

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 21, 2009

Present: Beth Myers, Nancy Turner, Virginia Schroeder, Janice Crawfis, Keith Kahle, Mary Lieb, and Dale Nienberg

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

Public: Sue Barnhart, Beth Korte, Rose Ellerbrock, Judi Parker, Teryn Barnhart, Sydney Barnhart, Donald Schroeder, and Laura Schmitz, Valerie Laukhuf, Beverly Ricker, Rose Schnipke,

Judge Basinger was present at the Board meeting to introduce newly appointed Board member, Dale Nienberg. Judge Basinger also commented that he wanted to thank the Board for their dedication, especially during these hard economic times and through the process of rebuilding of the library.

OATH OF OFFICE. Judge Basinger administered the oath of office to Dale Nienberg. 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? Dale Nienberg responded, I do.

MINUTES. The minutes of the June 16 regular meeting were approved, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote except Dale Nienberg who abstained. The minutes of the June 22 emergency meeting were approved, on motion by Nancy Turner and seconded by Virginia Schroeder. All voted yes on the roll call vote except Dale Nienberg who abstained.

Financial

I. FINANCIAL REPORTS. The June bills and financial reports were approved, on motion by Janice Crawfis, 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 (see attached report).

III. PETTY CASH REPORT. The petty cash report for June was presented noting that fines, fees, and copy revenue was \$1,069.26 and \$656.46.

IV. GIFTS. Accepted June gifts and memorials of \$750.72 on the petty cash reports, on motion by Janice Crawfis seconded by Virginia Schroeder. All voted yes on the roll call vote.

- V. **FINANCE COMMITTEE.** The Fiscal Officer reported that the Finance Committee met on July 20, 2009. Recommendations of the Finance Committee include the following: 1. No paid lunches; 2. Reduction in all branch hours; 3. Health insurance premium change from 80/20 to 75/25; 4. Individual reductions in staff hours; 5. Conduct layoff; 6. Pursue levy for November 2009 election, millage to be determined.
- VI. **BUILDING COMMITTEE.** The Fiscal Officer reported that the Building Committee is scheduled to meet July 22, 2009 at 4:30 pm.
- VII. **EXECUTIVE SESSION.** Motion was made by Mary Lieb and seconded by Dale Nienberg to go into executive session at 4:55 pm to discuss individual staff members as it related to the Finance Committee recommendations. All voted yes on the roll call vote.
- VIII. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Janice Crawfis to come out of executive session at 7:17 pm. All voted yes on the roll call vote.

New Business

Discussion was held concerning the state budget and its effect on our Library. The Fiscal Officer reported that we have already realized a 15.25% reduction in Public Library Fund (PLF) revenue for 2009 and that OLC was projecting a 20% reduction due to the state of the economy. The new biennium budget reduced the percentage of the General Fund revenue that is distributed to all libraries from 2.22% to 1.97%. OLC is estimating that this percentage reduction will amount to approximately an additional 11% reduction in PLF revenue.

- IX. **OPERATING LEVY.** Motion was made by Nancy Turner and seconded by Janice Crawfis to pursue the feasibility of an operating levy with the Putnam County Commissioners, as our taxing authority. All voted yes on the roll call vote.
- X. **HEALTH INSURANCE PREMIUM.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to increase by 5% in all categories the percentage of health insurance paid by the employees and administrative staff will participate paying 25% of their health insurance premium effective September 1, 2009. All voted yes on the roll call vote.
- XI. **PAID LUNCH HOUR.** Motion was made by Janice Crawfis and seconded by Mary Lieb to amend policy which allowed all employees working an 8 hour day to have a paid one hour lunch. Effective 8/31/09 employees will not be paid for their lunch hour except in the branch locations when an employee is working alone and no other personnel is available to cover their lunch period. All voted yes on the roll call vote.
- XII. **REDUCTION IN MAINTAINENCE SUPERVISOR'S WEEKLY HOURS.** Motion was made by Dale Nienberg and seconded by Mary Lieb to reduce the weekly hours of Donald Schroeder, Maintenance Supervisor from 30 hours per week to 24 hours per week effective September 2, 2009. All voted yes on the roll call vote.

