

**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., January 10, 2012**

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

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

**Public:** Don Schroeder, Denny Mumaw

**PLEDGE OF ALLEGIANCE**

A. **NOMINATING COMMITTEE.** Motion was made by Janice Crawfis and seconded by Paulette to create a two Board member nominating committee. All voted yes on the roll call vote.

B. **NOMINATING COMMITTEE APPOINTMENT.** Vice-President Beth Myers appointed Dale Nienberg and Mary Lieb to serve on the nominating committee for officers to be elected at the January regular meeting.

C. **STORAGE OF DONATED SHELVING.** The Director presented a list of items being stored at Ohio Logistics and Kalida LSD administrative building. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to authorize the Director to advertise for the sale of or donation of unneeded items on the Oplin list. This includes all items stored at Ohio Logistics except a few boxes of bookends and one paperback spinner. Also keep enough shelving needed for Pandora and Ottawa locations. All voted yes on the roll call vote.

D. **FURNITURE.** The Director discussed with the Board that she had contacted our legal counsel and our insurance agent concerning modifying a table lamp to attach it to the table tops. Our insurance agent, Rob Fawcett stated that if we open the lamp it would void the manufacturer's warranty and put the Library and County at greater risk if the lamp would cause a fire. Our attorney, Cheri Hass stated that in addition to putting the Library at greater risk, the Director could be held personally liable for having our maintenance supervisor modify the lamp. They both recommended we purchase a commercial grade lamp manufactured to suit our needs. The Director also commented that the Board had approved the purchase of six \$650.00 lamps when they approved the list of all furnishing in May 2010. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to purchase six lamps not to exceed the originally quoted price of \$650.00 each. All voted yes on the roll call vote except Dale Nienberg who voted no.

E. **EXECUTIVE SESSION (IN).** Motion was made by Dale Nienberg and seconded by Paulette Smith to go into executive session at 2:57 p.m. to discuss the evaluation forms for the Director and Fiscal Officer. Invited Denny Mumaw to attend the executive session. All voted yes on the roll call vote.

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F. **EXECUTIVE SESSION (OUT).** Motion was made by Paulette Smith and seconded by Ginger O'Malley to come out of executive session at 3:58 p.m. All voted yes on the roll call vote.

G. No action was taken

H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

**ADJOURNMENT.** There being no further business the meeting was adjourned at 3:59 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, January 17, 2012 at 4:30 p.m.

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Secretary

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President