

Wednesday, November 18, 2009

Call to order: President Sue Derck called the meeting to order at 12:00 noon at the main library in Paulding.

Roll Call: The following board members were in attendance - Sue Derck, Terry Wehrkamp, Corey Walker, Geoff Hyman and Michelle Stahl. Board member Susie Thrasher was excused due to illness. Also present was Director, Susan Pieper; Assistant Director, Diana Coy; and Fiscal Officer, Wilma Mullins.

Also in attendance were Fred Pieper, Paulding; Pam Kretz, Library Clerk, Cooper Community Library; Melinda Krick (*Paulding Progress* newspaper) and Warren Thomas, Oakwood.

Action Plan Recorder: Mr. Wehrkamp agreed to record the action plan.

Additions/Corrections to the November Agenda: Mrs. Pieper deleted items from the agenda that dealt with budget cuts pending the failure of the library levy.

Citizen Participation: Mrs. Derck welcomed the guests and asked them if there was anything they wanted to share. The visitors expressed that they were glad the levy passed. Mrs. Derck thanked patrons for their support and felt that the passage of the levy tells how much the library is needed in communities.

The library levy passed by a vote of 3250 FOR and 3227 AGAINST. There was a general discussion regarding the 23 point win and whether or not the mandated recount will change the official tally. The tally is official and will remain the same.

Minutes: Corey Walker moved to approve the October 2009 minutes as presented. Michelle Stahl seconded the motion. Motion passed.

Levy Result Recommendations:

- Michelle Stahl moved that the user fees for borrowing DVDs and inter-library loan transactions be immediately dropped. Also, the Director could begin purchasing materials using the \$8,000 in property tax refund (on the Prichard property) that was received from the Secretary of State for Ohio. Corey Walker seconded the motion. Motion passed.
- Terry Wehrkamp moved that effective January 1, 2010, all library location hours would return to the pre-July 13, 2009 amount, as well as all locations being opened on Saturdays from 9:00 until Noon. The motion also includes bring all employees' hours back to pre-July 13th amounts also effective January 1, 2010. Geoff Hyman seconded the motion. Motion passed.

OLC Presentation on status of Ohio Revenue (9 minutes) The Board and visitors viewed a 9 minute presentation by Lynda Murray of the Ohio Library Council regarding the status of the revenue and projected Public Library Fund impact as of October 20th.

2009 Public Library Fund (PLF) Disbursements for PCCL were provided to the Board:

January 2009	\$ 58,393.49
February 2009	\$ 69,600.72
March 2009	\$ 39,155.66

April 2009	\$ 45,164.36
May 2009	\$ 71,602.89 (Down 20% from May 2008)
June 2009	\$ 54,621.01 (Down 9% from June 2008)
July 2009	\$ 55,540.75 (Down 23% from July 2008)
August 2009	\$ 39,791.14 (Down 23% from August 2008)
September 2009	\$ 40,889.83 (Down 22% from September 2008)
October 2009	\$48,164.04 (Down 23% from October 2008)
November 2009	\$ 45,690.38 (Down 22% from November 2008)
Total to date for 2009	\$568,614.27
Projected PLF for CY2009	\$689,730.00

Bills: Corey Walker moved to approve payment of bills **Pay-X** numbers 12747 - 12798 and **Finance** numbers 14738 - 14793 for October. Terry Wehrkamp seconded the motion. The Board approved payment of the bills after a general discussion regarding checking for best prices for paper checks, etc.

Fiscal Officer Additional Report: Mrs. Mullins distributed a first draft of a policy dealing with the transferring of fine and fee monies from the branches to the main library. The Board asked for additional clarification on the procedure assuring the cashier check or money order was made payable to the library and if there was the fee would be waived by banks for purchase of cashier checks verses money orders. Mrs. Mullins will provide an updated policy in December.

Director's Report: Mrs. Pieper shared activities from the prior month including presenting a program at Kiwanis, submitting a library article for the **Paulding Progress** and working with the fiscal officer on a comprehensive budget break-down spreadsheet.

OLD BUSINESS

Action Plan Update:

- Mrs. Mullins and Mrs. Pieper distributed spreadsheet outlining specific details about expenditures for 2008 to the Board prior to the meeting.
- Mrs. Pieper is still compiling input from libraries throughout the U.S. regarding benefits, vacation hours, sick leave, etc. She hopes to put this in a spreadsheet format.
- Mrs. Mullins distributed a draft of the fine and fee policy for transferring money from branches to the main library.
- Mrs. Pieper was waiting for the levy results before she and Mrs. Mullins set up a meeting with the Ohio Plan.

Handbook Revisions: Further discussions regarding the revisions of the employee handbook will be tabled until the January 2010 meeting. Mrs. Pieper will take the changes that have been suggested and work them into a Word Program showing the changes as well as the original language (strike and add).

Staff Appreciation Dinner: Terry Wehrkamp moved and Geoff Hyman seconded that the Staff Appreciation Dinner to be held on December 14th, be a catered event held at the library. Motion passed.

Michelle Stahl moved that \$1,000 be transferred from 100.01.51900 Other Employee Benefits to 100.01.57900 Misc. Corey Walker seconded the motion. Motion passed.

NEW BUSINESS

Snow Removal: Mrs. Pieper shared that Mrs. Mullins has received two bids for snow removal. A decision will be made regarding which vendor to select.

Picturing America Art Display: Mrs. Pieper shared that Mr. Leslie has designed and will build a portable display unit for the Picturing America display. The cost may be around \$200.

Director Travel to ALA Mid-Winter in Boston: Michelle Stahl moved to approve Mrs. Pieper's travel to the ALA Mid-Winter meeting in Boston as part of her duties as a councilor-at-large for the American Library Association. Cost not to exceed \$1500. Geoff Hyman seconded the motion. Motion passed.

There was a general discussion about travel expenses. The board requested that an itemized breakdown of travel requests for the staff and director be included in the 2010 budget.

Executive Session: Michelle Stahl moved that the Board move into Executive Session to discuss legal matters at 1:38 p.m. Terry Wehrkamp seconded the motion. A roll call vote resulted in a unanimous "yes".

At 2:16 p.m., Mr. Wehrkamp moved that the board reconvene in regular session. Michelle Stahl seconded the motion. A roll call vote resulted in a unanimous "yes" and the Board went back into regular session.

December Meeting: The December meeting of the Board of Trustees will be held on Monday, December 14th at 6:00 p.m. at the main library in Paulding. The meeting will be followed by the annual Staff Appreciation Dinner at 7:00 p.m.

Adjourn: Michelle Stahl moved to adjourn. Mr. Wehrkamp seconded. Motion passed. The meeting adjourned at 2:20 p.m.