

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 2:00 p.m., May 31, 2011

Present: Beth Myers, Keith Kahle, Ginger O'Malley, Dale Nienberg, Virginia Schroeder, and Janice Crawfis

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

PLEDGE OF ALLEGIANCE

- A. **HIRE CIRCULATION SUPERVISOR.** The Director discussed the candidates interviewed for the circulation supervisor's position. The three applicants interviewed were Laura Schroeder, Michelle Johns and Audrey Kimmet. Ms. Ward recommended that the position be offered to Michelle Johns. Michelle has 10 years of prior management and customer service experience in her prior position. Motion was made by Ginger O'Malley and seconded by Dale Nienberg to hire Michelle Johns at 32 hours per week at \$14.00 per hour effective June 6, 2011. All voted yes on the roll call vote.
- B. **ADVERTISE FOR PART TIME CIRCULATION ASSISTANT POSITION.** The Director discussed with the Board the need for an additional circulation position. She provided the Board a job description of the position. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize the Director to advertise for a part time circulation assistant position at starting pay of \$9.00 per hour. All voted yes on the roll call vote.
- C. **ADVERTISE FOR PART TIME LIBRARY PAGE-INTERMITTENT PART TIME SUMMER HELPER POSITION.** The Director discussed with the Board the need for a library page - intermittent part time summer helper position. She provided the Board a job description of the position. Motion was made by Beth Myers and seconded by Janice Crawfis to authorize the Director to advertise for a library page-intermittent part time summer helper position at starting pay of \$7.40 per hour. All voted yes on the roll call vote.
- D. **LANDSCAPING LEDGER ROCK.** Motion was made by Dale Nienberg and seconded by Mary Lieb to approve the purchase of ledger rock for the landscaping at a cost up to \$500.00 through Cranberry Creek. All voted yes on the roll call vote.
- E. Tabled the discussion concerning change order for modifications to the circulation and reference desk work stations. New estimate was not available.
- F. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg asked about Delphos Granite's response on the paver shipment. Kelly Ward responded that the owner was out of town. Dale also asked about building issues that included: repair of curb, installation of front and back sidewalks, and mentioned that the flag is tattered. He also asked that a thank you note be sent to the Kalida Village Council and Kalida LSD for agreeing to move the Kalida Library location to an available room in the Kalida LSD administration building.

ADJOURNMENT. There being no further business the meeting was adjourned at 3:10 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, June 21, 2011 at 4:30 p.m.

Secretary

President