

**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 20, 2009**

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

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

**Public:** The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization, Rose Schnipke, Beverly Ricker, Laura Schmitz, Ruth Wilhelm, Sue Barnhart, Beth Korte, Taryn Barnhart, Mike Barhart, Judi Parker, Gladys Restle, Carol Meyer, Bonnie Leurke, Kim Torman, Colleen Sager, Janet Steingass, Nancy Kline, Alyssa Benroth, Barbara Diemer, Margaret Collmar, Barb Dupe, and Travis Jerwers.

**BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Travis Jerwers, 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? Beth Myer responded I do.

**FISCAL OFFIER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, Travis Jerwers, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or 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 Fiscal Officer (or Deputy Fiscal Officer) 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? Nancy Stauffer and Kelly Ward responded I do.

**MINUTES.** The minutes of the December regular meeting were approved, on motion by Mary Lieb and seconded by Nancy Turner. All voted yes on the roll call vote.

**MINUTES.** The minutes of the December 29<sup>th</sup> special meeting were approved, on motion by Virginia Schroeder and seconded by Janice Crawfis. All voted yes on the roll call vote.

**Financial**

**I. FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Keith Kahle, seconded by Beth Myers. 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:

1. Bill and Melinda Gates Foundation Opportunity Online Hardware Grant for 2009. Putnam County does not meet the income requirements and is therefore ineligible.
2. The Director asked for retractions from the Putnam County Sentinel and Leipsic Messenger for their recent articles that stated that the Board had fired employees.
3. The Defiance College design class will be designing a new website and logo for us free of charge. It will take the whole semester and 3 or 4 students will be working on the project.
4. The Director has requested a complete copy of the Hennen Report. This report used 2006 data and ranks libraries based on weighted measures for the services they provide. Our library has not performed well in the past and the complete report will help us make improvements.
5. The Director reported that the deadline filing for the E-Rate grant is approaching soon.
6. Staff from Pathway's Counseling Center is scheduled to meet with library staff on Monday, January 22 to provide information concerning the services they provide.

III. **PETTY CASH REPORT.** The petty cash reports for December was presented noting that fines, fees, and copy revenue was \$1,543.77 and \$851.88.

IV. **GIFTS.** Accepted December gifts and memorials of \$968.88 on the petty cash reports, on motion by Virginia Schroeder seconded by Mary Lieb. All voted yes on the roll call vote.

#### New Business

V. **RESOLUTION TO PAY BILLS.** Janice Crawfis moved to adopt Resolution 1-2009 authorizing the Fiscal Officer 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. Virginia Schroeder seconded the motion, and all voted yes on the roll call vote.

VI. **APPOINTMENT OF FISCAL OFFICER.** Janice Crawfis moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Virginia Schroeder seconded the motion, and all voted yes on the roll call vote.

VII. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Beth Myers moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Janice Crawfis seconded the motion, and all voted yes on the roll call vote.

VIII. **MODIFY 2008 APPROPRIATIONS (Resolution 2-2009).** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the 2008 appropriations modifications as presented. All voted yes on the roll call vote. (See attachment)

January 20, 2009

- IX. **PERMANENT APPROPRIATIONS FOR 2009 (Resolution 3-2009).** Motion was made by Keith Kahle and seconded by Virginia Schroeder to approve the 2009 Permanent Appropriations as presented. All voted yes on the roll call vote. (See attachment)
- X. **INCREASE CHANGE FUND IN BRANCH LOCATIONS FROM \$10.00 TO \$25.00.** Motion was made by Nancy Turner and seconded by Beth Myers to approve an increase in the Branch locations change fund from \$10.00 to \$25.00. All voted yes on the roll call vote.
- XI. **RESIGNATION OF COMPUTER COORDINATOR.** Motion was made by Mary Lieb and seconded by Virginia Schroeder to accept the resignation of the Computer Coordinator, Alisha Tirey, effective December 31, 2008. All voted yes on the roll call vote.
- XII. **RETIREMENT OF CAROL MEYER.** Motion was made by Janice Crawfis and seconded by Beth Myers to accept the retirement of Carol Meyer, effective January 15, 2009. Carol has chosen to participate in the Early Retirement Incentive Program offered by the Board. All voted yes on the roll call vote.
- XIII. **LAND CONTRACT.** The Director reviewed the contract to purchase the land for the new facility with the Board. Questions were raised concerning the meaning of infrastructure in section 9. The Board asked the Director to get clarification from the Village of Ottawa.
- XIV. **CORSA INSURANCE SETTLEMENT AGREEMENT.** The Director reviewed the CORSA insurance settlement agreement with the Board. A motion was made by Keith Kahle and seconded by Mary Lieb to approve the agreement and authorize the Board President to sign the agreement. All voted yes on the roll call vote.
- XV. **PERSONNEL MANUAL.** The review of the proposed Employee Personnel Manual was tabled until next meeting to give the Board members more time for review.
- XVI. **THE PUTNAM COUNTY DISTRICT LIBRARY PATRONS, VOTERS, AND CONCERNED CITIZENS ORGANIZATION.** Statement was read by Judy Parker, spokes person for The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization expressing their concerns related to the Board's decision to abolish the position of Branch Manager. She expressed that the Board, Director, and Fiscal Officer need to be held accountable for what she referred to as actions, truths and untruths. She expressed that the Director had three personalities, that we all lacked good communication skills, and that we are micromanagers. She expressed that the organization was not happy that we remove books from the collection. She requested a Special Meeting with the Board to discuss the operation and their many concerns about the Director and Fiscal Officer. They expressed that if a meeting was not granted that the organization was asking for the Board members' resignations. Board President Larry Bracken asked for a copy of their concerns. Ms. Parker responded that she would have to ask the members of the group if the list could be provided. Larry Bracken responded that after Ms. Parker discussed the copy issue with the organization, then she should contact him to see about setting a time to meet. The Director stated that we follow the American Library Association manual's regulations when weeding our collection.

