

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library, at the Putnam County District Library, Ottawa, Ohio at 3:45 p.m., Friday, March 18, 2011**

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

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

**PLEDGE OF ALLEGIANCE**

**POWERHEART AED G3 PLUS AUTOMATIC PACKAGE.** Motion was made by Beth Myers and seconded by Dale Nienberg to authorize Kelly Ward to enter into agreement with the Putnam County Office of Public Safety to purchase a Powerheart AED G3 Plus Automatic Package (Defibrillator) for the new Putnam County District Library Ottawa location in the amount of \$1,475.00. All voted yes on the roll call vote.

**BUILDING CHANGE ORDER.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the building change order to add two wood screens on the Reference Desk, add an alarm to Door 109B, add alarms to Doors 115A and 123A, add glass and trim at Children's Entrance, add electronic latches to Doors 101A and 111A (replaces early change order from February 28, 2011 meeting), repair carpet tile in the Lobby, approve a trip charge for additional yellow carpet tiles, and install a snow melt system called "Viega" which provides for automated control of snow melt in lieu of on/off manual switching based on outdoor air temperature and moisture pending positive reactions from Ft. Jennings Bank for a total amount of \$11,118.00. All voted yes on the roll call vote.

**MEETING ROOM POLICY.** There was extensive discussion among board members regarding the Putnam County District Library Meeting Room Policy. Motion was made by Beth Myers and seconded by Paulette Smith to approve the meeting room policy as corrected and attached. All voted yes on the roll call vote.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:12 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, April 19, 2011, at 4:30 p.m. at the Putnam County District Library.

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Secretary

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President