

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., Tuesday, January 16, 2007

Present: Virginia Schroeder, Michelle Giesige, Keith Kahle and Mary Lieb.

Others: Linda Ewing, Director; Nancy Stauffer, Clerk-Treasurer/Assistant Director

MINUTES. The minutes of the December meeting were approved, on motion by Mrs. Lieb seconded by Mrs. Giesige. All voted yes on the roll call vote, except Mr. Kahle who abstained.

Financial

- A. **FINANCIAL REPORTS.** The bills and financial reports were approved, on motion by Mr. Kahle, seconded by Mrs. Lieb. All voted yes on the roll call vote.

Items from the Director

- B. **CIRCULATION REPORT.** Mrs. Ewing presented the circulation report for the main library and all branches for the month of December.
- C. **PETTY CASH REPORT.** Mrs. Ewing presented the petty cash report for December, noting that fines, fees and copy revenue at the branches was \$212.74 and at main was \$939.35.
- D. **GIFTS.** Accepted the gifts and memorials totaling \$310.00 for December as itemized on the petty cash report, on motion by Mrs. Giesige seconded by Mr. Kahle. All voted yes on the roll call vote.
- E. **FT. JENNINGS BRANCH LIBRARY MOVE.** Mrs. Ewing informed that Board that a meeting was set with Ft. Jennings School Superintendent, Frank Sukup on January 19th at 10 a.m.

New Business

- F. **APPOINTMENT OF DEPUTY CLERK-TREASURER.** Mrs. Lieb moved to re-appoint Mrs. Ewing as Deputy Clerk-Treasurer for one year, effective January 1. Mrs. Giesige seconded the motion, and all voted yes on the roll call vote.
- G. **RESOLUTION TO PAY BILLS.** Mr. Kahle moved to adopt Resolution 1-2007 authorizing the Clerk-Treasurer to p roll call vote.
- H. **MODIFY PATRON INTERNET AND COMPUTER USE POLICY.** Motion was made by Mrs. Giesige an seconded by Mr. Kahle to approve the modified and reformatted Patron Internet and Computer Use Policy as presented. All voted yes on the roll call vote. (See attachment to minutes)
- I. **STAFF TECHNOLOY APPROPRIATE USE POLICY.** Motion was made by Mrs. Lieb an

seconded by Mr. Kahle to modify the Staff Technology Appropriate Use Policy as presented. All voted yes on the roll call vote. (See attachment to minutes)

J. **REPORTS FROM BRANCHES.** None

K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Board discussed the new signs at Ottoville and Leipsic Branch Libraries.

L. **COMMENTS FROM THE PUBLIC.** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:30 p.m., on motion by Mrs. Giesige. The next regular meeting will be held on Tuesday, February 20, 2007, at 4:30 p.m.

Secretary

President

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., Tuesday, February 20, 2007

Present: Virginia Schroeder, Michelle Giesige, Keith Kahle, Larry Bracken, and Nancy Turner.

Others: Linda Ewing, Director; Nancy Stauffer, Clerk-Treasurer/Assistant Director

MINUTES. The minutes of the January meeting were approved, on motion by Mr. Kahle seconded by Mrs. Schroeder. All voted yes on the roll call vote, except Mr. Bracken and Mrs. Turner who abstained.

Financial

- A. **FINANCIAL REPORTS.** The bills and financial reports were approved, on motion by Mr. Bracken, seconded by Mrs. Giesige. All voted yes on the roll call vote.

Items from the Director

- B. **CIRCULATION REPORT.** Mrs. Ewing presented the circulation report for the main library and all branches for the month of January.
- C. **PETTY CASH REPORT.** Mrs. Ewing presented the petty cash report for January, noting that fines, fees and copy revenue at the branches was \$388.21 and at main was \$1,702.88.
- D. **GIFTS.** Accepted the gifts and memorials totaling \$800.00 for January as itemized on the petty cash report, on motion by Mrs. Schroeder seconded by Mr. Giesige. All voted yes on the roll call vote.
- E. **FT. JENNINGS BRANCH LIBRARY MOVE.** Mrs. Ewing informed that Board that met with the Ft. Jennings School Superintendent, Frank Sukup on January 19th at 10 a.m. and we set an estimated move date of early May, 2007.

