

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, January 15, 2008

Present: Keith Kahle, Larry Bracken, Mary Lieb, Beth Myers, and Janice Crawfis.

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

INTRODUCTION OF JANICE CRAWFIS. Larry Bracken welcomed Janice Crawfis to the Library Board.

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

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. Crawfis responded I Do.

MINUTES. The minutes of the December meeting were approved, on motion by Mary Lieb and seconded by Beth Myers. All voted yes on the roll call vote, except Janice Crawfis who abstained.

Financial

I. FINANCIAL REPORTS. The December bills and financial reports were approved, on motion by Beth Myers, 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 December was presented noting that fines, fees, and copy revenue was \$487.45.

III. GIFTS. Accepted December gifts and memorials of \$1,633.00 and flood donations of \$3,860.00 as itemized on the petty cash reports, on motion by Keith Kahle seconded by Janice Crawfis. All voted yes on the roll call vote.

IV. DIRECTORS REPORT. Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, past publicity, upcoming publicity, and upcoming events for February. (see attached report).

New Business

V. TRAINING. Motion was made by Beth Myers and seconded by Mary Lieb to approve New Director training for Kelly Ward in Columbus which is sponsored by Ohio Library Council at a cost of \$250.00. All voted yes on the roll call vote.

- VI. **2008 SALARY FREEZE.** Motion was made by Beth Myers and seconded by Keith Kahle to freeze 2008 salaries at their current rates until the Personnel Committee could complete their salary study and present it to the Board. All voted yes on the roll call vote.
- VII. **RESOLUTION TO PAY BILLS.** Janice Crawfis moved to adopt Resolution 1-2008 authorizing the Clerk-Treasurer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Beth Myers seconded the motion, and all voted yes on the roll call vote.
- VIII. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb at 5:45 p. m. to go into executive session to discuss personnel matters. All voted yes on the roll call vote.
- IX. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Keith Kahle at 5:55 p. m. return to regular session. All voted yes on the roll call vote.
- X. **BRANCH REPORTS.** The Director reported that she is looking into security cameras for the Branch Library locations.
- XI. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** The Board asked the Director to try and get the word out to the public that we are working to find a resolution to the flooded library building.
- XII. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:05 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, February 19, 2008, at 4:30 p.m.

Secretary

President

Minutes of a Special 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, January 30, 2008

Present: Keith Kahle, Larry Bracken, Mary Lieb, Beth Myers, Nancy Turner, and Janice Crawfis.

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

- I. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Mary Lieb at 4:35 p. m. to go into executive session to discuss personnel matters. All voted yes on the roll call vote.
- II. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb at 5:16 p. m. return to regular session. All voted yes on the roll call vote.
- III. **PERSONNEL.** Motion was made by Keith Kahle and seconded by Janice Crawfis to take disciplinary act as a result of the insubordination by Judith Doty toward her immediate supervisor on January 25, 2008. Disciplinary action will be in the form of two weeks suspension without pay and a permanent transfer to Fort Jennings Branch Library and to implement other actions consistent with this matter and have the Director monitor this situation and report back to the Board at its conclusion. All voted yes on the roll call vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:25 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, February 19, 2008, 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, February 19, 2008

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

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

Public: Robert Fawcett, Judy Schroeder, Don Schroeder and Ann Baransy

Robert Fawcett of Fawcett, Lammon, and Recker Insurance Agency was present to discuss the Libraries flood insurance policy. He explained that CORSA had hired Industrial Appraisal (IA) to determine the flood zones for all County building and that IA had made an error with respect to Library and four other County buildings. IA documents stated that we were in Flood Zone B which is covered under our CORSA policy. After the flood Travelers, the reinsurance company, determined that we are in Flood Zone A, which is excluded from our policy. CORSA then stated in a letter that the Library was not covered because of the exclusion for Flood Zone A. But they would make a \$1,000,000.00 "good will gesture" to make up for the amount of money that would have been paid by National Flood Insurance Program (NFIP), that we would have purchased had we known we needed it.

MINUTES. The minutes of the January 15th meeting were approved, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote, except Virginia Schroeder and Nancy Turner who abstained.

The minutes of the January 30th meeting were approved, on motion by Nancy Turner and seconded by Mary Lieb. All voted yes on the roll call vote, except Virginia Schroeder who abstained.

Financial

- I. **FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Janice Crawfis, seconded by Virginia Schroeder. All voted yes on the roll call vote.

Items from the Director

- II. **PETTY CASH REPORT.** The petty cash reports for January was presented noting that fines and fees were \$397.56 and copy revenue was \$428.81.
- III. **GIFTS.** Accepted January gifts and memorials of \$5,189.49 (\$3,763.49 was a bequest from the estate of John Goodwin) and flood donations of \$350.00 as itemized on the petty cash reports, on motion by Beth Myers seconded by Keith Kahle. All voted yes on the roll call vote.

- IV. Discussion was held concerning the formation of a foundation and obtaining the federal status of 501C3. The Director will look into the requirements.

