

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., April 24, 2012**

Present: Beth Myers, Paulette Smith, Ginger O'Malley, Dale Nienberg, Mary Lieb, and Janice Crawfis

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

PLEDGE OF ALLEGIANCE

- A. **RECORDS RETENTION SCHEDULE.** Motion was made by Beth Myers and seconded by Ginger O'Malley to approve the Records Retention Schedule (RC-2) as presented. All voted yes on the roll call vote.
- B. **HIRE INTERN.** Motion was made by Mary Lieb and seconded by Ginger O'Malley to hire Sarah Slattman for the position of Assistant Children's Librarian – Intermittent Summer position effective May 1, 2012 thru August 15, 2012 at \$7.70 per hour for 20 hours per week. Defiance College will reimburse the Library for 50% of her hourly rate up to 10 hours per week through their Defiance College Partnership for Jobs program. All voted yes on the roll call vote.
- C. **EVALUATION FORMS FOR DIRECTOR AND FISCAL OFFICER.** The evaluation forms for the Director and Fiscal Officer were modified and presented to the Board. Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the forms as presented. All voted yes on the roll call vote.
- D. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

ADJOURNMENT. There being no further business the meeting was adjourned at 5:07 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, May 15, 2012 at 4:30 p.m.

Secretary

President