- XIII. REDUCTION IN BRANCH LOCATION HOURS.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to reduction branch location hours as proposed effective 8/31/09. (see attached list) All voted yes on the roll call vote.
- XIV. LAYOFF OF STAFF.** Beth Myer commented that because of the current downturn in the nation's economy, the PCDL is anticipating an approximate \$210,000 for 2009 and \$414,000 for 2010 shortfall of revenue from the State of Ohio. Although intermediary cuts have been made, regrettably additional cuts to personnel must occur. Motion was made by Beth Myers and seconded by Dale Nienberg to layoff the following staff effective September 2, 2009: Caryn Tanner, Patricia Meyer, Audrey Kimmel, Janet Hoerston, Laura Schroeder, Kathy Amstutz, Jan Fuetter, Pat Broeker, and Rose Schnipke. All voted yes on the roll call vote.
- XV. APPROPRIATIONS MODIFICATIONS.** Motion was made by Beth Myers and seconded by Dale Nienberg to approve Resolution 8-2009, appropriations modifications as presented. (see attach schedule) All voted yes on the roll call vote.
- XVI. SALE OF EQUINOX.** Nancy Stauffer reported that an ad was placed in the Lima News concerned the sale of Equinox, but no bids were received. Motion was made by Mary Lieb and seconded by Beth Myers to sell the Equinox as previously quoted by Graff Chevrolet if available or in accordance with current Blue Book value. All voted yes on the roll call vote.
- XVII. COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienburg commented that he was honored that Judge Basinger chose him to be on the Board. He acknowledges that a lot of very difficult decisions need to be made. He stated that he is a long time lover of books and that he will be donating to the library titled "Grandpa Doesn't Like Snakes" by Caroline Arend. Ms. Arend dedicated the book in honor of her deceased son, Zachary.
- XVIII. COMMENTS FROM THE PUBLIC.** Rose Ellerbrock asked if \$500,000 transfer from General fund to the Building Construction fund in December 2008 will be returned to the General fund. Beth Myers commented that it is under consideration. Question was asked if all staff including the administrative staff will be paying 25 percent of the monthly health insurance premium. Keith Kahle responded yes. Beth Korte asked about a \$21 late fee paid on the VISA bill. Nancy Stauffer commented that the bill was paid late, so we paid the late fee. Sue Barnhart commented that the return of the \$400,000 transfer from the Building Fund back to the General Fund could have allowed the Board to keep more employees. Question was asked about the cost to hold the meeting in the assemble hall of the ESC. Response was that the cost for the use of the assembly hall for Library Board meetings has been waived by the ESC.

July 21, 2009

ADJOURNMENT. There being no further business the meeting was adjourned at 7:45 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, August 18, 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, August 18, 2009

Present: Beth Myers, Virginia Schroeder, Janice Crawfis, Keith Kahle, Mary Lieb, and Dale Nienberg

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

Public: Tony Hovest and Gary Ungerer with Technicon Design Group. Sue Barnhart, Beth Korte, Rose Ellerbrock, Judi Parker, Teryn Barnhart, Sydney Barnhart, Donald Schroeder, and Laura Schmitz, Beverly Ricker.

TECHNICON DESIGN GROUP BUILDING PRESENTATION. Tony Hovest and Gary Ungerer with Technicon Design Group present the building plans to the Board. At the conclusion of the presentation Beth Myers made a motion and Mary Lieb seconded, to tentatively approve the building design and proceed with the construction design phase of plan. All voted yes on the roll call vote.

MINUTES. The minutes of the July 21 regular meeting were approved, on motion by Janice Crawfis and seconded by Virginia Schroeder. All voted yes on the roll call vote. The minutes of the August 3 Special meeting were approved, on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote, except Virginia Schroeder who abstained.

Financial

I. FINANCIAL REPORTS. The July bills and financial reports were approved, on motion by Dale Nienberg, 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 (see attached report).

III. PETTY CASH REPORT. The petty cash reports for July was presented noting that fines and fees, copy, and miscellaneous revenue was \$1,582.97, \$666.69 and \$10.85 respectively.

IV. GIFTS. Accepted July gifts and memorials of \$1,620.56 on the petty cash reports, on motion by Mary Lieb seconded by Janice Crawfis. All voted yes on the roll call vote.

V. BUILDING COMMITTEE REPORT. Kelly Ward reported that the committee traveled to Columbus to meet with Design Group to review furniture options and color schemes. The committee tried to stay with items that were durable and cost effective.

New Business

- VI. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to go into executive session at 6:15 pm to discuss the sale of the building at 525 North Thomas Street. All voted yes on the roll call vote.
- VII. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Mary Lieb to come out of executive session at 7:18 pm. All voted yes on the roll call vote.
- VIII. Board President Keith Kahle reported that an inquiry was made concerning the sale of the library building. He asked the Director and Fiscal Officer to gather additional information and present it to the Board at the next meeting.
- IX. **WELL DRILLING AND CONDUCTIVITY TESTING CONTRACT.** Motion was made by Beth Myers and seconded by Virginia Schroeder to proceed with test well drilling and conductivity testing, contractor to be recommended by Technicon Design Group, at an approximate cost of \$10,000 and to authorize the Director to sign the contract. All voted yes on the roll call vote.