New Business

- V. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder at 5:50 p. m. to go into executive session to discuss personnel matters. All voted yes on the roll call vote.
- VI. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Mary Lieb at 6:40 p. m. to return to regular session. All voted yes on the roll call vote.
- VII. **2008 HOURLY RATE FREEZE.** Motion was made by Virginia Schroeder and seconded by Keith Kahle to continue the freeze on all employees' hourly rates through December 31, 2008 because of the flood and the need to save money. All voted yes on the roll call vote.
- VIII. **REDUCTION IN STAFF HOURS.** In order to avoid massive layoffs we move to implement a reduction of staff hours effective July 1, 2008 and to reevaluate the library's financial situation at the end of 2008. The motion was made by Janice Crawfis and seconded by Mary Lieb to approve the reduction in staff hours according to the attached schedule. All voted yes on the roll call vote.
- IX. **HEALTH INSURANCE RATES.** Motion was made by Janice Crawfis and seconded by Nancy Turner to allow the employees who currently carry our health insurance, to maintain the current percentages they are paying while the staff hour reductions are in effect. All voted yes on the roll call vote.
- X. **PAYSCALE EFFECTIVE 1/1/2009.** Motion was made by Beth Myers and seconded by Virginia Schroeder to approve the attached salary scale to become effective 1/1/2009. Beginning January 1, 2009 employees will be placed on the salary scale on their employment anniversary date. All voted yes on the roll call vote.
- XI. **EARLY RETIREMENT INCENTIVE PROGRAM PROJECTIONS.** Motion was made by Keith Kahle and seconded by Mary Lieb to start the process with OPERS to potentially offer a 4 year Early Retirement Incentive, subject to the Board's review and OPERS's approval, estimated effective date of June 1, 2008 thru May 31, 2009.
- XII. **TIME CLOCK.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to approve the purchase and use of time clock at all PCDL locations. All voted yes on the roll call vote.
- XIII. **LEGAL COUNSEL.** Motion was made by Beth Myers and seconded by Janice Crawfis to authorize the Director to consult with an attorney thru the Ohio Library Council concerning insurance. All voted yes on the roll call vote.

- XIV. **RECORDS COMMISSION.** Motion was made by Keith Kahle and seconded by Nancy Turner to establish a Records Commission. Members include Nancy Stauffer Clerk/Treasurer, Beth Myers and Larry Bracken, Board Members. All voted yes on the roll call vote.
- XV. **RECORDS RETENTION POLICY.** Motion was made by Beth Myers and seconded by Mary Lieb to approve the attached Records Retention Policy. All voted yes on the roll call vote.
- XVI. **PUBLIC RECORDS POLICY.** Motion was made by Virginia Schroeder and seconded by Nancy Turner to approve the attached Public Records Policy. All voted yes on the roll call vote.
- XVII. **VEHICLE USE POLICY.** Motion was made by Nancy Turner and seconded by Mary Lieb to approve the attached Vehicle Use Policy. All voted yes on the roll call vote.
- XVIII. **PATRON CONFIDENTIALITY POLICY.** Motion was made by Keith Kahle and seconded by Virginia Schroeder to approve the attached Patron Confidentiality Policy. All voted yes on the roll call vote.
- XIX. **TIME CLOCK POLICY.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to approve the attached Time Clock Policy. All voted yes on the roll call vote.
- XX. **BRANCH REPORTS.** None.
- XXI. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None
- XXII. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:30 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, March 18, 2008, 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, March 18, 2008

Present: Keith Kahle, Larry Bracken, Mary Lieb, Beth Myers, Virginia Schroeder, and Janice Crawfis.

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

MINUTES. The minutes of the February 19 meeting were approved, on motion by Beth Myers and seconded by Keith Kahle, with the following amendment to item VII: In order to avoid massive layoffs we move to implement a reduction of staff hours effective July 1, 2008 and to reevaluate the library's financial situation at the end of 2008.

Financial

I. FINANCIAL REPORTS. The February bills and financial reports were approved, on motion by Janice Crawfis, seconded by Virginia Schroeder. All voted yes on the roll call vote.

Items from the Director

II. DIRECTORS REPORT. Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events for March and April. (see attached report).

III. PETTY CASH REPORT. The petty cash reports for February was presented noting that fines and fees were \$791.90 and copy revenue was \$489.86

IV. GIFTS. Accepted February gifts and memorials of \$1,605.00 as itemized on the petty cash reports, on motion by Beth Myers seconded by Janice Crawfis. All voted yes on the roll call vote.

New Business

V. 2008 PERMANENT APPROPRIATIONS. Motion was made by Virginia Schroeder and seconded by Mary Lieb to approve Resolution -2008 the 2008 Annual Appropriation. All voted yes on the roll call vote. (See attached Quattro Pro spreadsheet.)

VI. EARLY RETIREMENT INCENTIVE PROGRAM PROJECTIONS. Motion was made by Beth Myers and seconded by Mary Lieb to start the process with OPERS to potentially offer a one or two year Early Retirement Incentive, subject to the Board's review and OPERS's approval, estimated effective date undetermined. All voted yes on the roll call vote.

VII. TRAINING. Motion was made by Beth Myers and seconded by Virginia Schroeder to approve the following training sessions:
Clerk/Treasurer: 4/3/08 - 4/4/08 Investment Training and Training for Professional Fiscal Officer - Cost \$165 (+) hotel (approx. \$100.00) and meals. **Training for Director and Clerk/Treasurer:** 4/30/08 - 5/1/08 Trends in Public Library Realities - Cost \$0.00

(NORWELD Grant) - Hotel \$0.00. 5/20/08 Public Dollars Aren't Enough Any More: How Fundraising Can Help - cost \$20.00. All voted yes on the roll call vote.

VIII. **VOTER REGISTRATION.** Motion was made by Beth Myer and seconded by Janice Crawfis to table the discussion related to the voter registration requirements until the Director can make further inquiries at upcoming training and review the Ohio Revised Code requirements. All voted yes on the roll call vote.

IX. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Virginia Schroeder at 5:47 p. m. to go into executive session to discuss imminent court action. All voted yes on the roll call vote.

X. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Beth Myers at 6:50 p. m. to return to regular session. All voted yes on the roll call vote.

XI. **LEGAL CONSULTATION.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to decline to sign the revised agreement with CORSA, and to authorize continued legal consultation regarding the steps the library should take in seeking resolution for recovery of the funds needed to repair or replace the main library building. All voted yes on the roll call vote.

XII. **BRANCH REPORTS.** None.

XIII. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Question was asked if the distribution of computers was complete to all the branch libraries. The Director responded that it was almost complete.

XIV. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:55 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, April 15, 2008, 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, April 15, 2008

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

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

Public: Don Schroeder

MINUTES. The minutes of the March 18 meeting were approved, on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote, except Nancy Turner who abstained.

Financial

- I. **FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Mary Lieb, seconded by Virginia Schroeder. All voted yes on the roll call vote.

