

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, September 20, 2011

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

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

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

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the August 16, 2011, regular meeting were approved on motion by Dale Nienberg and seconded by Mary Lieb. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the September 2, 2011, regular meeting were approved on motion by Ginger O'Malley and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for August was presented noting that fines and fees revenue was \$1,155.48; meeting room rental \$150.00; copies revenue was \$448.10.
- E. **GIFTS.** Accepted donation from the Friends of the PCDL of \$179.99; Local History donation of \$64.20; Memorial Fund donations of \$203.00; Naming Rights Fund donation of \$2,225.00; and \$18.50 in the General Fund, on motion by Paulette Smith and seconded by Mary Lieb. All voted yes on the roll call vote.
- F. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from August (see attached report).

NEW BUSINESS

- G. **KALIDA LIBRARY LOCATION GRAND OPENING.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to set the grand opening for the Kalida Library location for Sunday, October 9, 2011 at 1:00 p.m. to 3:00 p.m. Asked the Director to send invitations to Kalida Local School Board, Village of Kalida Council, Fiscal Officer and Mayor, Kalida Chamber of Commerce, Union Township Trustees, and Village of Cloverdale Council and Mayor, Putnam County Commissioners. All voted yes on the roll call vote.
- H. **CHANGE IN STAFF HOURS.** The Director requested that the Ruth Wilhelm's weekly hours be increased due to an increase Local History usage and extra computer work required to

September 20, 2011

correct problems in our SIRSI records and reports. Motion was made by Dale Nienberg and seconded by Paulette Smith to approve the increase in weekly hours for Ruth Wilhelm to 40 hours per week thru 12/31/2012, to be evaluated at that time, at her current hourly rate.

- I. **STAFF COMPENSATION.** The Fiscal Officer and Director asked the Board to consider a onetime pay supplement for the staff. The staff has not received an increase in pay other than placement on the new pay scale since 2006. The Fiscal Officer calculated several options for the Board's consideration. A onetime supplement would allow the Board to acknowledge the staff's hard work, without increasing the overall pay scale and impacting future year's budgets. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to approve a onetime pay supplement for all staff equal to two week pay (regularly scheduled average weekly hours times 2 weeks times their hourly rate of pay) to be paid on November 10, 2011. All voted yes on the roll call vote.
- J. **SIGN QUOTES.** Director presented sign quotes received. The Board discussed that some quotes included a foundation others didn't; some were made of brick others were foam brick. Board members expressed concerns about durability of the foam brick and warranties. The Board asked the Director to request more information from the vendors to answer their questions and make the quotes more similar so they can make a better comparison. Motion was tabled to obtain additional information.
- K. **APPROPRIATIONS MODIFICATIONS (Resolution 9-2011).** Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve the appropriations modifications as presented by the Fiscal Officer. All voted yes on the roll call vote.

FUND NAME	SUMMARY ACCOUNT	AMT OF CHANGE	NEW ACCT BALANCE
General Fund	Salaries and Benefits	21,000	727,532
	Capital Outlay	2,500	4,500
	Library Materials	10,000	133,802

OTHER REPORTS:

REPORTS FROM BRANCHES AND FRIENDS: Friends of the PCDL President, Karen Okuley asked for help at the upcoming craftshow and questions related the draft memorandum of understanding. Judy Ruen asked which branch libraries have Ellison machines.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:09 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, October 18, 2011, at 4:30 p.m. at the Putnam County District Library.

Secretary

President