COMMENTS FROM THE PUBLIC.

Name	Question	Response
Rose Ellerbrock	Asked for clarification of the status of the five Branch Manager position whose jobs were abolished in January.	Their position was abolished therefore they were laid off.
Evan Parker	Commented that two newspaper articles reported two different deficit amounts for the Library, one for \$210,000 and the other was \$414,000.	Kelly commented that \$210,000 was the projected reduction in PLF revenue for 2009 and \$414,000 was the projected reduction in PLF revenue for 2010.
Sue Barnhart	Asked is the \$500,000 transfer from the General fund in December 2008 was returned.	It is part of the Building Construction Fund balance.
Beth Korte	Asked about employee sick leave as it relates to part time and full time employees.	Sick leave is addressed in the Employee Policy and Procedure Handbook.
Sue Barnhart	What is cost of the new building?	Estimated building cost is \$3.1 million.
Sue Barnhart	Are we aware of the types of bands at the Rock to Read Fest?	The Library is not associated with the Rock to Read Fest which is hosted by Eric Drummelsmith.
Sue Barnhart	Are we selling the building?	Sale of the building is currently under consideration by the Board.
Sue Barnhart	What are we doing with donated books?	Donated books are either added to the collection or offered for sale at the Friends of the Putnam County District Library's book sale.
Don Schroeder	Is there a tornado room designed in the	We will discuss with Technicon.

	new building?	
Don Schroeder	Are the surface proposed for the building going to require painting?	Discuss with Technicon that we want surfaces that require the least amount of maintenance.
Sue Barnhart	Will we be using the donated shelving and furniture in the new building?	As much as possible.
Beth Korte	She suggested that we use e-mail to inform patrons of overdue materials.	Will consider the suggestion.
Evan Parker	Asked about sequence of checks?	Two reports one for payroll and one for regular checks.
Don Schroeder	Is this the final draft of the building drawing?	Hope it will be, still a work in progress.
Beth Korte	Who absorbed Rose Schnipke's job?	The Fiscal Officer and Technical Services Supervisors.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienburg suggested that future meetings be held at the various branch libraries around the county, in preparation for the May levy. This would give the various community members a chance to ask questions of the Board.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:15 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, September 15, 2009, at 4:30 p.m.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Continental Library Location, Continental, Ohio 4:30 p.m., Tuesday, September 15, 2009

Present: Virginia Schroeder, Nancy Turner, Keith Kahle, Mary Lieb, and Dale Nienberg

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

Public: Sue Barnhart, Beth Korte, Rose Ellerbrock, Sydney Barnhart, Donald Schroeder, and Audrey Kimmet Beverly Ricker.

MINUTES. The minutes of the August 18 regular meeting were approved, on motion by Mary Lieb and seconded by Virginia Schroeder. All voted yes on the roll call vote, except Nancy Turner

Financial

I. FINANCIAL REPORTS. The August bills and financial reports were approved, on motion by Dale Nienberg, 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 (see attached report).

III. CIRCULATION REPORT. Kelly Ward Director presented her monthly Director's report (see attached report).

IV. PETTY CASH REPORT. The petty cash reports for August was presented noting that fines and fees and copy was \$773.42 and \$396.50 respectively.

V. GIFTS. Accepted August gifts and memorials of \$394.77 on the petty cash reports, on motion by Virginia Schroeder and seconded by. All voted yes on the roll call vote.

New Business

VI. RETIRMENT OF ERMA REED. Accepted the retirement of Erma Reed effective September 30, 2009. Her retirement includes the one year Early Retirement Incentive, approximate cost \$5,000.

VII. NOTICE OF REINSTATEMENT. Motion was made by Nancy Turner and seconded by Mary Lieb to authorize the Director to issue notices of reinstatement to Pat Broecker and Laura Schroeder. The letter will state that if they wish to be recalled they must notify the Director in writing by the designated date and that failure to do so will result in removal from the reinstatement list. It is to be noted that recalled staff may not be working at their previous locations or be guaranteed the same number of hours that they previously worked. All voted yes on the roll call vote.