Items from the Director

- II. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events. (see attached report).
- III. **PETTY CASH REPORT.** The petty cash reports for March was presented noting that fines and fees were \$647.51 and copy revenue was \$322.70.
- IV. **GIFTS.** Accepted March gifts and memorials of \$1,619.00 as itemized on the petty cash reports, on motion by Beth Myers seconded by Janice Crawfis. All voted yes on the roll call vote.

New Business

- V. **OHIO LIBRARY COUNCIL ANNUAL DUES.** Motion was made by Janice Crawfis and seconded by Beth Myers to approve payment of the Director's individual annuals dues and one-half of annual dues for all other staff interested in becoming a member. All voted yes on the roll call vote.
- VI. **OTTAWA CHAMBER OF COMMERCE MEMBERSHIP.** Motion was made by Keith Kahle and seconded by Virginia Schroeder to become members of the Ottawa Chamber of Commerce. Dues to be paid quarterly. All voted yes on the roll call vote.

- VII. **CLOSE LIBRARY.** Motion was made by Keith Kahle and seconded by Mary Lieb to approve the closing of the main library on April 24, 25 and 26 to install new shelves and desks donated to us by the State Library of Ohio. All voted yes on the roll call vote.
- VIII. **STRATEGIC PLAN.** The Director discussed with the Board the importance of creating a Strategic Plan for each of the eight locations within the PCDL system. The Strategic Plan would use several community focus group as well as other data to understand the communities wants and needs and to establish goals for the library. Jan Haynes from the State Library of Ohio is available at no cost in July to help with the creation of the Strategic Plan. Motion was made by Beth Myers and seconded by Virginia Schroeder to proceed with the creation of a PCDL Strategic Plan. All voted yes on the roll call vote.
- IX. **VOTER REGISTRATION POLICY.** Tabled until next meeting to review proposed policy.
- X. **RESIGNATION.** Motion was made by Nancy Turner and seconded by Keith Kahle to approve the resignation of Ben Okuly effective April 3, 2008. All voted yes on the roll call vote.
- XI. **ADVERTISE OF REFERENCE LIBRARIAN POSITION.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to authorize the Director to advertise for the position of Reference Librarian at 20 hours per week. All voted yes on the roll call vote.
- XII. **EARLY RETIREMENT INCENTIVE PROGRAM.** Motion was made by Janice Crawfis and seconded by Nancy Turner to offer a one-year Early Retirement Incentive, subject to the OPERS's review and approval, estimated effective dates of July 1, 2008 - June 30, 2009. All voted yes on the roll call vote.
- XIII. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb at 5:55 p. m. to go into executive session to discuss imminent court action and land purchase. All voted yes on the roll call vote.
- XIV. **EXECUTIVE SESSION.** Motion was made by Keith Kahle and seconded by Virginia Schroeder at 7:12 p. m. to return to regular session. All voted yes on the roll call vote.
- XV. **LEGAL.** Motion was made by Janice Crawfis and seconded by Nancy Turner to authorize the Director to enter into contract to retain the firm of Vorys, Sater, Seymor, and Pease to provide legal services as needed. All voted yes on the roll call vote.
- XVI. **BOARD TO EXPLORE ALTERNATIVE BUILDING SITES.** The Board has conducted an extensive review of all available documentation including, engineering reports, cost estimates, and flood mitigation requirements. They have concluded the wisest use of public resources would be to explore alternate building sites, rather than to return to the North Thomas Street location. Keith Kahle moved that the Board explore alternate building sites, rather than to return to the North Thomas Street location. The motion was seconded by Beth Myers and all voted yes on the roll call vote.

April 15, 2008

XVII. **COMMENTS FROM THE PUBLIC:** Don Schroeder asked the following questions: Has the Board considered moving the main library outside the Village of Ottawa? Can the Board offer the current North Thomas Street location for sale? Larry Bracken, Board President, responded that all offers of land are being considered. He asked that the specifics of any suggestions for land be given to the Director to pursue and she will present them to the Board. There are no current plans to sell the North Thomas Street location.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:55 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, May 20, 2008, 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, May 20, 2008

Present: Larry Bracken, Mary Lieb, Beth Myers, Virginia Schroeder, Nancy Turner and Janice Crawfis.

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

Public: Don Schroeder

MINUTES. The minutes of the April 15 meeting were approved, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.

Financial

- I. FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Nancy Turner, seconded by Virginia Schroeder. All voted yes on the roll call vote.

Items from the Director

- II. DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events. (see attached report).
- III. PETTY CASH REPORT.** The petty cash reports for March was presented noting that fines and fees were \$811.90 and copy revenue was \$547.14.
- IV. GIFTS.** Accepted April gifts and memorials of \$2,242.21 as itemized on the petty cash reports, on motion by Mary Lieb seconded by Beth Myers. All voted yes on the roll call vote.

New Business

- V. VOTER REGISTRATION POLICY.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the Voter Registration Policy as presented. All voted yes on the roll call vote. (see attachment)
- VI. UNATTENDED CHILD POLICY.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve the Unattended Child Policy as presented. All voted yes on the roll call vote. (see attachment)
- VII. EMPLOYEE MEAL AND OVERNIGHT STAY REIMBURSEMENT POLICY.** Motion was made by Nancy Turner and seconded by Mary Lieb to approve the Employee Meal and Overnight Stay Reimbursement Policy with modification. All voted yes on the roll call vote. (see attachment)

- VIII. **FINES AND FEES.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to approve the following fines and fees schedule. All voted yes on the roll call vote.