New Business

F. **CLOSING LIBRARY SYSTEM ON MARCH 5 FOR SIRSI UPDATE.** Motion was made by Mr. Kahle and seconded by

- G. **MODIFY BAD WEATHER POLICY.** Motion was made by Mrs. Giesige and seconded by Mr. Bracken to modify the Employee policy 19:1 to the following:

BAD WEATHER POLICY: If bad weather hinders employees in driving to or from work, they should use their own judgment about coming in for the beginning of their work day or leaving early. (2/17/2004) **Employees who choose to be absent because of bad weather (fog, snow, flood, etc.) when the Library remains open must use vacation leave, personal leave, compensatory time or, if no other leave is available, leave without pay for the total amount of time the employee was absent from their scheduled day. (2/20/07) Those employees who are at work when the library is closed because of bad weather or if the library is closed before the employees scheduled arrival time, employees will be paid for the remainder of**

their scheduled work day. Authority to close the library system or any part of the system due to emergency or special conditions is the Director's, even if no Level 1, 2, or 3 emergency is called. In the absence of the Director, the Clerk-Treasurer shall have the authority to decide. If neither is available, the President of the Board of Trustees will be contacted to determine the course of action. If each of the above individuals is unavailable, the on-site supervisor shall have the authority to decide.

~~(1/21/03) be made up within two weeks in the case of one day or four weeks in the case of two days. This time may be made up by working not more than five hours in one workweek. Branch librarians can make this time up at the main library. Time not made up within the specified time period will result in loss of compensation for the time not made up. A maximum of two bad weather days may be accumulated. For any additional time an employee feels he cannot drive safely to work, the employee must use vacation leave or unpaid leave.~~

~~(1/21/2003)~~

Severe weather closing guidelines

Condition 1. Snow and winter hazards PCDL will follow the Putnam County Sheriff's Department road warning levels for closing during winter weather. Local media will be informed whenever hours are altered.

Level 1-Roadway Advisory. Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously.

The main library and branches will maintain limited hours and closely monitor the developing weather conditions. We will open at 10:00 A.M. to allow snow to be removed from walkways. ~~(2/17/04) Employees will begin work at 9:30 A.M.~~ Closing will be at 5:00 P.M. to allow employees to travel safely. Fines will cease to accrue until 3 working days after the emergency conditions have ended. Whenever possible pick up dates for reserve items will be extended and items renewed via phone.

Level 2-Roadway Warning. Roadways are snow covered and extremely hazardous with blowing and drifting snow. No one is to be on the roadways in these conditions unless it is necessary to travel.

All library services will close, including the branches. Employees are encouraged to remain in their homes and off the roads. No fines will accrue and services times extended as detailed above.

Level 3-Roadway Emergency. All roadways are closed to travel, except for emergency purposes. Those found conducting travel, except for emergency purposes, are subject to arrest. Only persons essential to the immediate needs of an employer will be permitted on the roadway. All PCDL services are closed. Services will not be resumed until a Level 1 is reached and possibly for 24 hours after Level 1 has been reached to allow the Maintenance Department time to clear walkways and parking lots of ice and snow. Employees and patrons should monitor the situation via local media announced closings.

~~(2/20/07) At any time the Director still has discretion to close services, even if no Level 1, 2, or 3 emergency is called~~

All voted yes on the roll call vote.

- H. **DELETE EMPLOYEE POLICY 12:7.** Motion was made by Mr. Bracken seconded by Mrs. Schroeder to delete Employee policy 12:7.

~~12:7 — CLOSING OF FACILITIES DUE TO WEATHER: (2/17/04) In the event of bad weather or other emergency situations, the entire library system will need to be closed in order for employees to be paid when they choose not to come to work. Any employee unable to report to work because of bad weather or other emergency situation when the library system has not been closed shall use vacation leave, personal leave, compensatory leave and, if no other leave is available, leave without pay for the time not at work. In the event that the building, offices or job to which an employee is assigned is ordered to be closed due to snowfall or other emergency situation, there shall be no loss in pay for affected (5/21/02) full-time scheduled employees. Authority to close the library system or any part of the system due to emergency or special conditions is the Director's. In the absence of the Director, the Clerk-Treasurer shall have the authority to decide. If neither is available, the President of the Board of Trustees will be contacted to determine the course of action. If each of the above individuals is unavailable, the on-site supervisor shall have the authority to decide.~~

~~The Library has the discretion to require employees who missed work due to a weather or other emergency to work additional hours to ensure that the Library's provision of services to the citizens it serves is not unduly hampered.~~

All voted yes on the roll call vote.

- I. **VOLUNTEER POLICY.** Motion was made by Mrs. Schroeder and seconded by Mr. Bracken to approved the Volunteer Policy as presented.

The Putnam County District Library uses volunteers to enhance library service to the community. Volunteers generally provide support services to staff or work on special projects.

