

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., November 20, 2012**

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

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

**Public:** Rose Ellerbrock and Judy Ruen

**PLEDGE OF ALLEGIANCE**

**MINUTES**

A. **REGULAR MINUTES.** The minutes of the October 18, 2012, regular meeting were approved on motion by Janice Crawfis and seconded by Mary Lieb. All voted yes on the roll call vote, except Denny Mumaw who abstained.

**FINANCIAL**

B. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Janice Crawfis and seconded by Denny Mumaw. 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 \$844.19; copies revenue was \$465.45; meeting room rental revenue was \$25.00.

D. **GIFTS.** Accepted donations for the Memorial Fund of \$583.42, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Beth Myers. All voted yes on the roll call vote.

E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report from September (see attached report).

**NEW BUSINESS**

- F. **APPROPRIATIONS MODIFICATION. (RESOLUTION 7-2012).** Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the 2012 Appropriations Modifications to the following:

	<u>Change</u>	<u>Modified Balance</u>
<b><u>PUTNAM COUNTY FRIENDS FUND</u></b>		
Library Materials	1,800	3,300
Supplies	(500)	1,750
Capital Outlay	(500)	0
TOTAL	800	9,300

**BETTER WORLD BOOKS**

Library Materials	100	350
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**BUILDING CONSTRUCTION FUND**

Transfer Out	351,277	351,277
Capital Outlay	(4,765)	10,235
TOTAL	346,512	361,512

**FURNITURE & CONTENTS REPLACEMENT  
FUND**

Transfer Out	3,107	3,107
Capital Outlay	(2,062)	5,713
TOTAL	1,045	8,820

**Debt Service Fund**

Transfer Out	15,897	15,897
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All voted yes on the roll call vote.

- G. **DEBT SERVICE FUND, BUILDING CONSTRUCTION and FURNITURE AND CONTENTS REPLACEMENT FUND BALANCE TRANSFER (RESOLUTION 8-2012).** Motion was made by Denny Mumaw and seconded by Beth Myers to approve the resolution as presented. All voted yes on the roll call vote.
- H. **KALIDA LIBRARY LOCATION HOURS OF OPERATION.** Motion was by Beth Myers and seconded by Mary Lieb approve Kalida Library Location's hours of operation effective 1/2/2013 as Monday and Tuesday 9:00 a.m. to 6:00 p.m., Thursday 2:00 p.m. to 8:00 p.m., and Saturday

9:00 a.m. to 3:00 p.m. All voted yes on the roll call vote. It was noted that this change increased their total hours of operation by 2.5 hours per week.

- I. **SICK LEAVE POLICY MODIFICATION.** Motion was made by Beth Myers and seconded by Ginger O'Malley to approve changes to the sick leave policy as presented by the Director. Discussion after the motion created questions that the Board members agreed needed clarification prior to a policy amendment. Beth Myers requested that her motion be rescinded. No vote was taken.
  
- J. **RESCHEDULE JANUARY 2013 REGULAR MEETING.** Motion was made by Denny Mumaw and seconded by Beth Myers to reschedule the January 2013 regular meeting from January 15<sup>th</sup> to January 22<sup>nd</sup>. All voted yes on the roll call vote.  
  
Ginger O'Malley left at 5:35 p.m.
  
- K. **LIBRARY ASSISTANT 1-CARGO POSITION.** The Director requested permission to hire two part-time staff to the position of Library Assistant 1-Cargo due to changes in department's workflow and staffing. Motion was made by Janice Crawfis and seconded by Paulette Smith to allow the Director to hire two part-time staff to the position of Library Assistant 1-Cargo. All voted yes on the roll call vote.
  
- L. **CHANGE IN STAFF HOURS.** The Director requested that Ruth Wilhelm's increase in weekly hours from 36 to 40 be continued through February 28, 2013 and requested that the issue be revisited at the February 2013 Board meeting. The Director noted that we are still working through issues with the SEO conversion. Motion was made by Denny Mumaw and seconded by Mary Lieb that Ruth Wilhelm's increase in weekly hours from 36 to 40 be continued through February 28, 2013. All voted yes on the roll call vote.
  
- M. **WELLNESS INCENTIVE.** The Fiscal Officer explained the health wellness incentives offered by the Putnam County Commissioners through the County's health insurance program. Part of the incentive plan allows Qualified Participants who complete all requirements the opportunity to receive a Health Insurance Premium Holiday in December 2013 and no employee contributions

for health insurance will be deduction from paychecks. The Wellness Program and Health Fair requirements are provided as follows:

**Annual Health Fair-** The annual health fair will be moved to January 2013. In order to be eligible for prizes and one month waiver of employee contributions in December 2013, the employee must participate in the blood draw for the biometric testing at the health fair and visit every vendor booth at the health fair. Cards will be provided that will need to be stamped by each vendor.

**Health Movies at the YMCA-** There will be four health related movie presentations provided at the Putnam County YMCA throughout the year. Each movie presentation will be followed by a panel discussion. In order to be eligible for prizes and one month waiver of employee contributions in December 2013, the employee must attend two of these four events. The first movie/discussion will be held in January 2013.

**Lunch'n Learn Programs Presented By the Putnam County OSU Extension Office-** There will be eight Lunch'n Learn Programs provided by the OSA Extension Office in 2013. In order to be eligible for prizes and one month waiver of employee contributions in December 2013, the employee must attend two of the eight Lunch'n Learn events.

**Incentives For Participation in These Events-** During the month of December 2013, there will be various drawings for \$50 Gift Certificates for Qualified Participants who complete each of the three criteria throughout the year. In addition those Qualified Participants who complete the three requirements will receive a Health Insurance Premium Holiday in December 2013 and no employee contributions for health insurance will be deducted from paychecks for those Qualified Participants for the month of December 2013. In order to qualify for the prizes and the premium holiday, must complete each of the following in 2013: 1. Attend the Annual Health Fair in January-Participate in Biometrics and Visit all Vendors; 2. Attend (2) Two of (4) Four Health Movie Presentations and Discussions at the YMCA; 3. Attend (2) Two of (8) Eight Lunch'n Learn events Sponsored by the OSU Extension Office.

Motion was made by Denny Mumaw and seconded by Janice Crawfis to allow the Library staff to participate fully in the wellness incentives created by the Putnam County Commissioners

November 20, 2012

including the opportunity to receive a Health Insurance Premium Holiday in December 2013 and no employee contribution for health insurance will be deducted from paychecks. All voted yes on the roll call voted except Dale Nienberg and Mary Lieb who abstained.

- N. **EXECUTIVE SESSION.** Motion was made by Paulette Smith and seconded by Mary Lieb to go into executive session at 6:12 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official, to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- O. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Janice Crawfis to come out of executive session at 7:52 pm. All voted yes on the roll call vote.

**REPORT OF BRANCHES AND FRIENDS:** Judy Ruen commented that the Friends of the PCDL will be looking for a new Secretary and possibly a new President. She reported that the approximate profit for the annual craftshow was about \$7,000.00. There are a few bills to be paid before a final profit can be calculated. She commented on the start of the Christmas Tree Festival, that they currently have sixteen 2013 paid memberships, and they are organizing the Library staff breakfast for December 10, 2012.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg congratulated the Friends of the PCDL on a successful craftshow.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:53 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, December 18, 2012, at 4:30 p.m. at the Ottawa Library Location.

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Secretary

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President