

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., February 21, 2012

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

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

Public: Rose Ellerbrock, Karen Okuley, Don Schroeder, Judy Ruen

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the January 17, 2012, regular meeting were approved, on motion by Paulette Smith and seconded by Mary Lieb with corrections. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the January 31, 2012, special meeting were approved, on motion by Beth Myers and seconded by Denny Mumaw with corrections. All voted yes on the roll call vote.

FINANCIAL

- C. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for January was presented noting that fines and fees revenue was \$750.08; copies revenue was \$461.90; and miscellaneous revenue- refund of credit from CDW Government of \$463.09.
- E. **GIFTS.** Accepted Donations from Memorial Fund donations of \$275.91; Summer Reading Club fund donation of \$985.00, as listed on the petty cash reports, on motion by Ginger O'Malley and seconded by Mary Lieb. All voted yes on the roll call vote.

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from January (see attached report).

OLD BUSINESS

- G. **TEACHER COLLECTION POLICY.** Motion was made by Ginger O'Malley and seconded by Denny Mumaw to approve the Teacher Collection Policy as presented with a spelling error change. All voted yes on the roll call vote.

NEW BUSINESS

- H. **ADVANCE.** Motion was made by Beth Myers and seconded by Mary Lieb to approve a transfer from the General Fund to the Putnam County Friends Fund in the amount of \$1,000.00. All voted yes on the roll call vote.
- I. **NON-DISCLOSURE STATEMENT.** The Director stated that she spoke with our attorney and he suggested having a formal non-disclosure statement document. Dale Nienberg suggested and the Board discussed whether a formal document was needed or if it should be included in the Employee Policy and Procedure Manual and covered during employee orientation. Dale commented that he had spoken with bank and post office personnel concerning the matter and they are not asked to sign such a document. Ginger O'Malley commented that the same was true for Walmart employees. Discussion was tabled until March regular meeting to make adjustments to the document.
- J. **LANDSCAPING CONTRACT.** The Director presented a contract from Croy's Mowing for 2012 landscaping maintenance and mowing. Several Board members commented on the good service Croy's Mowing had provided the Library in the past. Motion was made by Ginger O'Malley and seconded by Denny Mumaw to approve the landscaping contract with Croy's Mowing. All voted yes on the roll call vote.
- K. **MEETING ROOM FEE WAIVED.** The Ottawa Glandorf Rotary requested to have a tour of the library and have their meeting here on May 16, 2012. Motion was made by Mary Lieb and

seconded by Ginger O'Malley to waive the meeting room fee for the Ottawa Glandorf Rotary on May 16, 2012. All voted yes on the roll call vote.

- L. **TRAINING.** The Director requested that four staff members attend the Ohio Library Council, NW Chapter Conference on April 13, 2012. Cost of the conference is \$80 per person. Motion was made by Beth Myers and seconded by Ginger O'Malley to allow four staff to attend the OLC NW Chapter Conference. All voted yes on the roll call vote.
- M. **CHILDREN'S ROOM NAMING RIGHTS.** A closer look at Lila Stauffer's will disclosed that she requested that no acknowledgment, nameplates, or similar memorial be made on her behalf. The Board discussed that we should honor her request and not put her name on the children's area. A motion was made by Ginger O'Malley and seconded by Paulette Smith to rescind the prior motion naming the children's area in her honor, item (Q) from the January 17, 2012 minutes. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Judy Ruen commented that the Friends of the PCDL now has sixty-one members, their next meeting is March 5th, and they will be appointing members to committees for both the book sale and craft show. Karen Okuley commented that there is an error on March events calendar and asked for a correction.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Denny commented that he, Jan, and Mary had not been able to meet to discuss the Trustee Manual. Denny had looked at other trustee manuals for comparison and found some interesting formats. He expressed that updating the manual may be a long process.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock commented that Defiance and Lima Libraries had restored their hours lost during budget cuts. She asked if we have a plan to restore any of our Friday hours. She asked how those libraries were able to restore their hours. The Board and Director commented that both those libraries have operating levies and get more PLF funding.

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ADJOURNMENT. There being no further business the meeting was adjourned at 5:47 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, March 20, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President