COMMENTS FROM THE PUBLIC:

- XVII. Kim Torman asked the Board why they fired employees. Larry responded that jobs were abolished and that fired has a negative connotation. She asked if seniority was considered, and Larry responded that every position in that level of management was abolished.

Unnamed person asked, why isn't the old library building being repaired? We explained again, that the Village of Ottawa ordinances provided that we fill the basement and that the cost to repair, add on lost square footage, and the high cost of annual flood insurance premiums were all considered when the decision was made to move the library out of the flood zone. We discussed that the building is ours to dispose of and that if people are interested in the building that they have to approach the Board.

Unnamed person asked if letters of recommendation were part of the pack for the employees whose jobs were abolished. The Director responded that none had been requested to date. Sue Barnhart asked that a letter of recommendation be sent to her.

Unnamed person asked why was the position of Branch Manager chosen to be abolished. The Director responded that we are management heavy, that we had one manager for every 2.25 employees. Why weren't jobs eliminated in Ottawa? The Director responded that there are only 4 people in Ottawa that only provided services to Ottawa patrons. The duties performed by the rest of the Ottawa staff related to all library locations. Did it occur to the Board to look at abolishing people with lesser seniority, part-time employees, offering a reduction in hourly rate, eliminating paid lunch hour and summer performers? Board member, Janice Crawfis responded that the Board looked at all the data before making their decision. Larry Bracken responded that it all comes down to dollars and cents we have to work within the dollars that we anticipate getting.

Bonnie Loerke expressed concerns about not using the old library building. Why couldn't we use some the money from the insurance settlement to give these people their jobs back or offer a two or three year buyout? Larry Bracken responded that the insurance settlement is capital money, not for general operations of the library. That the decision was not made easily and no one wanted to make cuts, but we had to balance our budget and still serve the public in the best way we can. History has shown that in times of a poor economy is when public libraries are used the most.

Unnamed person asked if employees were getting a raise? The director responded that the Board had adopted a new salary schedule last year to be effective each employee's anniversary date in 2009. Some employees are stepped out and not getting a raise and some employees are getting a small amount per hour. Ruth Hermiller was made a Branch Coordinator over three branches and will be getting her raise accounting to the set scale.

Discussion concerning the uncertainty of the economy and State funding and that we currently do not have any type of local levy, capital or operating.

January 20, 2009

Tom asked why do we bring in summer performers? Why do we spend money to rent space in the ESC when we have seven branch locations. Larry Bracken explained that we tried to distribute Ottawa staff to branch locations after the flood and the locations either had no space or the locations do not have the internet capacity to sustain the support services and the system repeatedly crashed. He also asked how the Board was appointed? Larry responded the County Commissioners and Common Pleas Judge appoints the members to a 7 year term. Tom felt the legislation should be changed so that the public could vote on library board members.

Sue Barnhart asked for job description of Branch Coordinator, Jan Haines focus group comments (unedited version), cost of copies. Sue also asked why books were given to certain school libraries? The Director stated that she was unaware of this practice.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Beth Myers commented that she was very happy that we had come to an agreement with CORSA. Janice Crawfis thanked the Director and Fiscal Officer for their hard work through the long process. Larry Bracken commented that he was truly appreciative of all staff that put time into saving everything we could.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:31 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, February 17, 2009, at 4:30 p.m.

---

Secretary

---

President

February 17, 2009

**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 17, 2009**

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

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

**Public:** The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization, Rose Schnipke, Beverly Ricker, Laura Schmitz, Ruth Wilhelm, Sue Barnhart, Beth Korte, Carol Meyer, Alisha Tirey, Rose Ellerbrock, Judi Parker, Evan Parker, Margaret Collmar, Doug Geary, Connie Radebaugh, and Christina Baldrige.