- VIII. **VATIONS AND SICK LEAVE FOR PART TIME SUPERVISORY STAFF.** Since 2000, part time supervisory employees have earned prorated sick leave and four weeks of vacation even though these benefits are not mentioned in the personnel manual. These benefits were mentioned in the previous manual but were not carried forward to the current personnel manual. Dale Nienburg commented the past practice of the Board is an implied acceptance of a current practice. Motion was made by Dale Nienburg and seconded by Nancy Turner the Board acknowledge the unintentional omission in the current personnel manual that part time supervisory employees earned prorated sick leave and prorated four weeks of vacation. To continue providing these benefits to Judy Schroeder, Circulation Supervisor and Donald Schroeder, Maintenance Supervisor. Pay Jan Fuetter, Reference Supervisor, back benefits starting the day of her promotion through September 1, 2009. Since Jan Fuetter was laid off 9/1/09 these benefits will be paid to her as severance. All voted yes on the roll call vote.
- IX. **CHANGE WEB ADDRESS.** Motion was made by Dale Nienburg and seconded by Virginia Schroeder to approve the change in the library's web address provided the length of the redirect is at least 6 months. All voted yes on the roll call vote.
- X. **MOVING AND STORAGE OF ITEMS CURRENTLY STORED AT 525 NORTH THOMAS STREET.** Motion was made by Dale Nienburg and seconded by Virginia Schroeder to accept the bid from Lane Moving to move shelving and other items to Ohio Logistic. Ohio Logistics has agreed to store the shelving and other items at no cost. All voted yes on the roll call vote.
- XI. **EMPLOYEE POLICY AND PROCEDURE MANUAL AMENDMENT REVIEW (SECTIONS 1 - 3).** See attached amendments.
- XII. **REPORT OF BRANCHES AND FRIENDS:** The Director commented that Continental's Bookworm fundraiser was in progress and that we had attended the Glandorf and Kalida parades.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienburg made comment that Kalida Village Council member was pleased with the presentation made by Director and Fiscal Officer. He said it was a productive discussion of the state of all library locations. Dale also thanked Kelly for taking him around to visit all the library locations. He commented that he was impressed with the facilities and collections. He enjoyed talking with the people he encountered.

COMMENTS FROM THE PUBLIC.

Name	Question	Response
Beth Korte	How many hours were used by staff for the parades?	Staff had to adjust their week, so no extra hours were paid
Sue Barnhart	Were the locks changed was staff was laid off?	No. There were not issues with turning in staff keys.
Rose Ellerbrock	Where the staff fired in front of patrons? Did we	Lay off was conducted with the advise of an attorney.

	follow seniority?	
Sue Barnhart	Why were the Branch Managers positions abolished? Why not a lay off? Why weren't they done the same way.	Dale commented that the same questions have been asked and answered each meeting. The public comments section of a meeting is not a time to grill the officials. He commented that many times the legal advice obtained means doing things that we don't want to do. We need to keep the discussion civil. This is a time to make things known.
Rose Ellerbrock	What can she do if the Board does not answer questions?	Kelly commented that our attorney advised the Board on the job abolishment and layoff. Keith commented that the positions of Branch Manager were eliminated. Dale also commented the position was eliminated therefore, it no longer exists. Layoff was by seniority by department that still exist. OPERS does not come into play. In a layoff as funds recover people come back to work. Job abolishment is permanent, job is eliminated. Layoff is temporary. He understands their frustration. The decision to abolish the job means that the position is no longer wanted or needed.
Beth Korte	What is the cost of the extra office?	Kelly commented that the approximate cost is \$1 per square foot of space. It is needed for confidentiality and security of funds.
Sue Barnhart	Who is an exempt employee? Is Bev Ricker?	Established per labor law guidelines and Bev Ricker does not fit the exemption test.
Michelle Kortekracks	Estimated cost the new building?	3.1 million
	Does all the insurance settlement have to be used for the building?	Never asked the question of legal council, but assumed so. The tax payers of Putnam County already paid for the building don't we have an obligation to replace that building.
	She asked that the Board reconsider the size of the building. That they down size, look of the cost to operate the facility in the future. Use some of the insurance settlement funds to reemploy staff and purchase materials.	The insurance settlement is in a Capital Improvement fund which cannot be used to pay payroll. The Board would have to obtain a court order to move the funds to the General fund if they chose to use the funds for that purpose.
	Why don't we build the library onto the schools? Taxpayers are paying for a duplication of books. Could we be a pilot program? Are we too far along in the	Schools have never expressed an interest. Don't know of any other county public libraries that are attached to schools. Dale knows of two schools that have investigated the idea, but neither went through with the idea. He believes there were funding and legal issues that stalled the idea.