Volunteers will receive training in their assigned duties from a library staff member. The volunteer supervisor is assigned by the Director. All volunteer assignments must be approved by administration.

Volunteers shall work during the hours when adequate supervision is available. Work schedules and specific time commitments will be arranged individually by each volunteer and his/her supervisor. Staff offices and computers are off limits to volunteers. Volunteers are to be supervised by the appropriate department head.

Volunteers are expected to operate within the stated policies and procedures of the Putnam County District Library.

All voted yes on the roll call vote.

J. **REPORTS FROM BRANCHES.** None

K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None

L. **COMMENTS FROM THE PUBLIC.** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:10 p.m., on motion by Mrs. Giesige. The next regular meeting will be held on Tuesday, March 20, 2007, at 4:30 p.m.

Secretary

President

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., Tuesday, March 20, 2007

Present: Virginia Schroeder, Michelle Giesige, Keith Kahle, Mary Lieb, and Nancy Turner.

Others: Linda Ewing, Director; Nancy Stauffer, Clerk-Treasurer/Assistant Director

MINUTES. The minutes of the February meeting were approved, on motion by Mrs. Schroeder seconded by Mr. Kahle. All voted yes on the roll call vote, except Mrs. Lieb who abstained.

Financial

A. **FINANCIAL REPORTS.** The bills and financial reports were approved, on motion by Mrs. Giesige, seconded by Mr. Kahle. All voted yes on the roll call vote.

Items from the Director

- B. **CIRCULATION REPORT.** Mrs. Ewing presented the circulation report for the main library and all branches for the month of February.
- C. **PETTY CASH REPORT.** Mrs. Ewing presented the petty cash report for February, noting that fines, fees and copy revenue at the branches was \$709.45 and at main was \$1,001.72.
- D. **GIFTS.** Accepted the gifts and memorials totaling \$725.35 for February as itemized on the petty cash report, on motion by Mrs. Lieb seconded by Mr. Giesige. All voted yes on the roll call vote.
- E. **FT. JENNINGS BRANCH LIBRARY MOVE.** Mrs. Ewing reported to the Board that we met Ft. Jennings School Superintendent, Frank Sukup a second time to discuss the move, the estimated move date is still May, 2007.
- F. **REPORTS FROM BRANCHES.** None
- G. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Mrs. Giesige inquired about the reduction in the number of a staff computers at the Ottoville Branch Library from two to one. Mrs. Ewing stated that the second computer was moved to create a second patron computer. All other branches the size of Ottoville have only one staff computer.
- H. **COMMENTS FROM THE PUBLIC.** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:00 p.m., on motion by Mr. Kahle. The next regular meeting will be held on Tuesday, April 17, 2007, at 4:30 p.m.

Secretary

President

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., Tuesday, May 15, 2007

Present: Virginia Schroeder, Michelle Giesige, Keith Kahle, Larry Bracken, Leroy Reed and Nancy Turner.

Others: Nancy Stauffer, Clerk-Treasurer/Assistant Director

MINUTES. The minutes of the March meeting were approved, on motion by Mr. Kahle seconded by Mrs. Schroeder. All voted yes on the roll call vote, except Mr. Bracken and Mr. Reed who abstained.

Financial

A. FINANCIAL REPORTS. The bills and financial reports were approved, on motion by Mr. Bracken, seconded by Mr. Reed. All voted yes on the roll call vote.

Items from the Director

B. CIRCULATION REPORT. Mrs. Stauffer presented the circulation report for the main library and all branches for the month of March and April.

C. PETTY CASH REPORT. Mrs. Stauffer presented the petty cash report for March and April noting that fines, fees and copy revenue at the branches were \$510.19 and \$375.87 and at main was \$948.50 and \$681.70 respectively.

D. GIFTS. Accepted the gifts and memorials totaling \$1,604.23 and \$770.13 for March and April respectively as itemized on the petty cash report, on motion by Mrs. Giesige seconded by Mr. Schroeder. All voted yes on the roll call vote.

E. 2008 REQUEST BUDGET. Mrs. Stauffer submitted the 2008 Request Budget to the Board. Mr. Bracken moved to adopt Resolution 2 -2007 approving the 2008 Request Budget. Ms. Schroeder seconded, and all voted yes on the roll call vote.

F. VEHICLE PURCHASE. Motion was made by Mrs. Giesige and seconded by Mrs. Schroeder to approve the purchase of a 2007 Chevrolet Equinox at a price not to exceed \$20,435. All voted yes on the roll call vote.