**MINUTES.** The minutes of the January regular 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 January bills and financial reports were approved, on motion by Keith Kahle, 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:

1. One appeal remaining to be filed with FEMA.
2. New Consumer Product Safety Commission requirements related to lead in library materials. ALA has asked for a one year stay on the requirement. The Director has contacted the Putnam County Health Department for assistance with testing.
3. Library personnel has been attending Connect Ohio meetings. Connect Ohio is assisting the county in preparing a technology plan to apply of federal infrastructure money that has been earmarked for broadband connectivity.
4. As part of this Connect Ohio program local telephone companies have been given computers which they are donating to their local branch libraries. Fairpoint Communications donated a computer to the Columbus Grove and Pandora branches.
5. ERate grant application was filed for 2010 fiscal year.
6. Defiance College students are designing a new free logo and website.
7. Creating an adaptive Toy Lending Library with a \$1000.00 grant from OSU.
8. Director and Fiscal Officer will be attending the Ohio Legislative Day on March 11, 2009.

**III. PETTY CASH REPORT.** The petty cash reports for January was presented noting that fines, fees, and copy revenue was \$658.89 and \$294.3.



February 17, 2009

- IV. **GIFTS.** Accepted January gifts and memorials of \$385.07 on the petty cash reports, on motion by Beth Myers seconded by Nancy Turner. 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 Nancy Turner to approve payment of one-half of annual dues for all staff interested in becoming a member. All voted yes on the roll call vote except Beth Myers who voted no.
- VI. **PERSONNEL MANUAL COMMITTEE.** Motion was made by Nancy Turner and seconded by Beth Myers to appoint Keith Kahle, Virginia Schroeder and Janice Crawfis to the Personnel Manual Committee. The purpose of the committee is to review and make suggestions for changes to the current PCDL Employee Policy and Procedures Manual. All voted yes on the roll call vote.
- VII. **THE PUTNAM COUNTY DISTRICT LIBRARY PATRONS, VOTERS, AND CONCERNED CITIZENS ORGANIZATION.** Statement was read by Judy Parker, spokes person for The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization (PCDLPVCCO) expressing their concerns related to the Board's decision to abolish the position of Branch Manager and to update the Board on the group's activities. They reported that they met with the Putnam County Commissioners, sought legal advise, and had contacted the public employees union. They asked the Board to set a time and date for a special meeting with them.
- VIII. **COMMENTS FROM THE PUBLIC.** Public comment was made on the following areas by various members of the public and current PCDL staff:
1. Alisha Tirey asked about the accuracy of the purpose noted for check #6026.
  2. Sue Barnhart asked, if it is the Village of Ottawa or FEMA regulations that require PCDL to fill the basement of the N. Thomas Street location.
  3. Staff member, Laura Schmitz expressed concerns about the PCDLPVCCO's comments in the newspaper, that the comments were not based in fact and she asked them to print a retraction.
  4. Rose Ellerbrock worked at library for 14 years, 2.5 hours per week. In the past, if she made complaints she was ignored.
  5. Christina Baldrige expressed concerns about the change in location of the Pandora after school program to the Pandora School. She is frustrated with the functioning of the program. She asked that the location be alternated between the branch library and the school.
  6. One person expressed that we should have cut programming budget.
  7. One person asked if Friends groups are disbanding.
  8. One person asked how to get Board member terms changed.
  9. One person asked if the libraries are going to be short changed because the job abolishment resulted in a loss of over 100 years of combined experience.
  10. Doug Geary expressed interest in being on the Board.

February 17, 2009

11. Staff member, Bev Ricker stated that some current employees are afraid for their jobs.
12. Alisha Tirey asked if her job would have been abolished if she had not quit.
13. Margaret Collmar asked why we couldn't make cuts other than abolishing jobs. She asked about memorial books and she felt it was wasteful to weed them from the collection after 10 years.
14. Former employee, Beth Korte expressed frustration concerning a change in procedure for mailing overdue notices from using stamps to using a postal machine and denial of request to purchase a Victorian style mailbox.
15. Doug Geary asked if we had ever had a levy and were we looking to a donation to replace lost State money.
16. Connie Radebaugh asked why did we have to abolish jobs.
17. Evan Parker asked why didn't the Board suggest a levy before we needed to abolish jobs.

