

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, May 17, 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; Michelle Johns; Administrative Assistant

Public: Rose Ellerbrock, Judi Parker, Judy Ruen, Karen Okuley, Don Schroeder, and Sue Barnhart

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the April 19, 2011, regular meeting were approved on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for April was presented noting that fines and fees revenue was \$1038.71; copies revenue was \$442.75; and E-Rate (Kalida Telephone Co.) was \$496.35.
- D. **GIFTS.** Accepted Donations from Memorial Fund donations of \$773.78; Local History fund donation of \$20.00; Paver fund donation of \$120.00, as listed on the petty cash reports, on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from April (see attached report). Kelly discussed the circulation statistics and compared January thru April 2009, 2010, and 2011. Kelly also discussed the cost of Public Records Request, meetings, trainings, and upcoming events.

OLD BUSINESS

- F. **MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF THE LIBRARY.** There was discussion among board members in regards to the Memorandum of Understanding with the Friends of the Library. The Friends of the Library will be discussing the memorandum of understanding at their board meeting. There was no action taken by the board.

- G. **VOLUNTEER POLICY.** There was extensive discussion between board members in regards to the volunteer policy. The board would like to add, "All Volunteers will be checked against the Ohio Sex Offender Database," to the second sentence of the second paragraph of the Recruitment and Use of Volunteers Policy. Motion was made by Beth Myers and seconded by Mary Lieb to accept the policy as modified and forward to attorney to check. The effective date of policy will be the date that the attorney responds to the changes. All voted yes on the roll call vote.

NEW BUSINESS

- H. **2012 REQUEST BUDGET (RESOLUTION 5-2011).** Nancy Stauffer presented to the board Request Budget Worksheets for 2012. The Request Budget for 2012 has to be submitted to the County Auditor by the end of May. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve the 2012 Request Budget (See attached report). All voted yes on the roll call vote.
- I. **2011 APPROPRIATIONS MODIFICATIONS (RESOLUTION 6-2011).** Motion was made by Dale Nienberg and seconded by Paulette Smith to approve the 2011 Appropriations Modifications (See attached report). All voted yes on the roll call vote.
- J. **RETIREMENT OF JUDY SCHROEDER, CIRCULATION SUPERVISOR.** Kelly Ward informed the board that Judy Schroeder will be retiring effective June 1, 2011. Judy Schroeder has worked 35 years for the library. Motion was made by Beth Myers and seconded by Mary Lieb to accept Judy Schroeder's retirement with gratitude of Judy's years of service. All voted yes on the roll call vote.
- K. **HIRING OF NEW CIRCULATION SUPERVISOR.** Kelly Ward stated to the board that she would like the new Circulation Supervisor to work an average of 32 hours a week. The Circulation Supervisor would work Monday thru Thursday and every other Saturday. Kelly would like to do an internal posting for one week. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to authorize Kelly Ward to post the circulation supervisor position internally for one week. All voted yes on the roll call vote.
- L. **DONATION TO PURCHASE TREES BY MODERN WOODMAN (\$250.00) AND MELISSA RUHE (\$150.00) WITH PROJECT COMPLETION DATE OF 06/30/2011.** Motion was made by Dale Nienberg and seconded by Paulette Smith to accept the donation to purchase trees by Modern Woodman in the amount of \$250.00 and from Melissa Ruhe in the amount of 150.00 with completion date 06/30/2011 (weather permitting). All voted yes on the roll call vote.
- M. **DONATION TO PURCHASE SHRUBS BY MODERN WOODMAN (\$500.00) WITH PROJECT COMPLETION DATE 07/31/2011.** Motion was made by Mary Lieb and seconded by Janice Crawfis to accept the donation to purchase shrubs by Modern Woodman in the amount of \$500.00 with completion date 07/31/2011 (weather permitting). All voted yes on the roll call vote

- N. **ESTIMATE TO PURCHASE TREES FROM CRANBERRY CREEK.** There was extensive discussion among board members in regards to the landscaping at the Ottawa library. Some of the items discussed included trees, ledger rock, and memorial garden. Motion was made by Paulette Smith and seconded by Ginger O'Malley to approve the estimate from Cranberry Creek to purchase trees and ledger rock for the Ottawa library location. All voted yes on the roll call vote.
- O. **COST TO MOVE FURNITURE FROM OHIO LOGISTICS TO OTTAWA ELEMENTARY SCHOOL FOR THE FRIENDS OF THE LIBRARY ANNUAL BOOK SALE.** Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize Kelly Ward to hire Lane Mover's to move the furniture from Ohio Logistics to Ottawa Elementary School for the Friends of the Library annual book sale and shelving to Kalida High School Administrative building in anticipation of relocating the Kalida Library to that building. The donation of the items to the Friends of the Putnam County District Library occurs upon delivery at the Ottawa Elementary School. All voted yes on the roll call vote except Janice Crawfis and Beth Myers who abstained.

OTHER REPORTS:

REPORTS FROM BRANCHES AND FRIENDS: Karen Okuley stated that the book sale is planned and ready to go. The Friends are planning the craft show. The Friends will be helping at the fair booth at the Putnam County Fair 2011. The Memorandum of Understanding between the Friends and the Putnam County Library may not be completed until September or November.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg asked why the curb hasn't been fixed yet. Dale Nienberg wanted to know if it was due to weather. Dale asked Nancy Stauffer about the Bodie Electric payment. Dale asked if they were the only contractors that have been paid in full. Dale also asked how to start a Friends of the Library group. Dale Nienberg also questioned Kelly Ward about the pavers. He would like us to either get a definite delivery date on the pavers or go with someone else. Dale Nienberg "strongly recommends" that we get this paver issue resolved. Kelly Ward stated that she will contact Delphos Granite.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock asked if anyone ever did a form for employee evaluations. The Personnel Committee was formed and evaluations were to be done. She has talked with employees and the morale is low. Keith commented that the board will take it under consideration.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:21 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, June 21, 2011, at 4:30 p.m. at the Putnam County District Library.

Secretary

President