

**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, July 19, 2011**

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

**Administration:** Kelly Ward, Director

**Public:** Rose Ellerbrock, Judi Parker, Karen Okuley, and Sue Barnhart

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the June 21, 2011, regular meeting were approved on motion by Dale Nienberg and seconded by Janice Crawfis All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by Paulette Smith and seconded by Mary Lieb. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for June was presented noting that fines and fees revenue was \$1,071.05; copies revenue was \$379.10.
- D. **GIFTS.** Accepted Memorial Fund donations of \$600.00, on motion by Ginger O'Malley and seconded by Janice Crawfis. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from June (see attached report).

**NEW BUSINESS**

- F. **SAFETY POLICY.** There was discussion regarding how this policy is important to keep the costs of Workers Compensation lower. Motion was made by Ginger O'Malley and seconded by Mary Lieb to approve the policy as presented. All voted yes on the roll call vote. (see attachment)
- G. **SIDEWALK ESTIMATES.** The Director presented quotes for the installation of sidewalks from the Concrete Couple and Dale's Concrete. A third vendor, F&S Concrete was contacted to give a quote, but there was no response from the Directors calls. The three areas quoted were as follows: 1) Along the road in front of the property 2) Along the driveway to the building 3) in the back going to the future garden. There was discussion regarding the three areas quoted. Dale stated that the sidewalk was necessary in the back of the library because it was needed in order to plan for the future garden. Ginger stated that we would save money to get it completed now. Ginger and Beth thought it would be appropriate to pay for the sidewalks from the Building Construction Fund. It was discussed that the quotes included the correct width as to comply with Village Ordinances. Dale wanted to know if the quote included a sealant

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immediately or at a later date. Dale also wanted to know if our current sidewalks have been sealed and if not, whose is responsible to do so. Kelly stated that she would check into it. Dale thinks that if we complete our sidewalk that it would encourage the village to put sidewalks in at the Educational Service Center. Ginger wanted to know if the project could be completed before school started in the fall or if the project could be done in phases. Paulette would like to see the front sidewalk along the road to be completed before school. All agreed that all three areas should be completed and that Dale's Concrete should get the job because their quote was the lowest provided they could put the sidewalks in before winter. Motion was made by Ginger O'Malley and seconded by Paulette Smith to accept the lowest bid for all three sections of concrete in the amount of \$13,550.00 from Dale's Concrete contingent upon completion before winter. All voted yes on the roll call vote.

- H. **COLLEGE INTERN PROGRAM AT DEFIANCE COLLEGE.** The Director presented information regarding the Defiance College Partnership for Jobs program. She asked that the Library hire a college intern to do some accounting work and manage the inventory list for the library. Although the intern would make minimum wage, \$7.40 per hour, the Library would only have to pay \$3.70 per hour as the rest would be paid for through a program at Defiance College. The intern would work 10 hours per week and we would interview eligible candidates. Dale Nienberg thought it was a good idea and Ginger O'Malley liked the collaboration with the college. Motion was made by Dale Nienberg and seconded by Mary Lieb to allow the Library's participation in the Defiance College Partnership for Jobs program. All voted yes on the roll call vote.
- I. **PURCHASE ADDITIONAL EARLY LITERACY COMPUTER FOR OTTAWA LOCATION.** - Motion was made by Janice Crawfis and seconded by Paulette Smith to purchase an additional Early Literacy computer for the Ottawa Library location with funds from the John R. Sewell Trust Fund. All voted yes on the roll call vote.
- J. **KALIDA LIBRARY LOCATION SHELVING PURCHASE.** The Director stated that she and the Fiscal Officer met with Dave Connelly of RDT Concepts regarding shelving for the new Kalida Library location. The vast majority of shelving would come from the Library's current holdings. She presented a quote from RDT Concepts for children's short shelving totaling \$765.00. There was a discussed concerning which fund should be used to make the purchase. Dale had reservations about the money for the Kalida shelving coming from the Building Construction fund since it was established for the Ottawa Library. It was also discussed that quotes from local wood working companies would be gathered for the wood end panels and toppers for the shelving. Motion was made by Ginger O'Malley and seconded by Dale Nienberg to purchase the shelving as quoted by RDT Concepts for \$765.00 to be paid from the Jean R. Sewell Trust Fund. All voted yes on the roll call vote.
- K. **SIGN FOR OTTAWA LIBRARY LOCATION.** It was discussed that the library should purchase a business sign for the Ottawa Library location that would go beside the road. Janice Crawfis thought that a brick that matched the building would be a good use of construction money and would be sturdy and useful. Dale Nienberg wanted to know what do other businesses have on Putnam Parkway. The Director stated that they all have some type of brick in their business sign. Beth Myers wanted to know if Pal Pack could make our sign. It discussed that

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the Director should get quotes for the next regular Board meeting regarding signage. No action taken.

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Jan Crawfis mention that the Friends of the Putnam County District Library (PCDL) June Book Sale was very successful with a profit of \$1,678.06. Karen Okuley, President of the Friends of the PCDL would like to have the book sale at the same location or at the new elementary school in Ottawa next year. Karen also stated that the on-going book sale at the Ottawa Library is going well and that books are refreshed monthly. The Friends of the PCDL are also busy getting ready for the Craft Show on October 29 at the Ottawa Glandorf High School. Karen stated that August 3 is the next Craft Show meeting and that September 12 is the next Friends of the PCDL meeting. Discussion was held to include the creation of a Memorandum of Understanding Committee on the August regular Board meeting agenda.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Neinberg asked when Westerheide Developers was going to repair the damaged curb in the bookdrop lane. Dale also commented that next spring a local community group would be donating a gazebo for the library garden. Paulette Smith asked if there were any comments regarding the Library's booth at the Putnam County Fair. Kelly Ward stated that she had not received any comments thus far. All Board members commented that the Merchants Building was nearly empty this year at the fair and wondered if it would be worth it to do again next year.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:48 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, August 16, 2011, at 4:30 p.m. at the Putnam County District Library.

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Secretary

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President