The Board listened to all questions and comments. They discussed that the loss of revenue is tied to the poor economy and projections were presented to us in November by the Ohio Library Council. Our primary goal when making cuts to the budget was to cut costs while attempting to maintain the same level of services to the public.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Janice Crawfis stated that the Board had not received any written and signed complaints. She asked PCDLPVCCO for a written list of questions and/or complaints. She stated that the Board cannot look into the complaints until they are aware of the specific issues. Judi Parker stated that she is only the spokes person and she would have to take her request to the group.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:30 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, March 17, 2009, 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 17, 2009**

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

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

**Public:** The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization, Beverly Ricker, Ruth Wilhelm, Sue Barnhart, Beth Korte, Carol Meyer, Teresa Jones, Rose Ellerbrock, Judi Parker, Evan Parker, Alyssa Benroth, Margaret Collmar, Taryn Barnhart, Sydney Barnhart, Sue Gratz.

Attendee Evan Parker video taped the entire meeting.

Technicon Design Group representatives Tony Hovest and Gary Ungerer were in attendance to present the proposed layout of the new library.

**MINUTES.** The minutes of the February regular meeting were approved, on motion by Beth Myers and seconded by Virginia Schroeder. All voted yes on the roll call vote.

**Financial**

**I. FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Keith Kahle, seconded by Nancy Turner. 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:

- A. She submitted an application for the Stimulus Grant funds for \$1.5 million. The State Library of Ohio has submitted an application for \$400 million.
- B. Received FY2009 OPLIN Filtering Grant for \$1,120.00
- C. We received a donation of a computer of TDE Telecom for the Continental Location.
- D. Ohio Library Council modified their projections for anticipated Public Library Fund (PLF) revenue from 6%-8% reduction over 2008 to 10%-12%.
- E. Kelly presented a report of Annual Statistics for 2008 (see attached)
- F. Attended Ohio Legislative Day and met briefly with representatives.
- G. Kelly reported that the Personnel Manual Committee once and reviewed the first four section of the manual. The second meeting was cancelled due to the flooding.

**III. PETTY CASH REPORT.** The petty cash reports for February was presented noting that fines, fees, and copy revenue was \$766.20 and \$392.30.

**IV. GIFTS.** Accepted February gifts and memorials of \$1,446.86 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. **DONATION FROM FIRST UNITED PRESBYTERIAN CHURCH.** Discussion was held concerning returning the donation from the First United Presbyterian Church, so they could help victims of the February 2009 flood. Beth Myers, who is a member of the church committee, commented that she had spoken with the church Pastor and he does not want the donation returned. The money was collected for flood relief and we were a victim of the 2007 flood. Motion was made by Beth Myers and seconded by Virginia Schroeder to not return the donation. All voted yes on the roll call vote.
- VI. **FY 2009 OPLIN FILTERING GRANT.** Motion was made by Keith Kahle and seconded by Nancy Turner to accept a grant from the State Library of Ohio in the amount of \$1,120.00 for the purpose of purchasing Cyberpatrol filtering software.
- VII. **BUILDING PLANNING COMMITTEE.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to create a Building Planning Committee and appoint Keith Kahle, Mary Lieb and Beth Myers to the committee. All voted yes on the roll call vote.
- VIII. **FINANCE COMMITTEE.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to create a Finance Committee and appoint Beth Myers, Larry Bracken, and Nancy Turner to the committee. All voted yes on the roll call vote.
- IX. **COMMENTS FROM THE PUBLIC.** Public comment was made on the following areas by various members of the public and current PCDL staff:
1. Asked if there is any difference between abolishment and layoff as it relates to our policy manual.
  2. Rose Ellerbrock asked questions about the OPERS early retirement incentive guidelines.
  3. Question was asked of Larry Bracken concerning his past experience in issuing letters of recommendation.
  4. Sue Barnhart asked about the Library potentially joining SEO.
  5. Beth Korte asked why do staff members get mileage to work in different locations and attend training.
  6. Beth Korte asked why she didn't get a receipt for branch fines, fees and copies. Nancy Stauffer responded they are attached to the branch report.
  7. Beth Korte brought up a personal e-mail and questioned Board member, Mary Lieb about it.
- The Board listened to all questions and comments.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** No Board member comments were made.

March 17, 2009

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:15 p.m., on motion by Beth Myers . The next regular board meeting will be held on Tuesday, April 21, 2009, 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 21, 2009**

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

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

**Public:** The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization, Beverly Ricker, Rose Schnipke, Ruth Wilhelm, Sue Barnhart, Beth Korte, Teresa Jones, Rose Ellerbrock, Judi Parker, Evan Parker, Alicia Benroth, Margaret Collmar, Teryn Barnhart, Sydney Barnhart, Sue Gratz, Barb Diemer, Melida Bockrath, William Bockrath, Alisha Tirey, Judy Schroeder, Bonnie Leurke, Gary Lammers, Cheri Hass, Laura Schmitz.

Attendee Evan Parker video taped the entire meeting.

