Nienberg motioned that the nominations be closed. All voted yes on the roll call vote, except Beth Myers who abstained.
- M. **ELECTION OF BOARD OFFICERS (SECRETARY).** Dale Nienberg nominated Mary Lieb to the position of Secretary of the Putnam County District Library Board of Trustees. Nomination was seconded by Beth Myers. Dale Nienberg motioned that the nominations be closed. All voted yes on the roll call vote, except Mary Lieb who abstained.
- N. **APPOINTMENT OF BOARD COMMITTEES.** There was discussion whether there should be separate board committees with three board members on each committee or hold committee meetings as special board meetings so that all members of the board are informed. Motion was made by Dale Nienberg and seconded by Beth Myers to hold committee meetings as special board meetings. All voted yes on the roll call vote.
- O. **INTEREST EARNINGS POLICY.** There was lengthy discussion between board members about the interest fund distribution. There are no specifications on funds except the Stauffer Trust Fund. The board decided to continue current resolution of Stauffer Trust receiving interest with balance going to General Fund. No action was taken.

- P. **2011 HOLIDAY SCHEDULE REVIEW.** The board reviewed the 2011 holiday schedule. The library will follow the policy manual schedule for holidays. No action was taken by the board.
- Q. **TEMPORARY APPROPRIATIONS FOR SPECIAL REVENUE AND CAPITAL PROJECTS FUNDS.** Motion was made by Beth Myers and seconded by Dale Nienberg to approve the Temporary Appropriations for special revenue and capital projects funds. All voted yes on the roll call vote.
- R. **BUILDING GRAND OPENING DATES, DATE OF CLOSURE FOR THE OTTAWA LOCATION, AND CLOSURE OF THE LOCAL HISTORY DEPARTMENT AT FT. JENNINGS.** Kelly Ward had a lengthy discussion with the board in regards to what needs to be done before the new library building opens. Kelly stated that we need to reintegrate collection and train the employees on multiple functions. The T-1 line will be moved on February 14. We will be pulling DVD's and CD's one week prior to move. Interlibrary loan will be down approximately one week. The Branches will continue to operate as usual. Kelly proposed the last day of business for the library would be Thursday February 10th or Saturday February 12. There will be a grace period for overdue books, due to the library being closed. The tax forms will stay at the ESC so they will be available for the public. Kelly discussed having the grand opening dates on March 5, 2011 (Special Reception for Friends members and donors); March 7, 2011 as a soft opening; and March 12, 2011 as the Public Grand Opening. Motion was made by Dale Nienberg and seconded by Mary Lieb to approve the date February 10, 2011 to close the Ottawa library location for move to new building and Local History at Ft. Jennings; the date of March 5, 2011 for donor and Friends tour; and the date of March 12, 2011 for the Grand Opening of the new library building in Ottawa. All voted yes on the roll call vote.
- S. **CHANGE IN FEES CHARGED FOR LOCAL HISTORY RESEARCH.** Motion was made by Janice Crawfis and seconded by Beth Myers to approve the increase in fee for local history research from \$1.00 to \$2.50 effective February 1, 2011. All voted yes on the roll call vote.
- T. **WORKERS COMPENSATION AND WAIVER RELATED TO VOLUNTEERS.** Motion was made by Janice Crawfis and seconded by Mary Lieb to authorize the workers compensation and waiver forms for volunteers. All voted yes on the roll call vote.
- U. **UNPAID LEAVE FOR STAFF MEMBER JUDY DOTY.** There was discussion among board members in regards to health insurance for unpaid leave for Judy Doty. Nancy Stauffer will contact Jean with the Auditor's Office in regards to Judy Doty's health insurance. No motion was taken by the board.

DISCUSSION

OTHER REPORTS: Dale Nienberg discussed with the board the OSU landscape project.

REPORTS FROM BRANCHES AND FRIENDS: The Friends of the Putnam County District Library will meet on Tuesday to discuss planning for the Craft Show.

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COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg asked about how to nominate the Friends of the Putnam County District Library for recognition of what they do for the library.

COMMENTS FROM THE PUBLIC: NONE

ADJOURNMENT. There being no further business the meeting was adjourned at 6:42 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, February 15, 2011, at 4:30 p.m. at the Educational Service Center.

Secretary

President