G. SUMMER STAFF HOUR INCREASES BY BRANCH. Motion was made by Mr. Kahle and seconded by Mrs. Geisge to increase various branch staff hours for the summer reading programs by the following:

Branch	Increase in Hours	Dates
Kalida	4 hours per week	June 4 - August 4

Fort Jennings	4 hours per week	June 4 - August 4
Leipsic	6 hours per week	June 4 - August 4
Ottoville	4 hours per week	June 4 - August 4
Pandora	5 hours per week	May 14 - July 16

All voted yes on the roll call vote.

- A. **DIRECTOR'S CONTRACT.** Motion was made by Mr. Reed and seconded by Mr. Bracken to renew the Director's contract as presented, with the following modifications, three year contract term (May 29, 2007 - May 28, 2010) and increase her annual salary beginning May 29, 2007 to \$66,518.85 per year. All voted yes on the roll call vote.
- B. **REPORTS FROM BRANCHES.** None
- C. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- D. **COMMENTS FROM THE PUBLIC.** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:45 p.m., on motion by Mrs. Schroeder. The next regular meeting will be held on Tuesday, June 19, 2007, at 4:30 p.m.

Secretary

President

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., Tuesday, June 19, 2007

Present: Michelle Giesige, Mary Lieb, Keith Kahle, and Nancy Turner.

Others: Linda Ewing, Director; Nancy Stauffer, Clerk-Treasurer/Assistant Director

MINUTES. The minutes of the May meeting were approved, on motion by Mr. Kahle seconded by Mrs. Giesige. All voted yes on the roll call vote, except Mrs. Lieb who abstained.

Financial

A. FINANCIAL REPORTS. The bills and financial reports were approved, on motion by Mrs. Giesige, seconded by Mr. Kahle. All voted yes on the roll call vote.

Items from the Director

- B. PERSONNEL.** Motion was made by Mrs. Giesige and seconded by Mrs. Lieb to express their appreciation of Alisha Tirey's work and knowledge on the impressive changes made to the website and other updates she has made, but as a Board we do not wish to make the position of Computer Systems Manager a contract position. All voted yes on the roll call vote.
- C. EXECUTIVE SESSION.** Motion was made by Mrs. Giesige and seconded by Mr. Kahle to go into executive session to discuss personnel matters at 5:03 pm. All voted yes on the roll call vote.
- D. RETURN TO REGULAR SESSION.** Motion was made by Mrs. Giesige and seconded by Mr. Kahle to return to regular session at 5:38 pm. All voted yes on the roll call vote.
- E. PERSONNEL.** Motion was made by Mr. Kahle and seconded by Mrs. Lieb to accept the resignation and retirement of the Director, Linda Ewing, effective December 15, 2007.
- F. PERSONNEL COMMITTEE.** Mrs. Turner appointed a personnel committee to conduct performance evaluations on the Director, Assistant Director and Clerk/Treasurer, the members include Keith Kahle, Nancy Turner and Michelle Giesige.
- G. CIRCULATION REPORT.** Mrs. Ewing presented the circulation report for the main library and all branches for the month of May.
- H. PETTY CASH REPORT.** Mrs. Ewing presented the petty cash report for May noting that fines, fees and copy revenue at the branches were \$184.39 and at main was \$841.26
- I. GIFTS.** Accepted the gifts and memorials totaling \$353.00 as itemized on the petty cash report, on motion by Mr. Kahle seconded by Mrs. Giesige. All voted yes on the roll call vote.
- A. REPORTS FROM BRANCHES.** None

B. COMMENTS FROM INDIVIDUAL BOARD MEMBERS. None

C. COMMENTS FROM THE PUBLIC. None.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:07 p.m., on motion by Mrs. Giesige. The next regular meeting will be held on Tuesday, July 17, 2007, at 4:30 p.m.

Secretary

President

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., Tuesday, July 17, 2007

Present: Larry Bracken, Leroy Reed, Virginia Schroeder, Mary Lieb, Keith Kahle, and Nancy Turner.

Others: Linda Ewing, Director; Nancy Stauffer, Clerk-Treasurer/Assistant Director

MINUTES. The minutes of the June meeting were approved, on motion by Mr. Kahle seconded by Mrs. Lieb. All voted yes on the roll call vote, except Mrs. Schroeder, Mr. Bracken, and Mr. Reed who abstained.

Financial

A. FINANCIAL REPORTS. The bills and financial reports were approved, on motion by Mr. Bracken, seconded by Mrs. Schroeder. All voted yes on the roll call vote.

