

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, November 15, 2011

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

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

Public: Rose Ellerbrock, Judi Parker, Donald Schroeder, Karen Okuley, and Judy Ruen.

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the October 18, regular meeting were approved with changes on motion by Dale Nienberg and seconded by Beth Myers. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Janice Crawfis and seconded by Mary Lieb. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for October was presented noting that fines and fees revenue was \$719.43; copy revenue was \$455.45.
- D. **GIFTS.** Accepted donation for General fund of \$9.73 and state grant of \$161.00; Memorial Fund donations of \$744.74; Paver Donation Fund of \$480.00 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 October (see attached report).

NEW BUSINESS

- F. **TRAINING.** Motion was made by Janice Crawfis and seconded by Mary Lieb to approve training for the Fiscal Officer on December 6th in Perrysburg at a cost of \$40.00 and on December 9th in Columbus at no cost. All voted yes on the roll call vote.
- G. **APPROPRIATIONS MODIFICATIONS (Resolution 11-2011).** Motion was made by Beth Myers and seconded by Paulette Smith to approve the appropriations increase to the FEMA Relocation Fund, Advances Out in the amount of \$28,062.75 and increase to the Furniture Donation Fund, Capital Outlay in the amount of \$1,000.00. All voted yes on the roll call vote.
- H. **MEAL AND LODGING REIMBURSEMENT POLICY (14.3).** Motion was made by Dale Nienberg and seconded by Paulette Smith to modify the meal reimbursement rates to the following: breakfast \$8, lunch \$12, dinner \$26, incidentals \$5. All voted yes on the roll call vote.

- I. **MILEAGE REIMBURSEMENT POLICY.** Tabled until December meeting to gather information from area local governments.
- J. **DELETION OF INVENTORY.** List of nonoperational computer equipment was presented for disposal/recycling. Motion was made by Mary Lieb and seconded by Janice Crawfis to approve the list as presented. (See attached list) All voted yes on the roll call vote.
- K. **CLOSE LIBRARY.** Request was made by the Director to close all library locations from 9:00 a.m. to 11:30 p.m. on December 12th for staff EBook training. The State Library of Ohio is sending a trainer at no cost to the library. Motion was made by Paulette Smith and seconded by Beth Myers to approve the closing of all library locations from 9:00 a.m. to 11:30 p.m. on December 12th for staff EBook training. All voted yes on the roll call vote.
- L. **SNOW REMOVAL CONTRACT.** Motion was made by Dale Nienberg and seconded by Janice Crawfis to approve sidewalk snow removal contract with Croy's Mowing for approximately \$40 per occurrence. All voted yes on the roll call vote.
- M. **MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF THE PCDL.** Tabled so the parties could have more time to meet. They set a meeting for December 12th at 9:00 a.m.
- N. **SIGN FOR OTTAWA.** The Director updated the Board on the status of the sign. We received a modified quote from Corporate Signs for \$14,925.00. The Board approved \$14,310.00 at the October 18th meeting. She explained the foundation and base specifications and that she was still waiting on the zoning variance from the Village of Ottawa. Motion was made by Beth Myers and seconded by Mary Lieb to authorize the Director to sign the modified contract for \$14,925.00. All voted yes on the roll call vote.
- O. Set a records retention meeting for 4:00p.m. on December 20th and a Special Meeting for November 29th at 1:30 p.m., the purposes are to review a draft of the 2012 appropriations and to review the evaluation forms for the Director and Fiscal Officer.

Beth Myers left the meeting at 5:45 p.m.

OTHER REPORTS:

REPORTS FROM BRANCHES AND FRIENDS: Friends of the PCDL representative, Karen Okuley reported that the craftshow was a success. The profit for the show is approximately \$5,900.00. She expressed thanks to all who helped with the event. She also reported that the Christmas Tree Festival open house will be December 4th. The Friends of the PCDL allocated funds to decorated the interior and exterior of the Ottawa Library location. They discussed the staff breakfast to be held on December 12th. Karen Okuley asked about the quantity of furniture the Friends of the PCDL would have available for sale at the June booksale.

November 15, 2011

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg thanked the Friends of the PCDL for all their work at the craftshow. He asked about the items being stored at Ohio Logistics. The Director responded that we currently have approximate 20 shelving frames at Ohio Logistics and 20 at Kalida Schools plus shelving. Dale commended Ruth Wilhelm for her local history program at Kalida.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:00 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, December 20, 2011, at 4:30 p.m. at the Putnam County District Library.

Secretary

President