

January 17, 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., January 17, 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, Don Schroeder, Judi Parker, Sue Barnhart,

**Guest:** Putnam County Commissioner, John Love

**PLEDGE OF ALLEGIANCE**

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, John Love, administered the oath of office to Denny Mumaw. 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? Denny Mumaw responded I do.
- B. **APPOINTMENT OF FISCAL OFFICER.** Dale Nienberg moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Ginger O'Malley seconded the motion, and all voted yes on the roll call vote.
- C. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Dale Nienberg moved to appoint Kelly Ward as Deputy Fiscal Officer- for one year, effective January 1. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- D. **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.
- E. **REGULAR MINUTES.** The minutes of the December 20, 2012. regular meeting were approved, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote except Denny Mumaw who abstained.

January 17, 2012

- F. **SPECIAL MINUTES.** The minutes of the December 20, 2011. special meeting were approved, on motion by Ginger O'Malley and seconded by Janice Crawfis. All voted yes on the roll call vote except Denny Mumaw who abstained.
- G. **SPECIAL MINUTES.** The minutes of the January 10, 2012. special meeting were approved, on motion by Dale Nienberg and seconded by Mary Lieb. All voted yes on the roll call vote except Denny Mumaw who abstained.
- H. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- I. **PETTY CASH REPORT.** The petty cash report for December was presented noting that fines and fees revenue was \$842.01; copies revenue was \$321.25; and miscellaneous revenue of \$237.19.
- J. **GIFTS.** Accepted Donations from Memorial Fund donations of \$664.31; Paver fund donation of \$240.00, as listed on the petty cash reports, on motion by Dale Nienberg and seconded by Paulette Smith. All voted yes on the roll call vote.
- K. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented the Director's Annual Report (see attached report). The Director also discussed a recent inquiry to name a group of shelving in memory of a loved one. All shelving has been purchased at Ottawa. Discussed creating a commemorative opportunity brochure for furniture items in the library. Questions were discussed concerning creating a separate fund, setting of prices, and use of the funds. Ginger O'Malley commented that the Mazza Museum has a similar situations and she would discuss it with their financial personnel. We will revisit this at the February meeting.
- L. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Mary Lieb nominated Dale Nienberg to the position of President of the PCDL Board of Trustees, nomination was seconded by Paulette Smith. All voted yes on the roll call vote, except Dale Nienberg who abstained.
- M. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Mary Lieb nominated Beth Myers to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Virginia Schroeder. All voted yes on the roll call vote, except Beth Myers who abstained.
- N. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Dale Nienberg nominated Mary Lieb to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Beth Myers. All voted yes on the roll call vote, except Mary Lieb who abstained.

### **NEW BUSINESS**

- O. **RESOLUTION TO PAY BILLS.** Ginger O'Malley moved to adopt Resolution 1-2012 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.

January 17, 2012

- P. **OLC STAFF MEMBERSHIP.** Motion was made by Beth Myers and seconded by Paulette Smith to pay half the cost of the annual Ohio Library Council individual members to all interested staff. All voted yes on the roll call vote.
- Q. **CHILDREN'S ROOM NAMING RIGHTS.** The Board discussed Lila Stauffer's bequest and her great support and love of the library. They also discussed that funds were used from the Stauffer Trust Fund for construction for the new building. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to name the children's area in memory of Lila Stauffer. All voted yes on the roll call vote.
- R. **TEACHER COLLECTION POLICY.** Dale Nienberg asked the Director to contact area Superintendents in order to determine if the school district would be willing to be liable for items checked out on teacher cards. The current proposed teacher collection policy has the teacher as liable for items they check out. Tabled until February meeting.
- S. **SEO GRANT.** The Director presented the LSTA Grant request to the Board. The local match would be approximately \$8,724.50. The Director commented that we would no longer pay a maintenance fee to SIRSI, but we would pay approximately the same annual amount to SEO for maintenance. Ginger O'Malley expressed congratulations and thank you to the Director for her work in applying for the grant. Motion was made by Ginger O'Malley and seconded by Denny Mumaw to accept, participate, certify that local matching funds will be available of approximately \$8,724.50, and grant approval to proceed with grant application. All voted yes on the roll call vote.
- T. **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 Janice Crawfis and seconded by Ginger O'Malley to continue the payscale freeze. The Board will revisit the issue at the September 2012 regular Board meeting. All voted yes on the roll call vote.
- U. **DIRECTOR EVALUATION FORM.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve the Director's evaluation instrument as corrected. All voted yes on the roll call vote.
- V. **FISCAL OFFICER EVALUATION FORM.** Motion was made by Denny Mumaw and seconded by Paulette Smith to approve the Fiscal Officer's evaluation instrument as corrected. All voted yes on the roll call vote.
- W. Set special meeting to discuss budgets for the Sewell trust fund for January 31, 2012 at 4:30 pm.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the Friends of the PCDL approved the memorandum of understanding with the Library at their January meeting. She also discussed that they joined the OLC Friends group, that their next meeting is in March, and commented on their membership drive. Karen also stated that Beth Myers did a wonderful job with the Christmas Tree Festival.

January 17, 2012

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw thanked everyone for welcoming him and he is looking forward to learning more and helping where he can.

**COMMENTS FROM THE PUBLIC:** Rose Ellerbrock commended Dale Nienberg for voting no on the motion to purchase the table lamps for Ottawa Library. She stated that people are angry about the purchases made. She also asked that the employees be allowed to evaluate the Director and Fiscal Officer.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:18 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, February 21, 2012, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President