Items from the Director

B. CIRCULATION REPORT. Mrs. Ewing presented the circulation report for the main library and all branches for the month of June.

C. PETTY CASH REPORT. Mrs. Ewing presented the petty cash report for June noting that fines, fees and copy revenue at the branches were \$662.89 and at main was \$1,292.70

D. GIFTS. Accepted the gifts and memorials totaling \$572.96 as itemized on the petty cash report, on motion by Mr. Bracken seconded by Mr. Reed. All voted yes on the roll call vote.

E. LLGSF UPDATE. Mrs. Ewing and Mrs. Stauffer provided the Board with an update on changes to the LLGSF funding source. LLGSF funds were based on 5.7% of state income tax. Under the new legislation LLGSF will be 2.2% of all state general fund revenue, which could result in a slight increase in annual revenue.

F. APPLICATION FOR DIRECTOR'S POSITION. Mrs. Ewing reported to the Board the number of applications received for the Director's position. The file of all applications was turned over to the Board President.

New Business

G. HEATING AND AIR CONDITIONING SYSTEM UPGRADES. Motion was made by Mr. Kahle and seconded by Mr. Bracken to proceed with heating and air conditions improvements to the bid stage of the project as described in the finalized HVAC System Survey and Report and Proposed Addition Study provided by Tony Hovest of Technicon Design Group, Inc. All voted yes on the roll call vote.

- H. **WORK ROOM ADDITION STUDY.** The Board asked for additional information concerning Scheme A Hip Roof proposal as described in the HVAC System Survey and Report and Proposed Addition Study provided by Tony Hovest of Technicon Design Group, Inc. They asked Mrs. Stauffer to have Technicon Design Group, Inc. to quote the Scheme A Hip Roof proposal with the minimum amount of shingle replacement and with re-shingling the entire roof with 50 year shingles.
- A. **REPORTS FROM BRANCHES.** None
- B. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- C. **COMMENTS FROM THE PUBLIC.** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:10 p.m., on motion by Mrs. Lieb. The next regular meeting will be held on Tuesday, August 21, 2007, at 4:30 p.m.

Secretary

President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Branch Library, Columbus Grove, Ohio 2:00 p.m., Monday, August 27, 2007

Present: Larry Bracken, Leroy Reed, Virginia Schroeder, Mary Lieb, and Nancy Turner.

Others: Linda Ewing, Director; Nancy Stauffer, Clerk-Treasurer/Assistant Director

Public: Judy Doty

- A. **INTERVIEWS FOR DIRECTOR.** Board set date and time for second interviews for the Director's position at September 5, 2007 at 4:00 pm, 5:00 pm, and 6:00 pm. Nancy Turner will contact the interviewees.
- B. **FLOOD UPDATE.** Nancy Stauffer reported on the status of flood damage. Flood waters filled the basement completely, plus an additional 13 inches on the first floor. It destroyed the hvac and main power panel, generator, air conditioning, all books on the bottom shelf, all shelves, furniture, carpet, metal and wood doors, drywall, etc.
- C. **EXECUTIVE SESSION.** Motion was made at 2:32 pm by Larry Bracken and seconded by Leroy Reed to go into executive session to discuss personnel. All voted yes on the roll call vote. Motion was made by Larry Bracken and seconded by Ginny Schroeder to come out of executive session at 2:57 pm.
- D. **FLOOD WAGES.** Motion was made by Larry Bracken and seconded by Ginny Schroeder to pay all employees their regularly scheduled hours through September 3, 2007. All voted yes on the roll call vote.
- E. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Motion was made by Larry Bracken and seconded by Leroy Reed to commend the staff that helped save library materials. All voted yes on the roll call vote.
- F. **COMMENTS FROM THE PUBLIC.** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 3:05 p.m., on motion by Mary Lieb. The next special board meeting will be held on Thursday, August 30, 2007, at 4:00 p.m.

Secretary

President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Columbus Grove Branch Library, Columbus Grove, Ohio 4:00 p.m., Thursday,
August 30, 2007**

Present: Larry Bracken, Leroy Reed, Virginia Schroeder, Mary Lieb, and Nancy Turner.

