

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library, at Putnam County Educational Service Center, Ottawa, Ohio at 10:00 a.m., Tuesday, January 25, 2011

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

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

PLEDGE OF ALLEGIANCE

PERSONAL LEAVE POLICY. There was a lengthy discussion among the members of the Board of Trustees of the Putnam County District Library in regards to the Personal Leave Policy (Section 8.2 of the policy manual) for employees. The discussion was in regards to whether part-time employees should get a personal day. Motion was made by Beth Myers and seconded by Dale Nienberg to approve the following change of policy: On January 1st of each year, all full-time employees as well as part-time employees who are a pay grade 110 or higher will be granted one personal day that shall be equal to the average number of hours per day worked by the employee in a week, (i.e. a 30-hour workweek would yield a 6-hour personal day). Personal days may be used at any time with prior approval of the Director. The personal day must be used within the year or it is lost. All voted yes on the roll call vote.

HEALTH INSURANCE BENEFITS AND FMLA POLICY. There was lengthy discussion among the members of the Board of Trustees of the Putnam County District Library in regards to the Health Insurance and FMLA policies. The Board decided to follow the policy that the library has right now. No action was taken.

GRAND OPENING OF THE NEW LIBRARY LOCATION. Motion was made by Janice Crawfis and seconded by Mary Lieb for approval of the "Special Reception" at the Putnam County District Library's new library building in Ottawa on March 5, 2011 at 3:00 p.m. and approval of the "Grand Opening" at the Putnam County District Library's new library building in Ottawa on March 12, 2011 at 1:00 p.m. All voted yes on the roll call vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 11:44 a.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, February 15, 2011, at 4:30 p.m. at the Putnam County Educational Service Center.

Secretary

President