	planning process to back up and consider this option?	
Sue Barnhart	How much smaller is the new facility?	Approximately 2000 square feet.
Evan Parker	He cannot support a levy for the building.	Dale commented that we appreciate his comment and that is why he suggested moving the meeting around. The only decision the Board has made is not to place a levy on the November ballot. We have to weigh everything out. We do not have the money to run the library the way we have in the past. All libraries have had to make cuts. Do you want us to go back to the number of staff and hours we had? Then how do you want us to do that? One option is a levy. Thirty-seven libraries in Ohio have new operating levies on the November ballot.
Sue Barnhart	Put the \$500,000 back in the General fund. Why is it so important to use that money on the building? Could have saved branch managers' jobs?	
Beth Korte	Asked about a scanner that was moved at the Leipsic Library Location at resulted in a patron complaint. Suggested a sign promoting the scanner's availability.	The Director commented that she had not heard any complaints.
Sue Barnhart	Asked that Family Fun Night rotate to all library locations.	
Rose Ellerbrock	Asked if we still take books to the nursing homes?	yes
Beth Korte	She felt sorry that we had laid off Laura Schroeder. Were we calling back by seniority? She loved her branch. She stated that we have ruined the Leipsic Library.	
Rose Ellerbrock	Why couldn't people be offered a job title change?	
Michelle Kortekracks	Message is that the Board values buildings more than people.	

Beth Korte	She would like to talk to the Board about a vendetta. Suggested we have a bigger sign for meeting locations.	
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ADJOURNMENT. There being no further business the meeting was adjourned at 6:15 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, October 20, 2009, at 4:30 p.m. at Ottoville Library Location

Secretary

President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County
District Library, at the Ottoville Library Location, Ottoville, Ohio 4:30 p.m.,
Tuesday, October 20, 2009**

Present: Virginia Schroeder, Keith Kahle, Beth Myers, Janice Crawfis, Mary Lieb, and Dale Nienberg

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

Public: Sue Barnhart, Rose Ellerbrock, Sydney Barnhart, Donald Schroeder, Audrey Kimmet, Beverly Ricker, Colleen Sager, Nancy Kline, Judi Parker, Evan Parker, Angela Brinkman, Teron Barnhart, Mary Kistler, Michelle Kortokrax, Jodi Turnwald

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

Financial

I. FINANCIAL REPORTS. The September bills and financial reports were approved, on motion by Janice Crawfis, 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. CIRCULATION REPORT. Kelly Ward Director presented her monthly Director's report (see attached report).

IV. PETTY CASH REPORT. The petty cash reports for September was presented noting that fines and fees and copy was \$818.17 and \$480.45 respectively.

V. GIFTS. Accepted September gifts and memorials of \$1,366.92 on the petty cash reports, on motion by Dale Nienberg and seconded by Virginia Schroeder. All voted yes on the roll call vote.

New Business

VI. BUILDING COMMITTEE REPORT AND MOTION. Building Committee reported they met with Design Group and Technicon Design Group. They were shown a 3D walk through of the proposed facility and reviewed and selected various colors and fabrics. Motion was made by Janice Crawfis and seconded by Virginia Schroeder to approve the colors and fabrics as presented. (See attached samples). All voted yes on the roll call vote.

- VII. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Mary Lieb to go into executive session at 5:55 pm to discuss the sale of the building on North Thomas Street and a personnel matter. All voted yes on the roll call vote.
- VIII. **EXECUTIVE SESSION.** Motion was made by Virginia Schroeder and seconded by Beth Myers to come out of executive session at 6:15 pm. All voted yes on the roll call vote.
- IX. **REINSTATEMENT OF JAN FUETTER.** Motion was made by Dale Nienburg and seconded by Virginia Schroeder to authorize the Director to issue a notice of temporary reinstatement to Jan Fuetter for the remainder of Judy Schroeder's leave of absence. The position reinstatement will be reevaluated at the end of that time. All voted yes on the roll call vote.
- X. **HIRE LEGAL COUNSEL.** Motion was made by Janice Crawfis and seconded by Beth Myers to hire legal counsel to prepare the needed documents in order to proceed with the sale of the building on North Thomas Street. All voted yes on the roll call vote.
- XI. **APPROPRIATIONS MODIFICATIONS.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve Resolution 9-2009, appropriations modifications as presented. (see attach schedule) All voted yes on the roll call vote.
- XII. **RULES OF ORDER.** Motion was made by Dale Nienberg and seconded by Virginia Schroeder to approve the Rules of Order effective immediately upon approval of the Board. All voted yes on the roll call vote. (copy attached)
- XIII. **EMPLOYEE POLICY AND PROCEDURE MANUAL AMENDMENT REVIEW (SECTIONS 4 - 8).**
- XIV. **REPORT OF BRANCHES AND FRIENDS:** The Friends of the PCDL will hold their craftshow on October 31 at OG High School. The Friends of the PCDL will also be selling Elder Beerman Community Day coupon booklets for \$5.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienburg made comment he would like to delay the date that the Regular Board meeting in Kalida to a date that the Board could tour the proposed new site.

