

**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., September 18, 2012**

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

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

**Public:** Rose Ellerbrock, Judi Parker, Karen Okuley, Judy Ruen, and Ruth Wilhelm

**PLEDGE OF ALLEGIANCE**

**MINUTES**

A. **REGULAR MINUTES.** The minutes of the August 21, 2012, regular meeting were approved on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote.

**FINANCIAL**

B. **BILLS AND FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.

C. **PETTY CASH REPORT.** The petty cash report for August was presented noting that fines and fees revenue was \$866.22; copies revenue was \$392.70; meeting room rental was \$25.00.

D. **GIFTS.** Accepted donations for Memorial Fund of \$245.00 and Paver Fund of \$240.00, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote.

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

**OLD BUSINESS**

- F. **PAVER INSTALLATION.** The Director reported that she had received an estimate from Delphos Granite of \$750 to remove, cut 64 pavers and reinstall all the pavers. An estimate was also received from Dale's Concrete of \$700 to \$800 to install a decorative concrete border. This estimate did not include removal or reinstallation of the pavers. It was also noted that she had spoken with Don Croy and he agreed to pay the cost to replace any engraved pavers that were cracked during installation. Motion was made by Beth Myers and seconded by Ginger O'Malley to have Delphos Granite remove, cut and reinstall the pavers for \$750. All voted yes on the roll call vote.
- G. **LEAVE DONATION PROGRAM.** The Board discussed the possibility of creating a sick leave donation program. The Director reported that she had received information from several area Directors. Most of the responses indicated that the program caused problems within the staff and with the public. Board members indicated that they want to help the employees in any way they can, but they have to be mindful of the financial impact to the Library. No action was taken.

**NEW BUSINESS**

- H. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Ginger O'Malley to go into executive session at 5:07 pm to discuss the hiring of new circulation assistant. All voted yes on the roll call vote.
- I. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to come out of executive session at 5:31 pm. All voted yes on the roll call vote.
- J. **HIRING CIRCULATION ASSISTANT.** Tabled pending response from applicant.
- K. **SHIRLEY BEINING RETIREMENT.** Motion was made by Ginger O'Malley and seconded by Mary Lieb to accept the retirement of Branch Coordinator, Shirley Beining effective August 31, 2012. All voted yes on the roll call vote.

- L. **APPOINTMENT OF BRANCH COORDINATOR.** Motion was made by Paulette Smith and seconded by Janice Crawfis to appoint Laura Schroeder to Branch Coordinator for Continental, Pandora, and Leipsic Library locations effective September 16, 2012 at a rate of \$14.00 per hour. All voted yes on the roll call vote.
- M. **VAN PURCHASE.** The Fiscal Officer reported estimates had been obtained for both a new and a used Dodge Caravan. Dodge Caravan and Chrysler Town and Country vans are the only vehicles that have Stow and Go seating for both the rear and middle seats. This feature makes it easier to convert the vehicle between its two uses as a passenger and cargo vehicle. Motion was made by Beth Myers and seconded by Mary Lieb to authorize the Director to purchase a used Dodge Caravan or a Chrysler Town and Country not to exceed \$22,500.00 and to trade in the Library's 2001 Dodge Caravan. The vehicle should have no more than 20,000 miles, have a clean car facts report, and be no more than one year old. All voted yes on the roll call vote.
- N. **TRAINING.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve training for the Fiscal Officer on October 24<sup>th</sup> (investment training), November 13<sup>th</sup> and 14<sup>th</sup> (UAN training) Cost will be \$100 for the investment training plus travel expenses. All voted yes on the roll call vote.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that the Friends of the PCDL craftshow committee will meet next Monday. She has flyers available to distribute to local towns. She reported that they have over 100 vendors that have purchased booth space. Karen commented that Beth Myers was working on the Christmas Tree Festival. They will have an open house on December 2<sup>nd</sup> with Santa from 2- 4 p.m.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg commented that the Board members have their evaluation responses to him by October 1.

**COMMENTS FROM THE PUBLIC:** Judi Parker asked if there are other staff members that have CPR training.

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**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:01 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, October 16, 2012, at 4:30 p.m. at the Ottawa Library Location.

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Secretary

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President