Type of Fine or Fee	Amount
Copy Machine	.25 per copy
Late Books, CD, Books on Tape - Adult	.25 per day per item
Late Books, CD, Books on Tape - Juvenile	.10 per day per item
Late DVD	1.00 per day per item
Printed pages -black and white	.25 per page
Printed pages—color	.50 per page
Printed pages on photo paper - color	1.25 per photo page
fax	2.00 for first 5 pages and 1.00 per additional page

- IX. **EARLY RETIREMENT INCENTIVE PROGRAM.** Motion was made by Beth Myers and seconded by Mary Lieb to change the effective beginning date to August 1, 2008.
- X. **FUEL SURCHARGE FROM MOVING COMPANY.** Motion was made by Beth Myers and seconded by Virginia Schroeder to decline to pay the additional fuel surcharge billed by Hallet Movers. The fee was not part of the original bid. All voted yes on the roll call vote.
- XI. **USDA RURAL DEVELOPMENT LOAN.** Tabled until next meeting to gather additional information.
- XII. **2009 REQUEST BUDGET.** Nancy Stauffer submitted the 2009 Request Budget to the Board. Janice Crawfis moved to adopt Resolution 3-2008 approving the 2009 Request Budget. Mary Lieb seconded, and all voted yes on the roll call vote.
- XIII. **EXECUTIVE SESSION.** Motion was made by Nancy Turner and seconded by Beth Myers to go into executive session at 5:49 pm to discuss pending legal matters. All voted yes on the roll call vote.
- XIV. **EXECUTIVE SESSION.** Motion was made by Nancy Turner and seconded by Mary Lieb to come out of executive session at 6:39 pm. All voted yes on the roll call vote.
- XV. **REFERENCE POSITION.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to offer Jan Fuetter the part time reference librarian position at \$12.00 per hour for 20 hours per week effective June 1, 2008. All voted yes on the roll call vote.
- XVI. **CLERK/TREASURERS HOURS.** Motion was made by Janice Crawfis and seconded by Nancy Turner to increase the Clerk/Treasurer's hours to 36 per week, due to her additional dues associated with the flood and building construction. All voted yes on the roll call vote.

COMMENTS FROM THE PUBLIC: Don Schroeder asked if the Board would purchase an outside bookdrop for Educational Services Center. Kelly Ward, Director, commented that the possibility of a bookdrop was considered, but she determined that the purchase was not cost effective. The cost of the item is too high and an exterior bookdrop is not part of the plans for the new building. The Board stated that it is the Director's decision to determine what purchases need to be made.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:55 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, June 17, 2008, 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, June 17, 2008

Present: Larry Bracken, Mary Lieb, Beth Myers, Keith Kahle, and Janice Crawfis.

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

Public: John Casteel, Regina Guerra, Pastor Nestor Reyes, and Frank Miller

MINUTES. The minutes of the May 20 meeting were approved, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote except Keith Kahle who abstained.

Financial

- I. **FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Janice Crawfis, seconded by Keith Kahle. All voted yes on the roll call vote.

Items from the Director

- II. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events. (see attached report).
- III. **PETTY CASH REPORT.** The petty cash reports for May was presented noting that fines and fees were \$580.44 and copy revenue was \$491.91.
- IV. **GIFTS.** Accepted May gifts and memorials of \$1,728.75 as itemized on the petty cash reports, on motion by Janice Crawfis seconded by Mary Lieb. All voted yes on the roll call vote.

New Business

- V. **PERSONNEL.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve changing Pat Broeker from an hourly employee to a contract as needed employee. All voted yes on the roll call vote.
- VI. **TRAINING.** Motion was made by Beth Myers and seconded by Keith Kahle to approve a reference conference for Jan Fuetter. The cost will be approximately \$97.00 for lodging, \$229 for the conference, and meals. All voted yes on the roll call vote.
- VII. **POTENTIAL BUILDING SALE.** Pastor Nestor Reyes and other members of the Harvest Assembly Church, John Casteel and Regina Guerra; and Frank Miller were present to express their interest in purchasing the library build at 525 N. Thomas St.

- VIII. **LAND.** Motion was made by Janice Crawfis and seconded by Beth Myers to continue exploring two land options. The four acres west of the Educational Services Center on Putnam Parkway and lot A next to St. Rita's Ambulatory Care facility on Route 224. All voted yes on the roll call vote.
- IX. **USDA LOAN/GRANT PROGRAM.** Tabled to gather more information.
- X. **EQUAL OPPORTUNITY EMPLOYMENT POLICY.** Motion was made by Keith Kahle and seconded by Beth Myers to approve the Equal Opportunity Employment Policy as presented. All voted yes on the roll call vote. (see attachment)
- XI. **DRUG FREE WORKPLACE POLICY.** Motion was made by Mary Lieb and seconded by Janice Crawfis to approve the Drug Free Workplace Policy as presented. All voted yes on the roll call vote. (see attachment)
- XII. **UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY.** Motion was made by Janice Crawfis and seconded by Keith Kahle to approve the Unlawful Discrimination and Harassment Policy as presented. All voted yes on the roll call vote. (see attachment)
- XIII. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to go into executive session at 6:05 pm to discuss pending legal matters and a personnel issue. All voted yes on the roll call vote.
- XIV. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Beth Myers to come out of executive session at 7:13 pm. All voted yes on the roll call vote.
- XV. **COMPENSATORY TIME.** The Board acknowledges that the limits of compensatory time policy were exceeded by the Clerk/Treasurer, due to the exceptional circumstances and additional duties that have been required of her since the August 2007 flood. A large amount of time was accumulated immediately following the flood in attempts to reduce the library's loss of equipment and materials and to supervise the clean of the building. Since then her additional duties have included massive amounts of time and paperwork required in dealing with FEMA requirements, insurance, legal, and building issues. Motion was made by Janice Crawfis and seconded by Mary Lieb to approve the payment of the Clerk/Treasurer's accumulated compensatory time in 35 hour increments per payperiod until her compensatory time balance is paid in full. All voted yes on the roll call vote.
- XVI. **COMPENSATORY TIME.** The Board acknowledges that the limits of compensatory time policy were exceeded by certain non-exempt employees, due to the exceptional circumstances and additional duties that have been required of them since the August 2007 flood. A motion was made by Beth Myers and seconded by Keith Kahle that all non-exempt employees be paid for any unused compensatory time in excess of the maximum accumulation of 40 hours, on the pay period ending August 30, 2007. All voted yes on the roll call vote.