COMMENTS FROM THE PUBLIC.

Name	Comment	
Michelle Kortokrax	When will you break ground?	
Sue Barnhart	How much will the furniture for the new building cost? Why was the \$500,000 transferred out of the General Fund?	
Michelle Kortokrax	You are operating under a very tight budget. How will you operate the other libraries after building a new facility in Ottawa? People should have an opportunity to vote on the \$500,000 transfer.	
Sue Barnhart	Which policy manual is currently in effect? Do employees get a notice of	

	when they have reached their vacation limit and will have to forfeit additional vacation leave?	
Michelle Kortokrax	Why are you spending more than the insurance settlement money on the new building?	
Jodi Turnwald	Why don't you use some of the vacant properties downtown for your library?	
Krista Switt	The young residents will have the burden of paying for the new building.	
Evan Parker	The board members are all old; it's the young people who will be paying for everything long after the board members are gone. The people are being taxed excessively; where will all the money come from to pay all those taxes? Why should the residents of Putnam County support a levy when no input has been sought from the public?	
Terrin Barnhart	The public is discussing these things.	
Jodi Turnwald	When businesses design new buildings they design them for future expansion. Has the board done this? What are you going to do if the cuts in funding get deeper and deeper--do you have plans in place for future deeper cuts? How will you operate all the libraries? It doesn't seem like the board is doing a very good job of planning ahead. People should be able to vote on things--like the \$500,000 transfer.	

ADJOURNMENT. There being no further business the meeting was adjourned at 6:15 p.m., on motion by Virginia Schroeder. The next regular board meeting will be held on Tuesday, November 17, 2009, at 4:30 p.m. at Fort Jennings Library Location.

Secretary

President

November 17, 2009

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Fort Jennings Library Location, Fort Jennings, Ohio 4:30 p.m., Tuesday, November 17, 2009

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

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

Public: Sue Barnhart, Rose Ellerbrock, Sydney Barnhart, Teryn Barnhart, Donald Schroeder, Audrey Kimmet Beverly Ricker, Judi Parker, Evan Parker, Mary Kistler, Michelle Kortokrax, Beth Korte, and Helen Kaverman.

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

Financial

I. FINANCIAL REPORTS. The October 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 (see attached report).

III. CIRCULATION REPORT. Kelly Ward Director presented her monthly Circulation report (see attached report).

IV. BUILDING COMMITTEE REPORT. Building Committee met November 18, 2009 with Technicon Design Group and Design Group.

V. FINANCE COMMITTEE REPORT. Finance Committee to meet first week of December to discuss 2010 proposed budget.

VI. PETTY CASH REPORT. The petty cash reports for October was presented noting that fines and fees and copy was \$1,284.99 and \$749.81 respectively.

VII. GIFTS. Accepted October gifts and memorials of \$1,701.81 on the petty cash reports, on motion by Mary Lieb and seconded by Nancy Turner. All voted yes on the roll call vote.

New Business

VIII. CONVERT SALARIED EMPLOYEES TO HOURLY. Motion was made by Mary Lieb and seconded by Nancy Turner to convert the following salary employees to hourly employees effective for pay earned January 1, 2010: Judy Schroeder \$16.25 per hour; Laura Schmitz

\$14.64 per hour; Beverly Ricker \$13.99 per hour; Ruth Wilhelm \$12.48 per hour. These changes were made in accordance with section 3.9 and 3.10 of the PCDL Employee Policy and Procedure Manual. All voted yes on the roll call vote.

- IX. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Virginia Schroeder to go into executive session at 5:05 pm to discuss the sale of the building on North Thomas Street. All voted yes on the roll call vote.
- X. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Mary Lieb to come out of executive session at 5:55 pm. All voted yes on the roll call vote.
- XI. **HIRE ATTORNEY.** Motion was made by Janice Crawfis and seconded Virginia Schroeder to hire Gretchen Jeffries of Vorys, Sater, Seymour, and Pease to oversee documents related to the sale of the building at 525 North Thomas Street. All voted yes on the roll call vote.
- XII. **HIRE REALTOR.** Motion was made by Nancy Turner and seconded by Virginia Schroeder to authorize the Director to contact three or four real estate agencies to obtain bids for the sale of the building at 525 North Thomas Street. Bids to be compiled and presented at the December Board meeting. All voted yes on the roll call vote.
- XIII. **CREATE NEW FUNDS.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the creation of two new funds, Leipsic Senior Center Donation Fund and Rock to Read Donation fund. All voted yes on the roll call vote.
- XIV. **EMPLOYEE Payscale ADVANCEMENT DATE.** The following motion was made by Beth Myers and seconded by Mary Lieb. If there is a break in service due to a layoff, service credit time does not accumulate for the purpose of advancement on the wage scale. The service anniversary date will be recalculated based on the duration of the break in service. All voted yes on the roll call vote.
- XV. **APPROPRIATIONS MODIFICATIONS.** Tabled until December Board meeting.
- XVI. **EMPLOYEE POLICY AND PROCEDURE MANUAL AMENDMENT REVIEW (SECTIONS 9 - 19).**
- XVII. **REPORT OF BRANCHES AND FRIENDS:** The Friends of the PCDL held their craftshow on October 31 at OG High School. The sale generated approximately \$6,000 in revenue and \$5,000 in profit. They had approximately 1200 shoppers and sold 116 vendor booths.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: The Board members will provid breakfast for the staff at the December staff meeting.

