

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., April 17, 2012

Board: Dale Nienberg, Beth Myers, Mary Lieb, Paulette Smith, Janice Crawfis, and Denny Mumaw

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

Public: Rose Ellerbrock, Karen Okuley, Don Schroeder, Judy Ruen, Beth Korte, and Judi Parker

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the March 20, 2012, regular meeting were approved, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.

FINANCIAL

- B. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Denny Mumaw and seconded by Mary Lieb. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for March was presented noting that fines and fees revenue was \$944.12; copies revenue was \$412.90; meeting room fee \$50.00.
- D. **GIFTS.** Accepted Donations for naming rights for children's shelving \$400.00; from the Friends of the PCDL of \$2,308.21; for the Local History Fund of \$15.00; and the Memorial Fund of \$654.46, as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from March (see attached report).

NEW BUSINESS

- F. **CLOSING OF PANDORA LIBRARY LOCATION FOR IMPROVEMENTS.** Motion was made by Beth Myers and seconded by Paulette Smith to approve the closing of Pandora Library location May 23, 2012 thru June 9, 2012 for painting and installation of new shelving. All voted yes on the roll call vote.

Set a special meeting for April 24th at 4:30 p.m. The purposes of the meeting are to discuss a change in the records retention schedules, administrative evaluation forms, and hiring of summer intern.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that the Friends of the PCDL next meeting will be May 7th. She commented that they need help moving the items to the gym and they need cashiers for the book sale. She also distributed flyers to the Board members advertising the book sale.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Paulette Smith asked what will happen to the pavers that are already engraved and installed when we receive the replacement pavers. The Director commented that she has not discussed that with the paver vendor. The Fiscal Officer commented that we have not paid for the pavers so they still belong to the paver vendor. Denny Mumaw commented that he met with Ginger O'Malley and Janice Crawfis to review and discuss the PCDL Trustee's Manual on April 10th and will meet again on May 8th. Beth Myers commented that she will be emailing the final copy of the Fiscal Officer's and Director's evaluation forms with minor changes to the Board.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock asked for clarification on the description of check number 9267. She also asked if we will be sending overdue notices by email once we join SEO. She also commented that she liked that Defiance Public Library had email notification of new books purchased and that senior citizens do not get charged overdue fines.

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ADJOURNMENT. There being no further business the meeting was adjourned at 5:14 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, May 15, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President