

October 18, 2011

**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, October 18, 2011**

**Board:** Keith Kahle, Dale Nienberg, Ginger O'Malley, 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 September 20, regular meeting were approved on motion by Dale Nienberg and seconded by Ginger O'Malley. All voted yes on the roll call vote except Janice Crawfis and Beth Myers who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved, on motion by Mary Lieb and seconded by Janice Crawfis. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for September was presented noting that fines and fees revenue was \$791.14; copies revenue was \$432.00.
- D. **GIFTS.** Accepted donation for General fund of \$4.86; Local History \$3.50; Memorial Fund donations of \$331.50; Furniture Donation Fund of \$1,000.00 on motion by Ginger O'Malley and seconded by Beth Myers. All voted yes on the roll call vote.
- E. **DIRECTORS/CIRCULATION REPORT.** Kelly Ward, Director, presented her Directors Report from September (see attached report).

**NEW BUSINESS**

- F. **RETURN OF ADVANCE FROM THE FEMA FUND TO THE GENERAL FUND.** Motion was made by Beth Myers and seconded by Mary Lieb to approve the return of the advance from the FEMA Fund back to the General fund as directed by an email from the Auditor of States representative, Stephen Flickenger, dated 10/13/11 in the amount of \$28,062.75. This will reimburse the General Fund for relocation expense paid from the General Fund in 2007, 2008, and 2009 that were reimbursed by FEMA in 2011. All voted yes on the roll call vote.
- G. **LAMINATION FEE.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to set the fee for use of the lamination machine at \$2.00 per linear foot of lamination film used. All voted yes on the roll call vote.

- H. **HIRE ACCOUNTING/INVENTORY SPECIALIST INTERN.** Motion was made by Dale Nienburg and seconded by Beth Myers to hire Sarah Slattman for the position of Accounting/Inventory Specialist Intern effective October 24, 2011 at \$7.40 per hour for 10 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.
- I. **KALIDA LIBRARY LOCATION NAME CHANGE.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to change the name the Kalida Library location to Kalida-Union Township Library. The name change is to acknowledge both the Village of Kalida and Union Township's financial contribution for the payment of rent at the library location. All voted yes on the roll call vote.
- J. **SIGN QUOTES.** Director presented sign quotes received to the Board, followed by a lengthy discussion concerning the sign's size of board and letters, colors, material, base height and depth, and phone discussion with representative from Corporate Signs. A motion was made by Dale Nienberg and seconded by Beth Myers to work with Corporate Signs to make modifications to their quote and setting a dollar amount not to exceed of \$14,310.00 to be paid from the Building Construction Fund. All voted yes on the roll call vote.
- K. **APPROPRIATIONS MODIFICATIONS (Resolution 10-2011).** Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve the appropriations modifications to increase General Fund supplies by \$3,500.00. All voted yes on the roll call vote.
- L. **INTERNET USAGE POLICY.** Motion was made by Mary Lieb and seconded by Janice Crawfis to approve the changes to the Internet Usage policy as presented. All voted yes on the roll call vote. (see attachment)
- M. **RAREY ROTH COMPUTER CONTRACT.** Motion was made by Ginger O'Malley and seconded by Beth Myers approve a new contract with Rarey Roth for 100 computer hours for \$10,800.00. All voted yes on the roll call vote.
- N. **MEMORANDUM OF UNDERSTANDING.** The Fiscal Officer and Director reported that they had received communication from the Putnam County Prosecutor and Ohio Library Council that Board members who are also Friends of the PCDL members could vote to approve a memorandum of understanding between the two organizations.
- O. **PAVERS.** The Director reported that the pavers were delivered in the wrong size. She presented two possible solutions: Scheme A - cut all perimeter pavers or Scheme B - insert a brick border and remove 15 pavers per square. Motion was made by Dale Nienberg and seconded by Ginger O'Malley to proceed with Scheme B provided the border brick is paver brick quality and not building brick. All voted yes on the roll call vote.
- P. **SNOW REMOVAL CONTRACT.** The Director presented a quote for snow removal from Croy Mowing. Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the

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contract as presented and ask for a supplemental contract for snow removal on the sidewalks.  
All voted yes on the roll call vote.

**OTHER REPORTS:**

**REPORTS FROM BRANCHES AND FRIENDS:** Friends of the PCDL representative, Judy Ruen asked for help at the upcoming craftshow and that all vendor tables were filled.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Janice Crawfis commented that the Kalida-Union Township Library looked great. Keith Kahle commented on how nice it is that the Village, Township and School came together to get the new Kalida Library location. Dale Nienberg commented on the hard work put in by the staff and the Friends of the PCDL hospitality at the grand opening. Thank you to all involved. Dale also asked about the purchase of a bike rack for Kalida. Dale commented that he would like to set time to come up with a plan for the use of the Trust funds, and to consider an endowment fund. Keith Kahle commented that he had received a letter from a patron asking that we consider not purchasing a sign. And he was asked to share it with the other Board members. He forwarded the letter to all Board members by email. Several Board members commented that they felt a sign was needed.

**COMMENTS FROM THE PUBLIC:** Don Schroeder asked about the pavers being different thicknesses and were they using a sand base to compensate for that difference. The Director commented that communication with Technicon Design Group indicated a sand base.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:10 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, November 15, 2011, at 4:30 p.m. at the Putnam County District Library.

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Secretary

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President