COMMENTS FROM THE PUBLIC: none

ADJOURNMENT. There being no further business the meeting was adjourned at 7:15 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, July 15, 2008, at 4:30 p.m.

Secretary

President

July 15, 2008

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, July 15, 2008

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

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

MINUTES. The minutes of the June 17 meeting were approved, on motion by Beth Myers and seconded by Keith Kahle. All voted yes on the roll call vote except Virginia Schroeder and Nancy Turner who abstained.

- I. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to go into executive session at 4:31 pm to discuss pending legal matters and land issues. All voted yes on the roll call vote.
- II. **EXECUTIVE SESSION.** Motion was made by Keith Kahle and seconded by Mary Lieb to come out of executive session at 5:45 pm. All voted yes on the roll call vote.

Financial

- III. **FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by Nancy Turner, seconded by Keith Kahle. All voted yes on the roll call vote.

Items from the Director

- IV. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events. (see attached report).
- V. **PETTY CASH REPORT.** The petty cash reports for June was presented noting that fines and fees were \$692.25 and copy revenue was \$559.45.
- VI. **GIFTS.** Accepted June gifts and memorials of \$1,082.10 and \$230.00 in flood relief donations as itemized on the petty cash reports, on motion by Janice Crawfis seconded by Virginia Schroeder. All voted yes on the roll call vote.

New Business

- VII. **OFFICE SPACE.** Motion was made by Beth Myers and seconded by Nancy Turner to approve the rental of additional office space at the Educational Services Center if and when the space becomes available, at the same per square foot rate as the space we are currently renting. All voted yes on the roll call vote.

- VIII. **TRAINING.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to approve the following training sessions: Director Forum training at Bluffton for Kelly Ward at a cost of \$80.00; Ohio Library Council Expo on 9/12/08 for the Director and Fiscal Officer in Columbus \$0 in training cost will be transportation and meals. All voted yes on the roll call vote.
- IX. **APPROPRIATIONS MODIFICATIONS.** Motion was made by Keith Kahle and seconded by Janice Cawfis to approve appropriations modification resolution -2008 as presented. (see attached schedule) All voted yes on the roll call vote.
- X. **STRATEGIC PLANNING MEETINGS.** Kelly Ward discussed with the Board that planning committee would have too many members to fit in the conference room and would have to meet in the assembly hall. The cost to rent the assembly hall at the ESC would be \$200 each day for two days, and the cost to serve a meal in a restaurant meeting room would be approximately \$230 each day. The length of the meeting is estimated to be 3 hours each beginning at 6:30 p.m. A motion was made by Virginia Schroeder and seconded by Nancy Turner to hold the planning committee portion of the Strategic Planning meetings in a meeting space at a restaurant and to serve dinner, due to the minimal cost difference and the length of the meeting over the dinner hour. All voted yes on the roll call vote.

COMMENTS FROM THE PUBLIC: none

ADJOURNMENT. There being no further business the meeting was adjourned at 6:40 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, August 19, 2008, 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, August 19, 2008

Present: Larry Bracken, Mary Lieb, Beth Myers, Keith Kahle, Virginia Schroeder, and Janice Crawfis.

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

I. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to go into executive session at 4:35 pm to discuss pending legal matters and land issues. All voted yes on the roll call vote.

II. **EXECUTIVE SESSION.** Motion was made by Keith Kahle and seconded by Mary Lieb to come out of executive session at 6:28 pm. All voted yes on the roll call vote.

MINUTES. The minutes of the July meeting were approved, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.

Financial

III. **FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Beth Myers, seconded by Virginia Schroeder. All voted yes on the roll call vote.

Items from the Director

IV. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events. (see attached report).

V. **PETTY CASH REPORT.** The petty cash reports for July was presented noting that fines and fees were \$1,376.72 and copy revenue was \$566.6.

VI. **GIFTS.** Accepted July gifts and memorials of \$616.10 and \$347.00 in flood relief donations as itemized on the petty cash reports, on motion by Janice Crawfis seconded by Virginia Schroeder. All voted yes on the roll call vote.

New Business

VII. **CLERK/TREASURER TITLE CHANGE.** Motion was made by Beth Myers and seconded by Keith Kahle to approve changing the Clerk/Treasurer's title to Fiscal Officer in accordance with SB 185. All voted yes on the roll call vote.

VIII. **SALES CONTRACT.** Motion was made by Janice Crawfis and seconded by Mary Lieb to authorize the Director to seek a sales contract with the Village of Ottawa for the purchase

August 19, 2008

of the four acres of land located to the west of the Educational Services Center. All voted yes on the roll call vote.

- IX. **TRUSTEE TRAINING.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to pay the cost associated with new trustee training. All voted yes on the roll call vote.

COMMENTS FROM THE PUBLIC: none

ADJOURNMENT. There being no further business the meeting was adjourned at 7:05 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, September 16, 2008, at 4:30 p.m.

Secretary

President

September 16, 2008

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, September 16, 2008

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

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

MINUTES. The minutes of the August meeting were approved, on motion by Virginia Schroeder and seconded by Mary Lieb. All voted yes on the roll call vote except Nancy Turner who abstained.

Financial

- I. **FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Keith Kahle, seconded by Janice Crawfis. All voted yes on the roll call vote.

Items from the Director

- II. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events. (see attached report).
- III. **PETTY CASH REPORT.** The petty cash reports for August was presented noting that fines and fees were \$1701.76 and copy revenue was \$667.60.
- IV. **GIFTS.** Accepted August gifts and memorials of \$1,274.03 as itemized on the petty cash reports, on motion by Virginia Schroeder seconded by Nancy Turner. All voted yes on the roll call vote.
- V. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to go into executive session at 5:06 pm to discuss pending legal matters, land issues and personnel. All voted yes on the roll call vote.
- VI. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to come out of executive session at 5:50 pm. All voted yes on the roll call vote.

