

December 18, 2012

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., December 18, 2012

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

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

Public: Rose Ellerbrock, Judy Ruen, Sue Barnhart,

Guest: Putnam County Commissioner, John Love

PLEDGE OF ALLEGIANCE

- A. **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). Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Ginger O'Malley moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Beth Myers seconded the motion, and all voted yes on the roll call vote.
- C. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, John Love, 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.

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- D. **REGULAR MINUTES.** The minutes of the November 20, 2012 regular meeting were approved with corrections, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote except Denny Mumaw who abstained.
- E. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Paulette Smith and seconded by Janice Crawfis. All voted yes on the roll call vote.
- F. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$634.16; meeting room rental \$25.00; copies \$385.45.
- G. **GIFTS.** Accepted the following donations: Friends of the PCDL Fund \$3,550.24; Memorial Fund \$540.17; Better World Books Fund \$100.75; Paver fund \$120.00, as listed on the petty cash reports, on motion by Ginger O'Malley and seconded by Beth Myers. All voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for November (see attached report).
- I. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Beth Myers nominated Dale Nienberg to the position of President of the PCDL Board of Trustees, nomination was seconded by Ginger O'Malley. All voted yes on the roll call vote, except Dale Nienberg who abstained.
- J. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Janice Crawfis nominated Beth Myers to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Denny Mumaw. All voted yes on the roll call vote, except Beth Myers who abstained.
- K. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Beth Myers nominated Paulette Smith to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Ginger O'Malley. All voted yes on the roll call vote, except Paulette Smith who abstained.

NEW BUSINESS

- L. **BOARD COMMITTEES.** Motion was made by Ginger O'Malley and seconded by Beth Myers that all Board members would be members of all Board committees. All voted yes on the roll call vote.
- M. **RESOLUTION TO PAY BILLS.** Ginger O'Malley moved to adopt Resolution 10-2012 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. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- N. **2013 TEMPORARY APPROPRIATIONS.** Denny Mumaw moved to adopt Resolution 9-2012 approving the 2013 temporary appropriations as presented. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- O. **ESTIMATED REVENUE.** Motion was made by Ginger O'Malley and seconded by Mary Lieb to approve the Resources Available for Appropriations report as presented by the Fiscal Officer. All voted yes on the roll call vote. (see attachment)
- P. **RETURN OF ADVANCE.** Motion was made by Beth Myers and seconded by Denny Mumaw to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$1,000.00. All voted yes on the roll call vote.
- Q. **CONTINUE SALARY SCALE FREEZE.** The Board discussed the current budget situation and the effect payscale step increases would have on the budget. They discussed that they had no objection to giving the employees additional earnings, but we need to consider the budget. Motion was made by Ginger O'Malley and seconded by Paulette Smith to continue the payscale freeze. The Board will revisit the issue at the July 2013 regular Board meeting. All voted yes on the roll call vote.
- R. **UNPAID LEAVE OF ABSENCE.** The Director reported that Linda Hermiller is requesting leave without pay for medical reasons. Motion was made by Ginger O'Malley and seconded

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by Janice Crawfis to approve leave without pay for Linda Hermiller, as needed, for the period January 16, 2013 thru March 19, 2013. All voted yes on the roll call vote.

- S. **HIRING OF LIBRARY ASSISTANT 2 CARGO POSITION.** Motion was made by Paulette Smith and seconded by Denny Mumaw to hire Anna Burwell to the part time position of Library Assistant 2 Cargo effective January 2, 2013 at a rate of \$9.00 per hour.
- T. **ADVERTISE FOR PART TIME CIRCULATION POSITION.** The Director reported that Sarah Slattman had transferred from the circulation department to an open Library Assistant 2 Cargo position effective January 2, 2013 leaving an open part time circulation position. Motion was made by Ginger O'Malley and seconded by Mary Lieb to authorize the Director to advertise for the open part time circulation position. All voted yes on the roll call vote.
- U. **COLLEGE INTERN PROGRAM AT DEFIANCE COLLEGE.** The Director requested permission to participate in the Defiance College Partnership for Jobs program. She asked that the Library hire a college intern to do some accounting work and manage the inventory list for the library. Although the intern would be paid minimum wage, Defiance College would reimburse the Library one-half of minimum wage up to 10 hours per week. Motion was made by Mary Lieb and seconded by Paulette Smith to allow the Director to participate in the Defiance College Partnership for Jobs program. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Dale Nienberg commented that he had received positive comments from patrons concerned the addition of evening hours at the Kalida Library location. He also commented that the new location of the Kalida Library was working out well due to the great cooperation between the library, school, village, and township. Judy Ruen commented that the Friends of the PCDL had hosted the staff breakfast on December 10th. She also commented that they currently have 42 club memberships for 2013, and their next meeting will be January 7, 2013.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg thanked the Director for the opportunity to play Santa at all the library locations' Christmas family fun events. He said it was a good opportunity for him to visit all the library locations. He commented that the staff was very helpful and prepared for the programs.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 5:30 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, January 22, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President