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

**Financial**

**I. FINANCIAL REPORTS.** The March 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:
- A. Program attendance statistics report.
  - B. Met with several library design vendors, meeting with final vendor on April 29<sup>th</sup>.
  - C. Kelly met with Defiance College on the web page and logo design.
  - D. Kelly and Ruth Wilhelm attended Drupal training. Drupal is webpage program used by NORWELD. We should be using it by July 2009.
  - E. Two staff members attended Adult Services workshop at NORWELD.
  - F. Kelly and Nancy will attend basic Green-Leed Building class at NORWELD on April 23<sup>rd</sup>. Class should provide some energy savings ideas for the new facility.
  - G. Kelly to attend OLC Northwest Chapter Conference in Toledo on April 24<sup>th</sup>.
  - H. Kelly attended NORWELD where the main topic was where to cut budgets. Most were cutting 12% to 14% of total expenditures.
  - I. Kelly presented the circulation statistical report.
  - J. Kelly reported that we had filled 145 public records requests since January 1, 2009.
- III. PETTY CASH REPORT.** The petty cash reports for March was presented noting that fines, fees, and copy revenue was \$1,150.07 and \$726.54.

- IV. **GIFTS.** Accepted March gifts and memorials of \$810.41 on the petty cash reports, on motion by Nancy Turner seconded by Mary Lieb. All voted yes on the roll call vote.

New Business

- V. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to go into executive session at 4:50 pm to meet with Prosecuting Attorney, Gary Lammers and have a teleconference with Attorney Cheri Hass to discuss the land contract with the Village of Ottawa and discuss personnel matters. All voted yes on the roll call vote.
- VI. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Mary Lieb to come out of executive session at 6:20 pm. All voted yes on the roll call vote.
- VII. The approval of the land contract was tabled until the May meeting.
- VIII. **INVESTMENT EARNINGS POLICY.** Motion was made by Beth Myers and seconded by Virginia Schroeder to modify the approve an Investment Earning Policy which reads all interest earned on the Stauffer Trust Fund shall be credited to the Stauffer Trust Fund, while interest earned on all other funds will be credited to the General Fund. All voted yes on the roll call vote.
- IX. **MODIFY 2009 APPROPRIATIONS (Resolution -2009).** Motion was made by Virginia Schroeder and seconded by Nancy Turner to approve the 2009 appropriations modifications as presented. All voted yes on the roll call vote. (See attachment)
- X. **APPROVE THE CREATION OF FUNDS.** Motion was made by Mary Lieb and seconded by Nancy Turner to approve the creation of the following funds: Special Revenue funds: Putnam County Friends Fund, Flood Donation Fund, John Goodwin Estate Fund, Walther's Gift Fund, Local History Donation Fund, Memorial Fund, Summer Reading Club Donation Fund. Capital Projects funds: Building Construction Fund and Furniture and Contents Replacement Fund. Retroactive to November 1, 2008. All voted yes on the roll call vote.
- XI. **FLOOD CLEANUP COMPENSATORY TIME.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to approve the earning of straight time compensatory time for all employees that helped with the flood cleanup for the period of August 22, 2007 - September 3, 2007. All employees, whether they worked or not for the time period, were paid their regularly scheduled pay. The dollar value of that compensatory time was \$7,754.07 from 8/22/07-9/3/07. The August 27, 2007 motion only addressed the payment of all employees' regular scheduled hours through September 3, 2007. All voted yes on the roll call vote.

- XII. **MODIFICATION TO VEHICLE USE POLICY.** Motion was made by Janice Crawfis and seconded by Mary Lieb to approve the modifications to the Vehicle Use Policy as presented. (See attached policy) All voted yes on the roll call vote.
- XIII. **SUNSHINE LAW AND POSTING OF MEETING POLICY.** Motion was made by Janice Crawfis and seconded by Mary Lieb to approve the Sunshine Law and Posting of Meeting Policy as presented. (See attached policy) All voted yes on the roll call vote.
- XIV. **REAFFIRMATION OF ABOLISHMENT OF BRANCH MANAGER POSITION.** Motion was made by Virginia Schroeder and seconded by Beth Myers to reaffirm the motion from the December 29, 2008 special meeting to abolish the position of branch manager, which resulted in the layoff of five library employees that held the position of branch manager. All voted yes on the roll call vote.
- XV. **REAFFIRMATION OF THE HIRING OF RUTH HERMILLER AS BRANCH COORDINATOR.** Motion was made by Nancy Turner and seconded by Janice Crawfis to reaffirm the motion from the December 29, 2008 special meeting to hire Ruth Hermiller as Branch Coordinator effective 1/1/09 at \$15.00 per hour. All voted yes on the roll call vote.
- XVI. **LIBRARY DESIGN CONSULTANT.** Motion was made by Janice Crawfis and seconded by Beth Myers to authorize the Director to evaluate all library design consultants interviewed and recommend her top three to the Building Committee for their review. And to further authorize the Building Committee to select a library design consultant, so we can proceed without delay. All voted yes on the roll call vote.
- XVII. **COMMITTEE REPORTS.** Finance Committee - See attach report; Personnel Manual Committee - The committee report that they had reviewed sections 1 - 13 and made recommendations for changes; Building Committee - The committee reported that they met April 16, 2009 with Technicon Design Group (TDG). TDG reviewed the revised 18,050 square foot plan and the assembly hall alternate. Questions raised were lighting, storage, square footage of children's area, and time line of project. Also in attendance were Thomas Caullan and Wayne Kaufman who presented fund raising ideas using stained glass and mosaic art.
- XVIII. **COMMENTS FROM THE PUBLIC.** Bonnie Loehrke asked the following questions: 1. What type of fireplace is proposed for the new building? 2. What are the proposed uses of assembly hall? 3. Will children have their own computer lab? 4. Bonnie commented that library staff needed more training to help patrons with the computers. Kelly Ward, Director addressed Ms. Loehrke's questions: 1. The proposed fireplace would be face if we have it at all. 2. The assembly hall would be used for library programs as well as rented to the public. 3. Children will have computers in Young Adult area and in the Children's area. Adult computers will be in a separate area. 4. Staff should have basic training to help print and trouble shoot basic computer problems, like a program freeze, but staff does not have more advanced training.