New Business

- VII. **DIRECTOR'S CONTRACT.** Even though Director, Kelly Ward, asked the Board to not increase her compensation a motion was made by Nancy Turner and seconded by Janice Crawfis to offer the Director, Kelly Ward a three year contract, which includes the following changes to Section 2 Compensation of her contract: section 2.1 increase in annual salary to \$60,000.00 effective January 1, 2009; and section 2.7 Family Medical Insurance

premiums will be paid at 100% by the Library for the period January 1, 2009 through September 23, 2011.

- VIII. **TRAINING.** Motion was made by Beth Myers and seconded by Virginia Schroeder to approve training for the Fiscal Officer on September 17-19 (Ohio GFOA) cost of \$290 for lodging plus meals; UAN Inventory, Accounting, and Payroll on October 14, 16, and 17 registration \$0.00 plus hotel and meals; and UAN year end training on November 13 and 14 registration \$0.00 plus hotel and meals. All voted yes on the roll call vote.
- IX. **CHILDREN'S CHRISTMAS BOOKS.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to purchase children's books for all PCDL locations to be given away at the December Family Fun Night/Children's Christmas parties. All voted yes on the roll call vote.
- X. **RENAMING OF ALL PCDL LOCATIONS.** In an effort to increase public awareness that all eight library locations are part of one unified system a motion was made by Beth Myers and seconded by Virginia Schroeder to change the name of all PCDL locations to the following: Putnam County District Library - Columbus Grove Location, Putnam County District Library - Continental Location, Putnam County District Library - Fort Jennings Location, Putnam County District Library - Kalida Location, Putnam County District Library - Leipsic Edwards-Gamper Memorial Location, Putnam County District Library - Ottawa Location, Putnam County District Library - Ottoville Monterey Township Location, Putnam County District Library - Pandora Riley Location. All voted yes on the roll call vote.
- XI. **BUILDING DESIGN CONTRACT.** Motion was made by Beth Myers and seconded by Janice Crawfis to authorize the Director to enter into a contract with Technicon Design Group for the design of a new library building. All voted yes on the roll call vote.
- XII. **NORWELD BOARD.** The Director reported that she had been invited to be a member of the Norweld Board of Directors beginning October 29, 2008.
- XIII. **AUDIT REPORT.** The Fiscal Officer presented the results of the Bi-Annual Audit performed by the State Auditor's Office to the Board.
- XIV. **STATE LIBRARY REPORT.** The Director presented the Board with a copy of State Library of Ohio's consultant report which detailed her impression of our library locations.

COMMENTS FROM THE PUBLIC: none

ADJOURNMENT. There being no further business the meeting was adjourned at 7.00 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, October 21, 2008, 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, October 21, 2008

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

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

MINUTES. The minutes of the September meeting were approved, on motion by Beth Myers and seconded by Virginia Schroeder.

Financial

- I. FINANCIAL REPORTS.** The September bills and financial reports were approved, on motion by Keith Kahle, seconded by Janice Crawfis. All voted yes on the roll call vote.

Items from the Director

- II. DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events. (see attached report).
- III. PETTY CASH REPORT.** The petty cash reports for August was presented noting that fines and fees were \$981.71 and copy revenue was \$466.76.
- IV. GIFTS.** Accepted August gifts and memorials of \$1,641.46 as itemized on the petty cash reports, on motion by Mary Lieb seconded by Virginia Schroeder. All voted yes on the roll call vote.
- V. EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to go into executive session at 5:44 pm to discuss pending legal matters. All voted yes on the roll call vote.
- VI. EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to come out of executive session at 6:34 pm. All voted yes on the roll call vote.

New Business

- VII. APPROPRIATIONS MODIFICATIONS.** Motion was made by Beth Myers and seconded by Keith Kahle to approve the following appropriations modifications:

1000-100-379-3730	Family Fun Night Professional Serv	201
1000-100-411-4105	Memorial Books	2000
1000-100-411-4126	Ottoville Adult Materials	-3
1000-100-411-4127	Pandora Adult Materials	-26
1000-100-412-4200	Ottawa Periodicals	516

1000-100-412-4206	Ottoville Periodicals	3
1000-100-412-4207	Pandora Periodicals	26
1000-100-413-4308	Juvenile DVD	-200
1000-100-413-4311	Columbus Grove Music CD	-50
1000-100-413-4318	Juvenile Music CD	200
1000-100-413-4320	Adult Books on Tape	800
1000-100-413-4321	Columbus Grove Books on Tape	-30
1000-100-451-2121	Columbus Grove General Supplies	90
1000-100-451-2131	Col Grove Meeting and Program Sup	-10
1000-100-451-2135	Leipsic Meeting and Program Supplies	50

VIII. DECEMBER STAFF MEETING/LUNCH AND EMPLOYEE APPRICATION GIFT CARDS.

A motion was made by Nancy Turner and seconded by Mary Lieb to approve the purchase of lunch at the December staff meeting the cost not to exceed \$10.00 per person and the purchase of thirty-six \$15.00 gift cards, one for each PCDL employee, for a total expenditure of \$540.00. All voted yes on the roll call vote.

IX. REDUCTION IN REVENUE: The Fiscal Officer and Director discussed with the Board a recent communication from the Ohio Library Council which is predicting a reduction in Public Library Fund (PLF) revenue of approximately 6% to 8% for the calendar year 2009.

X. COMMENTS FROM THE BOARD: Larry Bracken reported that the Continental Community Library Association recent Bookworm program raised approximately \$2,000.00. Comment was also made concerned the Columbus Grove book sale earnings of approximately \$150.00

COMMENTS FROM THE PUBLIC: No public present

ADJOURNMENT. There being no further business the meeting was adjourned at 6:55 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, November 18, 2008, 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 18, 2008

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

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

Guests: Beth Korte, Rose Schnipke, Sue Barnhart, Tarren Barnhart, and Bev Ricker

MINUTES. The minutes of the October meeting were approved, on motion by Janice Crawfis and seconded by Virginia Schroeder.