Others: Linda Ewing, Director; Nancy Stauffer, Clerk-Treasurer/Assistant Director

Public: Judy Doty

- A. **STAFF SCHEDULES.** Linda Ewing presented the Board with modified work schedules for all the main library staff.
- B. **BRANCH HOURS.** Motion was made by Ginny Schroeder and seconded by Mary Lieb to increase branch hours by the following:

<u>Branch</u>	<u>Date</u>	<u>Time</u>
Continental	Tuesday	9 am - 5 pm
Ft. Jennings	Mon., Wed., Fri	9 am - 5 pm
Kalida	Tue., Thur., Fri.	9 am - 5 pm
Leipsic	Friday	9 am - 5 pm
Ottoville	Tue., Thursday	9 am - 5 pm
Pandora	Friday	12 pm - 5 pm

All voted yes on the roll call vote.

- C. **FLOOD UPDATE.** Nancy Stauffer reported on the status of flood damage. Hired BMS Cat to clean up from the flood damage. They were approved by Fawcett, Lammon, Recker Insurance and they were also hired by Hancock County Commissioners.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:25 p.m., on motion by Larry Bracken. The next special board meeting will be held on Wednesday, September 5, 2007, at 4:00 p.m.

Secretary

President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Branch Library, Columbus Grove, Ohio 4:00 p.m., Wednesday September 5, 2007

Present: Keith Kahle, Larry Bracken, Leroy Reed, Virginia Schroeder, Mary Lieb, and Nancy Turner.

Others: Nancy Stauffer, Clerk-Treasurer/Assistant Director

- A. The Board interviewed the final 3 candidates for the Director's position. Motion was made the Larry Bracken and seconded by Leroy Reed to make an offer to Kelly Ann Ward the position of Director on a one year contract with an annual salary of \$55,000.00. All voted yes on the roll vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:22 p.m., on motion by Virginia Schroeder. The next special board meeting will be held on Thursday, September 13, 2007, at 7:00 p.m.

Secretary

President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Branch Library, Columbus Grove, Ohio 4:00 p.m., Thursday September 13, 2007

Present: Keith Kahle, Larry Bracken, Leroy Reed, Virginia Schroeder, Mary Lieb, Nancy Turner, and Beth Myers.

Others: Nancy Stauffer, Clerk-Treasurer/Assistant Director

INTRODUCTION OF BETH MYERS. Mrs. Turner welcomed Beth Myers to the Library Board.

OATH OF OFFICE. Nancy Stauffer, Clerk/Treasurer administered the oath of office to Beth Myers.

Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office?

Mrs. Myers responded I Do.

BUILDING CONSTRUCTION. Tony Hovest and Engineers to discussed heating and ac modifications, building repairs and electrical repairs.

HVAC SYSTEM. Motion was made by Leroy Reed and seconded by Larry Bracken to approved the purchase and installation of the approximate 12 packaged HVAC units with limited VAV control with supplemental electric heat in the vestibules. All voted yes on the roll call vote.

REMOVAL OF SERVICE FROM BASEMENT. Motion was made by Larry Bracken and seconded by Leroy Reed to remove all service from the basement, including HVAC, main power panel, generator switch panel, and telephone. All voted yes on the roll call vote.

The Board authorized Technicon Design Group to provide the engineering to for the installation of the elevator to determine an estimated cost.

UPDATE ON BUILDING. Nancy Stauffer reported the status of building to the Board.

Clean-up

- \$ BMS Cat has completed there work
- \$ Contract modification was approved by the Prosecuting Attny and signed by BMS Cat.
- \$ Will be billed separately by Eagle (pumping company)
- \$ Have not been billed by either company yet.
- \$ Hired environmental engineer to assess air quality after contaminated materials were removed. To return at completion of reconstruction.
- \$ All remaining books have been boxed and stored in Ohio Logistics' warehouse

Insurance

- \$ filled out papers with FEMA (gathered general information and visited library)
- \$ to attend another meeting next week with FEMA
- \$ we are insured for replacement value (per representatives from CORSA)
- \$ payment will be made to the County Commissioners and they will pass the check on to us, we will pay the vendors
- \$ working on inventory of building contents and updating lost items to replacement costs
- \$ gathering estimates for replacement costs of hvac and electric
- \$ general contractor will provide an estimate to return the building to pre-flood condition

Construction

- \$ County Electric has established temporary power, temp. lights in the basement, and temperature control inside the building to reduce humidity and moisture in the building.
- \$ Technicon Design Group preparing comparison between current boiler system and using exterior heating and cooling units.
- \$ Technicon Design Group developing scope of work for general contractor, mechanical and electrical.
- \$ Technicon Design Group modified drawings for changes to existing building layout

Misc.