**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** No Board member comments were made.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:50 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, May 19, 2009, 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 19, 2009**

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

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

**Public:** The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization, Beverly Ricker, Rose Schnipke, Sue Barnhart, Beth Korte, Rose Ellerbrock, Judi Parker, Evan Parker, Alicia Benroth, Margaret Collmar, Teryn Barnhart, Sydney Barnhart, Sue Gratz, Donald Schroeder, Mary Kistler, and Judy Schroeder.

Attendee Evan Parker video taped various portions of the meeting.

**MINUTES.** The minutes of the April regular meeting were approved, on motion by Janice Crawfis and seconded by Mary Lieb. All voted yes on the roll call vote except Keith Kahle who abstained since he was absent from the April meeting.

**Financial**

**I. FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Keith Kahle, seconded by Beth Myers. 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:

- A. Director and Fiscal Officer met with five different library design/vendors during the months of April and May.
- B. Five staff members attended Excel training at NORWELD.
- C. Circulation, computer usage and local history have increased by 4.1%, 26.29%, and 33.4% respectively when compared to last year at this time.
- D. Friends of the Putnam County District Library will be holding their annual book sale on June 9<sup>th</sup> and 10<sup>th</sup> at the Ottawa Elementary School.

**III. COMMITTEE REPORTS:**

- A. **PERSONNEL COMMITTEE.** Met on May 7<sup>th</sup> and discussed sections 14.1 through 19.0 of the PCDL Employee Policy Manual. The final document will be presented to the full Board in either June or July before it is sent to legal counsel for review.
- B. **BUILDING COMMITTEE.** Met on May 11<sup>th</sup> discussed the top three library design groups/vendors. The committee recommended John Hedge of Design Group. The committee also discussed fundraising ideas and room naming.
- C. **FINANCE COMMITTEE.** The committee met on May 18<sup>th</sup> to discuss additional reductions in the estimate amount of Public Library Fund revenues for 2009. The

committee reviewed all library General fund line items and chose to recommend cuts in the materials, furniture and supplies line items.

- IV. **PETTY CASH REPORT.** The petty cash reports for March was presented noting that fines, fees, and copy revenue was \$637.80 and \$362.45.
- V. **GIFTS.** Accepted April gifts and memorials of \$164.74 on the petty cash reports, on motion by Nancy Turner seconded by Virginia Schroeder. All voted yes on the roll call vote.

New Business

- VI. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Mary Lieb to go into executive session at 4:47 pm to discuss the land contract with the Village of Ottawa. All voted yes on the roll call vote.
- VII. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to come out of executive session at 5:25 pm. All voted yes on the roll call vote.
- VIII. **LAND PURCHASE CONTRACT.** Motion was made by Keith Kahle and seconded by Nancy Turner to approve the land purchase contract with the Village of Ottawa contingent upon Exhibit A matching our understanding of the description of the land to be purchased. All voted yes on the roll call vote.
- IX. **2010 REQUEST BUDGET.** Nancy Stauffer submitted the 2010 Request Budget to the Board. Janice Crawfis moved to adopt Resolution 6-2009 approving the 2010 Request Budget. Keith Kahle seconded, and all voted yes on the roll call vote.
- X. **APPROPRIATIONS MODIFICATION.** Nancy Turner moved to adopt Resolution 7-2009 to approve the appropriation modifications as presented. Virginia Schroeder seconded the motion and all voted yes on the roll call vote.
- XI. **JULY 4<sup>TH</sup> HOLIDAY.** Motion was made by Keith Kahle and seconded by Beth Myers to observe the July 4<sup>th</sup> Holiday on Saturday, July 4<sup>th</sup>. All voted yes on the roll call vote.
- XII. **CHILDREN OF EMPLOYEES PARTICIPATING SUMMER READING PROGRAM.** Motion was made by Nancy Turner and seconded by Mary Lieb to allow all children including those of PCDL employees to participate in the Summer Reading Program and be eligible to win prizes provided winners of the prizes are selected by someone from the general public and not an employee. All voted yes on the roll call vote.
- XIII. **PANDEMIC FLU POLICY.** Tabled for questions until June meeting motion by Keith Kahle, second by Mary Lieb. All voted yes on the roll call vote.
- XIV. **LIBRARY DESIGN CONSULTANT.** Discussion was held concerning the designers/vendors interviewed for library design consultant. The consultant would work with Technicon Design