Financial

- I. **FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Beth Myers, seconded by Keith Kahle. All voted yes on the roll call vote.

Items from the Director

- II. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events. (see attached report).
- III. **PETTY CASH REPORT.** The petty cash reports for October was presented noting that fines and fees were \$1,150.04 and copy revenue was \$789.49.
- IV. **GIFTS.** Accepted gifts and memorials of \$761.11 as itemized on the petty cash reports, on motion by Janice Crawfis seconded by Nancy Stauffer. All voted yes on the roll call vote.

New Business

- V. **RESCIND MOTION APPROVING DECEMBER STAFF MEETING/LUNCH AND EMPLOYEE APPRECIATION GIFT CARD.** Kelly Ward, Director, stated that she discussed the 2009 reductions in PLF funding with the staff at the October staff meeting. Some staff asked that the December staff/lunch meeting be cancelled and the staff gift cards not be issued to reduce expenses in an attempt to offset the reduction in PLF funding. Mary Lieb asked for comment from the staff present at the meeting. All staff present expressed an interest to cancel the December staff/lunch meeting and gift cards. Motion was made by Nancy Turner and seconded by Virginia Schroeder to rescind the October 21, 2008 motion approving the December Staff meeting/lunch and employee appreciation gift cards. All voted yes on the roll call vote.

- VI. **EMPLOYEE APPRECIATION GIFT CARD.** Board members commented that the Board would like to express their appreciation to the staff for their hard work. Motion was made by Keith Kahle and seconded by Janice Crawfis to approve the purchase of thirty-six \$15.00 gift cards, one for each PCDL employee, for a total expenditure of \$545.00. All voted yes on the roll call vote, except Beth Myers who voted no.
- VII. **INCLEMENT WEATHER POLICY.** Motion was made by Beth Myers and seconded by Keith Kahle to approve the Inclement Weather Policy as amended. All voted yes on the roll call vote.
- VIII. **HUMAN RESOURCE PROPOSAL.** The Director presented a proposal from The Human Resource Company, Inc. No action was taken.
- IX. **HEALTH INSURANCE COVERAGE FOR FISCAL OFFICER.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder that the Board would pay 100% of the Family Medical Insurance premiums for the Fiscal Officer, Nancy Stauffer. No increase in annual salary for 2009. All voted yes roll call vote.
- X. **COMMENTS FROM THE PUBLIC:** Sue Barnhart commented that she likes working at the Pandora location and enjoys the patrons and that their upcoming events had recently appeared the The Defiance Crescent News. Beth Korte commented that the Leipsic location is displaying a quilt made by Mary Harris.

Sue Barnhart asked if the Board or Finance Committee would meet with the staff to discuss the budget because they are getting different data. Janice Crawfis commented that changes are made to the library's budget throughout the year and that those changes are required to be approved by the Board. Larry Bracken commented that budget forecasting is not easy or predictable. Kelly Ward, Director, commented the Standards of Public Library Service in Ohio (found of the State Library website) provides recommendations on how library funds should be spent. This publication recommends that 20% of our budget should be spent on library materials. Larry Bracken commented that the Board is responsible to provide library services to the public. And that it is the Board's goal is to provide that service in the most efficient and productive manner.

- XI. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to go into executive session at 6:24 pm to discuss pending legal matters. All voted yes on the roll call vote.
- XII. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to come out of executive session at 7:41 pm. All voted yes on the roll call vote. No action was taken.
- XIII. **COMMENTS FROM THE BOARD:** None

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November 18, 2008

ADJOURNMENT. There being no further business the meeting was adjourned at 7:45 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, December 16, 2008, at 4:30 p.m.

Secretary

President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County
District Library held at Putnam County Educational Services Center, Ottawa,
Ohio 4:30 p.m., Friday, December 5, 2008**

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

Others: Kelly Ward, Director and Nancy Stauffer, Fiscal Officer

FLOOD DAMAGE BUILDING AND CONTENTS OFFER. Janice Crawfis moved that the Board accept the offer from CORSA dated December 5, 2008 for a total amount of \$2,747,904.65 for flood damages on the building and contents and authorize our Attorney, William Pohlman, to draw up an agreement. Keith Kahle seconded the motion and all voted yes on the roll call vote.

4:55 pm Mary Lieb left.

ADJOURNMENT. There being no further business, the meeting was adjourned at 5:37 p.m., on motion by Nancy Turner.

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, December 16, 2008

Present: Larry Bracken, Mary Lieb, Beth Myers, Keith Kahle, Virginia Schroeder, and Janice Crawfis.

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

Guests: Beth Korte, Rose Schnipke, Sue Barnhart, and Bev Ricker

MINUTES. The minutes of the November meeting were approved with correction to section X, on motion by Janice Crawfis and seconded by Virginia Schroeder.

Financial

- I. **FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Beth Myers, seconded by Mary Lieb. All voted yes on the roll call vote.

Items from the Director

- II. **PETTY CASH REPORT.** The petty cash report for November was presented noting that fines and fees were \$521.93 and copy revenue was \$385.10.
- III. **GIFTS.** Accepted gifts and memorials of \$3,176.31 as itemized on the petty cash report, on motion by Janice Crawfis seconded by Mary Lieb. All voted yes on the roll call vote.

New Business

- IV. **CHANGE IN OPEN HOURS FOR ALL LOCATIONS.** Schedule of proposed changes to location open hours was presented by the Director. Motion was made by Mary Lieb and seconded by Virginia Schroeder to close all libraries locations on Fridays and approve the new schedule of hours for the Branches. (see attached schedule), changes are effective 1/1/09. All voted yes roll call vote. The changes in hours provides consistency among locations and hours that are more accessible by the working public. When the economy improves the Board hopes to open back up on Friday.