- \$ approx. 6 months to complete project
- \$ SIRSI has received our contract; waiting call from project manager to establish when SIRSI will be operational (approx 2 weeks) Processing personnel and MORE will be operational when SIRSI is functioning--Linda is modifying October circulation schedules
- \$ All servers were damaged
- \$ e-mail is functioning
- \$ Branches are operating everyday on limited bases (check-out, renew, and discharge)

SUSPEND SEPTEMBER 18, 2007 BOARD MEETING. Motion was made by Beth Myers and seconded by Ginny Schroeder to suspend the September 18, 2007 regular Board meeting.

VIII. COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None

IX. COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 9:15 p.m., on motion by Larry Bracken. The next regular board meeting will be held on Tuesday, October 16, 2007, at 4:30 p.m.

Secretary

President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Branch Library, Columbus Grove, Ohio 4:00 p.m., Thursday October 9, 2007

Present: Keith Kahle, Larry Bracken, Virginia Schroeder, Mary Lieb, Nancy Turner, and Beth Myers.

Others: Kelly Ward, Director; Nancy Stauffer, Clerk-Treasurer

UPDATE ON BUILDING. Nancy Stauffer provided the following update on the building

FEMA- Had kick-off meeting with FEMA on October 1, 2007. Gathering clean-up and force labor information. Prosecuting Attny talked with FEMA asking for a letter stating that we can declare reconstruction and emergency and forgo competitive bidding requirements per the ORC. FEMA representative is getting letter together, gave verbal approval.

Insurance - Met with independent insurance adjusters along with Bob Fawcett on October 3, 2007. Gathering estimates for replacement costs for insurance.

Construction - Technicon Design Group is finishing scope this week setting meeting with contractors to gather estimates late next week. 1st or 2nd week of November award contracts

New Business

- A. **EMERGENCY DECLARATION FOR FLOOD CLEANUP AND RECONSTRUCTION.** Motion was made by Beth Myers and seconded by Keith Kahle to declare the flood cleanup and reconstruction an emergency retroactive to August 22, 2007. All voted yes on the roll call vote.
- B. **HEAD OF TECHNICAL SERVICES POSITION.** Motion was made by Larry Bracken and seconded by Virginia Schroeder to create the position of Head of Technical Services. All voted yes on the roll call vote.
- C. **APPOINT HEAD OF TECHNICAL SERVICES.** Motion was made by Larry Bracken and seconded by Virginia Schroeder to appoint Laura Schmitz to the position of Head of Technical Service with an annual salary of \$30,160.00. All voted yes on the roll call vote.
- D. **TEMPORARY LIBRARY SPACE RENTAL.** Motion was made by Keith Kahle and seconded by Mary Lieb approve rental of room at the Educational Services Center for \$1,333.33 per month, including utilities. The term of the lease is 6 months then month to month. All voted yes on the roll call vote.
- E. **CELLULAR PHONE.** Motion was made by Beth Myers and seconded by Larry Bracken to purchase a cell phone from Alltel so the regular telephone number 419-523-3747 could be forwarded. All voted yes on the roll call vote.

- F. **TEMPORARY/PART-TIME CONTRACT MAINTENANCE POSITION.** Motion was made by Larry Bracken and seconded by Virginia Schroeder created the position of temporary/part-time contract maintenance at \$9.00 per hour. All voted yes on the roll call vote.

VIII. COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Motion was made by Mary Lieb and seconded by Leroy Reed expressing the Board's extreme thanks for the dedication and devotion by the staff during these extremely difficult time. All voted yes on the roll call vote.

IX. COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 5:50 p.m., on motion by Larry Bracken. The next regular board meeting will be held on Tuesday, October 16, 2007, at 4:30 p.m.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County Educational Services Center, Ottawa, Ohio 4:30 p.m., Thursday October 16, 2007

Present: Keith Kahle, Larry Bracken, Virginia Schroeder, Leroy Reed, Mary Lieb, Nancy Turner, and Beth Myers.

Others: Kelly Ward, Director; Nancy Stauffer, Clerk-Treasurer

MINUTES. The minutes of the July meeting were approved, on motion by Larry Bracken and seconded by Leroy Reed. All voted yes on the roll call vote, except Beth Myers who abstained.

The regular August 22, 2007 was suspended due to the lack of a quorum because of the flood.

The minutes of the August 27 meeting were approved, on motion by Leroy Reed and seconded by Virginia Schroeder. All voted yes on the roll call vote, except Keith Kahle and Beth Myers who abstained.

The minutes of the August 30 meeting were approved, on motion by Leroy Reed and seconded by Mary Lieb. All voted yes on the roll call vote, except Keith Kahle and Beth Myers who abstained.

