

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, June 21, 2011

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

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

Public: Rose Ellerbrock, Judi Parker,

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the May 17, 2011, regular meeting were approved on motion by Dale Nienberg and seconded by Janice Crawfis. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the May 31, 2011, special meeting were approved on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote except Paulette Smith who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Beth Myers. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for May was presented noting that fines and fees revenue was \$922.03; copies revenue was \$438.15.
- E. **GIFTS.** Accepted Donations from Friends of the PCDL of \$3,641.99; Memorial Fund donations of \$336.52; Local History fund donation of \$20.00; Paver fund donation of \$120.00, as listed on the petty cash reports, on motion by Mary Lieb 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 May (see attached report).

OLD BUSINESS

- G. **VOLUNTEER POLICY.** There was extensive discussion related to the who should pay for the background check, the individual or the Library. Motion was made by Ginger O'Malley and seconded by Mary Lieb to approve the policy as resented. (See attachment) All voted yes on the roll call vote.

NEW BUSINESS

- H. **BUILDING CHANGE ORDER.** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to approve the building change order to add a Corian top to the panels at the reference and circulation desks at a cost of \$1,890.00 . All voted yes on the roll call vote.
- I. **RESIGNATION AND RETIREMENT POLICIES.** Motion was made by Paulette Smith and seconded by Beth Myers to approve changes to the Resignation (13.1) and Retirement (13.4) sections of the Employee Policy and Procedures Manual as presented by the Director. Increased the number of weeks of notice upon resignation or retirement for employees pay grade 85 or higher from 2 week to 4 weeks. (see attachment) All voted yes on the roll call vote.
- J. **EXECUTIVE SESSION (IN).** Motion was made by Beth Myers and seconded by Janice Crawfis to go into executive session at 5:29 p.m. to discuss the hiring of a public employee. All voted yes on the roll call vote.
- K. **EXECUTIVE SESSION (OUT).** Motion was made by Janice Crawfis and seconded by Mary Lieb to come out of executive session at 5:49 p.m. All voted yes on the roll call vote.
- L. **HIRING OF PART TIME CIRCULATION ASSISTANT.** The Director recommended the hiring of Pat Meyer for the position of part time circulation assistant. Motion was made by Janice Crawfis and seconded by Paulette Smith to hire Pat Meyer at \$9.74 per hour for the position of part time circulation assistant. All voted yes on the roll call vote.
- M. **HIRING OF PART TIME SUMMER INTERN.** The Director recommended the hiring of Elizabeth Schroeder for the position of part time summer intern. Motion was made by Paulette Smith and seconded by Dale Nienberg to hire Elizabeth Schroeder at \$7.40 per hour for the position of part time summer intern. All voted yes on the roll call vote.

OTHER REPORTS:

REPORTS FROM BRANCHES AND FRIENDS: Janice Crawfis reported that the Friends of the PCDL book sale went well.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg reported that he was happy with the trees installed by Cranberry Creek, but he had a concern that there was too much mulch around the trees. He discussed his concern with Tawa Tree Service and he provided the Board members with a flyer concerning the amount of mulch needed. He asked that we contact Cranberry Creek and have some of the mulch removed. Dale Nienberg asked if the new Kalida Library location would be ready by the Kalida Pioneer festival in early September. The Director responded that the shelving and other furniture would probably not be received until late September and the opening would not be until mid to late October. Dale Nienberg commented on his concerns about the paver supplier and that we should contact other supplies to see if they could supply the pavers any faster.

COMMENTS FROM THE PUBLIC: None

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ADJOURNMENT. There being no further business the meeting was adjourned at 5:39 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, July 19, 2011, at 4:30 p.m. at the Putnam County District Library.

Secretary

President