<u>LOCATION</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WED</u>	<u>THURSDAY</u>	<u>FRI</u>	<u>SAT</u>
Ottawa	9-8	9-8	9-8	9-8	Closed	9-3
Col Grove	2-8	9-5	2-8	9-5	Closed	9-3
Continental	2-8	9-5	2-8	9-5	Closed	9-3
Ft. Jenn	closed	9-5	closed	2-8	Closed	9-3
Kalida	9-5	closed	9-5	9-5	Closed	9-3
Leipsic	2-8	2-8	9-5	9-5	Closed	9-3
Ottoville	2-8	2-8	9-5	closed	Closed	9-3

Pandora	2-8	9-5	9-5	2-8	Closed	9-3
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- V. **CORSA AGREEMENT.** Board discussed a draft agreement from CORSA. The discussion was tabled to obtain clarification of changes to the agreement.
- VI. **DIRECTOR'S RAISE.** The Director requested that her raise which was to be effective 1/1/09 be rescinded, due to the loss of projected Public Library Fund revenue for 2009. A motion was made by Keith Kahle and seconded by Beth Myers to rescind the Director's 2009 raise with regrets. All voted yes on the roll call vote.
- VII. **APPROPRIATIONS MODIFICATION.** Beth Myers moved to adopt Resolution -2008 to approving the appropriation modifications as presented. Virginia Schroeder seconded the motion and all voted yes on the roll call vote.
- VIII. **ADDITIONAL APPROPRIATION MODIFICATIONS.** Motion was made by Janice Crawfis and seconded by Keith Kahle to authorize the Fiscal Officer to make changes to the 2008 appropriations as needed to balance accounts. All voted yes on the roll call vote.
- IX. **LAND CONTRACT.** The Director reported that the Village is scheduled to meet with their Attorney December 17, 2008 concerning the matter and that the agreement should be ready soon.
- X. **RAREY - ROTH CONTRACT.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to approved the contract with Rarey - Roth for 100 hours of computer services at \$103 per hour or \$10,300.00. Their regular services will include computer repair, hookup and assistance as well as consulting services with regard to design of the new library. All voted yes on the roll call vote.
- XI. **TECHNICON DESIGN GROUP CONTRACT.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the contract with Technicon Design Group for the design of a new library facility. All voted yes on the roll call vote.
- XII. **2009 TEMPORARY APPROPRIATIONS.** Beth Myers moved to adopt Resolution -2008 to approving the 2009 temporary appropriation presented. Virginia Schroeder seconded the motion and all voted yes on the roll call vote.
- XIII. **TRANSFER.** Motion was made by Janice Crawfis and seconded by Keith Kahle to approve a transfer of \$500,000.00 from the General fund and \$5,000.00 to the Special Projections Fund and \$495,000.00 to the Building Construction Fund. All voted yes on the roll call vote.
- XIV. **ELECTION OF OFFICERS.** Beth Myers moved to elect the following slate of officers for 2009: President, Larry Bracken,; Vice President, Keith Kahle; Secretary, Virginia Schroeder. Janice Crawfis seconded the motion and all voted yes on the roll call vote.

December 16, 2008

- XV. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to go into executive session at 5:56 pm to discuss personnel issues. All voted yes on the roll call vote.
- XVI. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to come out of executive session at 7:09 pm. All voted yes on the roll call vote. No action was taken.
- XVII. **COMMENTS FROM THE PUBLIC:** Beth Korte commented that hours had been reduced at some of the branches and how were they to schedule for the change. The Director commented that she has new schedules of hours for all locations which will be given to all affected staff. And that hours were scheduled based on each location's open hours.
- XVIII. **COMMENTS FROM THE BOARD:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:20 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, January 20, 2009 at 4:30 p.m.

Secretary

President

Minutes of a Special 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, December 29, 2008

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

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

Guests: Laura Schmitz

New Business

- I. The Director and Fiscal Officer discussed the December 3, 2008 Ohio Library Council (OLC) webcast with the Board. OLC is projecting a reduction in Public Library Fund (PLF) revenue for 2009 of 6% to 8%. OLC is advising all libraries to respond accordingly when preparing their 2009 budgets. The Director and Fiscal Officer presented the Board with a proposal to abolish the position of Branch Manager. The proposal also included redistribution of existing Branch Assistants to cover the open hours at all Branch locations and the creation of an additional Branch Coordinator's position. Each Branch Coordinator would manage 3 Branch Locations and the Director would manage one location. We currently have one manager for every 2.25 employees.

Larry Bracken asked if everything had been considered to avoid the loss of jobs. The Director commented that we had reviewed all account line items and attempted to make cuts that would reflect the least impact on service to the public. The Putnam County Friends of the Library is willing to help us the cost to continue to provide Family Fun Nights and the Summer Reading Program.

Keith Kahle asked what impact would this proposal have on the public and what is the bottom line after the proposed cuts. The Director stated that the public would be served by different employees and the bottom line is still a projected deficit of \$14,026.

Beth Myer commented that we had attempted to be proactive in reducing our budget last July by offering a one year Early Incentive Retirement buyout to all eligible employees, but no employees have expressed interest in the program.

Comment was made by the Board that they hate making this decision, but if we continue at the same level of expenses, it would not be fiscally responsible. Also a comment was made that PLF revenue will be monitored monthly and if revenue is down by more than 8% then we will have to reevaluate the budget and consider additional cuts.

ABOLISH POSITION OF BRANCH MANAGER. Motion was made by Beth Myers and seconded by Keith Kahle to abolish the position of Branch Manager. All voted yes on the roll vote except Mary Lieb who abstained.

HIRE BRANCH COORDINATOR. The position of Branch Coordinator was filled by Ruth Hermiller who was next in line for that position on motion by Janice Crawfis, seconded by Virginia Schroeder effective 1/1/09 at \$15.00 per hour. All voted yes on the roll call vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:37 p.m., on motion by Keith Kahle. The next regular board meeting will be held on Tuesday, January 20, 2009 at 4:30 p.m.

Secretary

President

The position of Branch Coordinator was filled by Ruth Hermiller who was next in line for that position on motion by Janice Crawfis, seconded by Virginia Schroeder