Group to design the interior space of the library, excluding the staff offices. The Director and Fiscal officer interviewed five consultants and selected three designers to bring to the Building Committee. The Building Committee members met, reviewed the proposals from the three designers and recommended John Hedge of Design Group. Motion was made by Beth Myers and seconded by Virginia Schroeder to authorize the Board President to sign the library design contract with John Hedge of Design Group. All voted yes on the roll call vote.

- XV. **FRIENDS OF THE PCDL.** Motion was made by Beth Myers and seconded by Nancy Turner to recognize the PCDL Friends of the Library for underwriting so many programs with their financial support. All voted yes on the roll call vote.

- XVI. **COMMENTS FROM THE PUBLIC.** Sue Barnhart asked where did the \$3.2 million dollars come from that will be used to finance the new building? Nancy Stauffer answered the insurance settlement plus \$500,000 was transferred from the General fund, \$100,000 from the Stauffer Trust Fund, the balance of the Flood Donation fund, and maybe the balance of the Debt Service fund if approved by the court.

Rose Ellerbrock asked what is the difference between Technicon and the Design Group? Larry Bracken answered that Design Group specializes in the design of library interiors. Technicon will be used for construction through the project.

Why was the first building plan so elaborate? Larry Bracken answered the Architect designed the best case scenario, everything needed or wanted.

Sue Barnhart asked, do we have a final design? Larry Bracken answered no. She then asked if it costs when revisions are made. Nancy Stauffer answered that we are not charged per revision.

Sue Barnhart asked if Patrick Jolly is being paid for by the library? Beth and Larry answered that it was their understanding that the cost of that program will be reimbursed by the PCDL Friends of the Library.

Beth Korte asked if the library will be buying materials for the parades we will be attending this summer. Have we ordered anything for the parades? Nancy Stauffer answered that she was unaware of any current orders and did not know if there are plans to purchase any materials.

Evan Parker asked if self checkout machines are being installed in the new building to further layoff employees. His question was answered, No, the self checkout machines are the trend in libraries. Beth Korte asked if it will promote theft of materials. Janice Crawfis answered that items can be stolen either with self checkout or staff assisted checkouts.

Sue Barnhart asked if the Board gets Branch reports. Larry responded that he asks if there is news to report at each meeting.

Beth Korte asked if the Board approves purchases before they are made. Board member responded that the Board authorizes the Fiscal Officer to pay bills as they come due each January and the Board is provided a list of all payments made at each meeting.

Beth Korte asked if people counters were purchased and what was the purpose. Nancy responded that they are used for programs.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** No Board member comments were made.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:14 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, June 16, 2009, 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 16, 2009**

**Present:** Beth Myers, Nancy Turner, Virginia Schroeder, Janice Cawfis, Keith Kahle, and Mary Lieb.

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

**Public:** The Putnam County District Library Patrons, Voters, and Concerned Citizens Organization, Beverly Ricker, Rose Schnipke, Sue Barnhart, Beth Korte, Rose Ellerbrock, Judi Parker, Teryn Barnhart, Sydney Barnhart, Donald Schroeder, and Laura Schmitz.

**RESIGNATION OF BOARD MEMBER.** Board Vice President Keith Kahle announced that Board President Larry Bracken resigned effective June 5, 2009. Larry had 7 months remaining on his second 7 year term. Keith expressed his thanks to Larry for his 13 plus years of service to the Board.

**MINUTES.** The minutes of the May regular meeting were approved, on motion by Janice Cawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote.

**Financial**

**I. FINANCIAL REPORTS.** The May 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. DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report (see attached report).

**III. PETTY CASH REPORT.** The petty cash reports for March was presented noting that fines, fees, and copy revenue was \$863.44 and \$436.95.

**IV. GIFTS.** Accepted May gifts and memorials of \$271.53 on the petty cash reports, on motion by Virginia Schroeder seconded by Mary Lieb. All voted yes on the roll call vote.

**New Business**

**V. FINANCE COMMITTEE APPOINTMENT.** Janice Cawfis was appointed by Board Vice-President, Keith Kahle to fill the vacant position on the Finance Committee.