The minutes of the September 5 meeting were approved, on motion by Keith Kahle and seconded by Larry Bracken. All voted yes on the roll call vote, except Beth Myers who abstained.

The minutes of the September 13 meeting were approved, on motion by Beth Myers and seconded by Keith Kahle. All voted yes on the roll call vote.

Financial

- A. **FINANCIAL REPORTS.** The July, August, and September bills and financial reports were approved, on motion by Larry Bracken, seconded by Virginia Schroeder. All voted yes on the roll call vote.

Items from the Director

- B. **PETTY CASH REPORT.** The petty cash reports for July, August, and September were presented noting that fines, fees and copy revenue was \$2,038.69, \$1,869.66, and \$250.40 respectively.
- C. **GIFTS.** Accepted the gifts and memorials for July, August, and September were \$415.00, \$491.55, and \$1,755.00 respectively as itemized on the petty cash reports, on motion by Mary Lieb seconded by Leroy Reed. All voted yes on the roll call vote.

New Business

- D. **ACCOUNTING/ORDER CLERK POSITION.** Motion was made by Beth Myers and seconded by Leroy Reed to create the position of Accounting/ Order Clerk. All voted yes on the roll call vote.

- E. **APPOINT ACCOUNTING/ ORDER CLERK.** Motion was made by Leroy Reed and seconded by Larry Bracken to appoint Rose Schnipke to the position of Accounting/Order Clerk and to increase her hours by 6 to 12 hours per week totaling 24 to 30 hours per week at her current hourly rate. All voted yes on the roll call vote.

VIII. COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None.

IX. COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 5:45 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, November 20, 2007, at 4:30 p.m.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County Educational Services Center, Ottawa, Ohio 4:30 p.m., Tuesday, November 20, 2007

Present: Keith Kahle, Larry Bracken, Virginia Schroeder, Leroy Reed, Nancy Turner, and Beth Myers.

Others: Kelly Ward, Director; Nancy Stauffer, Clerk-Treasurer

MINUTES. The minutes of the October meeting were approved, on motion by Virginia Schroeder and seconded by Keith Kahle. All voted yes on the roll call vote, except Leroy Reed who abstained.

Financial

I. FINANCIAL REPORTS. The October bills and financial reports was approved, on motion by Keith Kahle, seconded by Larry Bracken. All voted yes on the roll call vote.

Items from the Director

- II. PETTY CASH REPORT.** The petty cash reports for October were presented noting that fines, fees revenue was \$95.48 and copy revenue was \$ 399.05.
- III. GIFTS.** Accepted the gifts and memorials for October was \$2,658.10 as itemized on the petty cash reports, on motion by Virginia Schroeder seconded by Keith Kahle. All voted yes on the roll call vote.
- IV. DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included varies happenings at the library, grants/funding/gifts, various contacts of interest, past publicity, upcoming publicity, and upcoming events for December. (see attached report).

New Business

- V. ORGANIZATIONAL CHART.** Motion was made by Larry Bracken and seconded by Keith Kahle to approve the new organizational chart as presented (see attached chart). All voted yes on the roll call vote.
- VI. COMPUTER USE POLICY.** Motion was made by Beth Myers and seconded by Virginia Schroeder to approve the amended Computer Use Policy as presented (see attached policy). All voted yes on the roll call vote.
- VII. RENT OF ADDITIONAL SPACE FOR TEMPORARY FACILITY.** Motion was made by Keith Kahle and seconded by Virginia Schroeder to approve the second lease for additional space for the temporary library facility. All voted yes on the roll call vote.
- VIII. RULES OF CONDUCT.** Motion was made by Larry Bracken and seconded by Beth Myers to approve the Rules of Conduct as presented (see attached). All voted yes on the roll call vote.

November 20, 2007

- IX. **BRANCH COORDINATOR POSITION.** Motion was made by Virginia Schroeder and seconded by Keith Kahle to create the position of Branch Coordinator. All voted yes on the roll call vote.
- X. **PUBLIC SERVICES SUPERVISOR POSITION.** Motion was made by Beth Myers and seconded by Larry Bracken to create the position of Public Services Supervisor. All voted yes on the roll call vote.
- XI. **ELECTION OF OFFICERS.** Beth Myers moved to elect the following slate of officers for 2008: President, Larry Bracken,; Vice President, Mary Lieb; Secretary, Virginia Schroeder. All voted yes on the roll call vote.
- XII. COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None
- XIII. COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 5:40 p.m., on motion by Leroy Reed. The next regular board meeting will be held on Tuesday, December 18, 2007, at 4:30 p.m.

Secretary

President