COMMENTS FROM THE PUBLIC.

Name	Comment	
Helen Kaverman	Local History is the best in the area. She would like a second copier for local	

	history. Kelly Ward promised that no branches would be close? How will the money from the sale of the building be used? Every employee deserves a 15 minute break. Hours for the Fort Jennings library are unclear, confused about difference between local history and library hours.	
Bev Ricker	How many staff will be changing from salary to hourly? Is she the only one? Employees need a 15 minute break.	
Rose Ellerbrock	How is circulation of magazines counted when read in the library?	
Sue Barnhart	What is the asking price of the old building? Bev Ricker is on the October minutes as attending and she wasn't there. Her daughter's name is spelled incorrectly in the October minutes. What is the Board policy on Board member attendance to meetings? Do we have any large fund raising events planned for winter? When do we plan on breaking ground?	
Beth Korte	What is excessive text messaging? Does it apply to phone calls? Does the food at your desk policy apply now?	
Michelle Kortokrax	What are we doing to close the estimated \$24,000 gap in the 2010 budget? How many members of the Board use the library and have a card? What is the process to petition the Board to remove the Director? What is the Board's preferred method of feedback. People are upset about Board decisions—the transfer of money and reduction in branch hours. How can we use money from the General fund in another fund?	
Rose Ellerbrock	Hicksville library has own Board and reinstate their hours.	
Sue Barnhart	Writing letters, made comments doesn't make a difference. What else can they do? We look at her as being vindictive. Will letters make a difference? Do a bigger better angle.	
Audrey Kimmet	How was Jan Fuetter picked to be recalled?	
Helen Kaverman	Takes longer than some people to take a break than 15 minutes. How do we decide what books are cancelled? She saw books that looked perfectly good to her at a book sale.	
Sue Barnhart	We pulled books that we didn't replace. The Director has removed books from the library that are in other libraries.	
Beth Korte	Why is Jan Fuetter being called back?	
Audrey Kimmet	Was Judy Schroeder working reference?	
Beth Korte	Maybe we should call someone back to work if Kelly and other employees are having to work overtime.	

ADJOURNMENT. There being no further business the meeting was adjourned at 7:15 p.m., on motion by Nancy Turner. The next regular board meeting will be held on Tuesday, December 15, 2009, at 4:30 p.m. at Leipsic Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library, at the Leipsic Village Council Chambers, Leipsic, Ohio 4:30 p.m., Tuesday, December 15, 2009

Present: Virginia Schroeder, Keith Kahle, Beth Myers, Janice Crawfis, Mary Lieb, Dale Nienberg, and Nancy Turner

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

Public: Sue Barnhart, Rose Ellerbrock, Donald Schroeder, Beverly Ricker, Judi Parker, Beth Korte, Tony Hovest, Gary Ungerer, Dan Irwin, Gangle Hoffman, Robert Verhoff, Linda Rigel.

BUILDING EXTERIOR FINISHES PRESENTATION FROM TECHNICON. Tony Hovest and Gary Ungerer gave a presentation of 2 color schemes for the exterior of the new building. Scheme A had white windows and stone, black roof, and red brick. Scheme B had beige windows and stone, brown roof, and orange/brown brick. Discusses included the colors, addition to the parking area for improved security, life of the shingles, ability to match brick if ever needed, and plan review by the police and fire department. A motion was made by Dale Nienberg and seconded by Janice Crawfis to select exterior finish Scheme A. All voted yes on the roll call vote.