**VI. EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to go into executive session at 5:00 pm to discuss the land contract with the Village of Ottawa. All voted yes on the roll call vote.



- VII. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Beth Myers to come out of executive session at 5:35 pm. All voted yes on the roll call vote.
- VIII. **LAND PURCHASE CONTRACT.** Motion was made by Janice Crawfis and seconded by Mary Lieb to ratify the acceptance of the land agreement as previously approved and accept Exhibit A as prepared by legal counsel and authorize three Board members to sign the agreement with the Village of Ottawa at the Monday, June 22, 2009 Village Council meeting at 7:00 p.m. All voted yes on the roll call vote.
- IX. **PANDEMIC FLU POLICY.** The Pandemic Flue Policy was approved with changes as noted by the Director by motion from Beth Myers, second from Mary Lieb. All voted yes on the roll call vote (see attached corrected policy).
- X. **AUTHORIZATION TO SELL VEHICLE.** Discussion was held concerning the sale of the Chevrolet Equinox. It is used by the staff for programming and training events when the van is unavailable. The Director said that the shuttle run between the library locations would be modified to run on Fridays to help with scheduling conflicts with programs. She also reported that she had contacted the Prosecuting Attorney for advise on the sale and stated that he could find no restrictions in the ORC and that we could sell it however we chose. The Fiscal Officer reported that she had obtained a sales quote from Graff Chevrolet for \$11,000. Motion was made by Beth Myers and seconded by Virginia Schroeder to place an ad in The Lima News to sell the vehicle by sealed bid, minimum bid \$11,000, no test drive (for insurance reasons), bids due July 17<sup>th</sup>. All voted yes on the roll call vote.
- XI. **COMMENTS FROM THE PUBLIC.** Rose Ellerbrock commented that prior to the 2007 flood employees had completed evaluations of their supervisors. Where they lost in the flood and if so, could they be redone now in light of the low employee moral? Sue Barnhart asked why a receipt was written from the library to the library for the reimbursement of the overpayment made to the Fiscal Officer for the September 2007 cell phone and the food and beverage reimbursement. The Fiscal Officer commented that the name on the receipt was probably an error, and that it was from her for the overpayment of receipts for items paid by her immediately following the flood. She wrote checks to the library for those items to provide documentation of the event. She also contacted all Board members and the Prosecuting Attorney at the time the errors were found in 2009 and reported the situation. Beth Korte commented that she had some cost savings ideas which included: Stop paid employee lunches, no parades, close on Monday instead of Friday. The Director commented that all cost savings items considered were noted in the Finance Committee notes. Sue Barnhart asked why did we reaffirm the minutes of the December 29, 2008 Special Board meeting. Janice Crawfis and Keith Kahle commented that it was to reaffirm the Board's decisions made at that meeting.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Janice Crawfis reported that she attended the OLC Trustee Meeting on April 23<sup>rd</sup> along with the Director and Beth Myers. The topic was funding and she spoke with other Trustees and Directors about the current budget issues. There was no cost to the library associated with the meeting.

June 16, 2009

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:20 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, July 21, 2009, at 4:30 p.m.

---

Secretary

---

President

**Minutes of a Emergency 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 22, 2009**

**Present:** Beth Myers, Nancy Turner, Virginia Schroeder, Janice Crowfis, Keith Kahle, and Mary Lieb.

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

**Public:** Sue Barnhart, Beth Korte, Rose Ellerbrock, Sue Gratz

The Director, Kelly Ward, began the meeting by referring to the e-mail sent all Board members from Linda Murry concerning the proposal from Governor Strickland to cut Public Library Fund (PLF) to all libraries by 50%. Kelly went on to say that the OLC is urging all library staff and patrons to contact the Governor's office and their representatives in the House and Senate and voice their concerns over this potentially devastating cut in funding. We only have until July 1 to convince the legislators not to make this cut. The Director and Fiscal Officer stated that they had been calculating the affect that this cut would have on us and it would mean cuts in every budget line items. The Fiscal Officer reported that 50% of 2008 PLF would be approximately \$648,000. The Director commented that these types of cuts could result in cuts in open hours and personnel. Keith Kahle commented that he would advocate cutting hours in branch locations, but not closing any locations. Keith also asked what type of reductions in hours are we looking at. The Director commented, approximately 45% to 50% cut in hours. Janice Crowfis commented that she had read that economists are predicting a 5 year recovery to the economy. Keith Kahle commented that we need to get the word out to the public, use our website and fair flyers. Look at what costs can we covered by the PCDL Friends of the Library.

No official action was deemed necessary.

Vice President Keith Kahle called for public comment and further Board comment, none was made.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:20 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, July 21, 2009, at 4:30 p.m.

---

Secretary

---

President