HIRE REALTOR. The Director presented three bids from real estate agencies for the sale of the building at 525 North Thomas Street. All three bidders were: Irwin Real Estate, Martin Schroeder, and ERA Noakes-Rooney & Associate Realty. All bidders offered to list the property for a 6% commission on the sale. Dan Irwin of Irwin Real Estate was present and answered many of the Board's questions. Irwin Real Estate prepared an appraisal on the property a few months ago. The comparables he was able to find were in the range of \$60,000 to \$110,000, mostly warehouse space of similar size. Marketing would be by website, Realtor.com, and multi realtor listing. Board discussed that there needed to be disclosures of the damage from the flood and that prospective buyers would need to work with the Village of Ottawa concerning regulations to obtain a building permit. We discussed that the property is currently zoned residential. The Board discussed an asking price of \$100,000. The Board also discussed that all interest Realtors would have the opportunity to market and sell the building. Motion was made by Beth Myers and seconded by Dale Nienberg to contract with Irwin Real Estate for a six month term for the sale of the property at 525 North Thomas Street, Ottawa, Ohio, and to authorize Keith Kahle to sign the contract as acting President of the Board. All voted yes on the roll call vote.

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

Financial

- I. **FINANCIAL REPORTS.** The November 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 (see attached report).
- III. **CIRCULATION REPORT.** Kelly Ward Director presented her monthly Circulation report (see attached report).
- IV. **FINANCE COMMITTEE REPORT.** Finance Committee to met December 3 to review proposed 2010 budget. The budget was reviewed in line item detail with additional information on material line items. Also reviewed very preliminary 2011 budget with estimated expenditures for operation of new building.
- V. **PETTY CASH REPORT.** The petty cash reports for November was presented noting that fines and fees and copy was \$658.69 and \$530.70 respectively.
- VI. **GIFTS.** Accepted November memorials of \$696.92 and gift from Rock to Read fund raiser of \$116. 99 on the petty cash reports, on motion by Mary Lieb and seconded by Nancy Turner. All voted yes on the roll call vote.

New Business

- VII. **APPROPRIATIONS AND ESTIMATED REVENUE MODIFICATIONS FOR 2009.** Motion was made by Janice Crawfis and seconded by Nancy Turner to approve Resolution 10-2009, appropriations modifications as presented. (see attach schedules) All voted yes on the roll call vote.
- VIII. **APPROPRIATIONS MODIFICATION NECESSARY TO CLOSE 2009.** Motion was made by Virginia Schroeder and seconded by Beth Myers to authorize the Fiscal Officer to make changes to the 2009 appropriations as needed to pay expenditures and balance line items. All increases to be \$1,000 or less at the summary level and changes to be presented at the January 2010 Board meeting. All voted yes on the roll call vote.
- IX. **2010 INTEREST REVENUE FUND POSTING.** Tabled until January Board meeting.
- X. **2010 TEMPORARY APPROPRIATIONS.** Motion was made by Janice Crawfis to adopt Resolution 11-2009 to approve the 2010 temporary appropriations as presented, total General fund appropriations of \$953,057. All voted yes on the roll call vote.
- XI. **PAYSCALE FREEZE.** Motion was made by Nancy Turner and seconded by Mary Lieb to continue the Payscale freeze thru January 2010 due to the uncertainty of the PLF State funding. The PLF funding projections should be ready by the January 2010 Board meeting. All voted yes on the roll call vote.

XII. EVALUATIONS. The Director reported that she is going to begin annual evaluations for the staff. The Director also provided the Board with evaluations examples from other libraries for the Director and Fiscal Officer. The Board discussed reviewing the forms and begin collecting information to start the process of evaluating the Director and Fiscal Officer. The topic to be revisited at the January Board meeting.

XIII. REPORT OF BRANCHES AND FRIENDS:

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Reported that the employee staff breakfast plans are set for December 17, 2009 at 8:00 am

COMMENTS FROM THE PUBLIC.

Name	Comment
Rose Ellerbrock	Ask on behalf of two current employees that the library be closed on December 26, 2009. She stated that she thought that since the Board was not able to give a monetary gift, it would be a good will gesture to close

CLOSE LIBRARY ON DECEMBER 26, 2009. After a lengthy discussion about the amount of holiday time already provided and that Christmas is a family holiday, a motion was made by Dale Nienberg and seconded by Janice Crawfis to close all library locations on Saturday, December 26, 2009 and to pay all employees scheduled to work, holiday pay for their scheduled hours. All voted yes on the roll call voted, but Mary Lieb who abstained and Virginia Schroeder voted no.

ADJOURNMENT. There being no further business the meeting was adjourned at 8:35 p.m., on motion by Mary Lieb. The next regular board meeting will be held on Tuesday, January 19, 2010, at 4:30 p.m. at Ottawa Library Location.

Secretary

President