

**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., July 17, 2012**

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

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

**Public:** Rose Ellerbrock, Judi Parker, Mike Lammers, Karen Okuley, and Judy Ruen

**PLEDGE OF ALLEGIANCE**

**MINUTES**

- A. **SPECIAL MINUTES.** The minutes of the June 19, 2012, regular meeting were approved on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote, except Ginger O'Malley who abstained.
- B. **REGULAR MINUTES.** The minutes of the June 19, 2012, regular meeting were approved with a spelling correction to Starz in item E, on motion by Paulette Smith and seconded by Ginger O'Malley. All voted yes on the roll call vote.

**FINANCIAL**

- C. **BILLS AND FINANCIAL REPORTS.** The June 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.
- D. **PETTY CASH REPORT.** The petty cash report for June was presented noting that fines and fees revenue was \$808.79; copies revenue was \$374.75; miscellaneous revenue was \$254.32.
- E. **GIFTS.** Accepted donations for the PCDL Friends Fund \$400.00; Memorial Fund of \$335.00; and the Summer Reading Club Fund of \$100.00, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Ginger O'Malley. All voted yes on the roll call vote.

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report from June (see attached report). The Director also discussed a records request that was that asked for the number of patrons in each library location on several Saturdays from 12:00 p.m. to 3:00 p.m. The Director reported that the SIRSI system does record the date and time patron's check out materials, but they do not have a standard report that provides this information. Rose Ellerbrock commented that she made the request and didn't realize the report didn't exist and that it would take so much time to create. She withdrew her records request. The Director commented that the pavers would be delivered on July 24<sup>th</sup>. She also commented that the Board had received a thank you note from Habitat for Humanity for the use of the Continental Library community room during the construction of the house next door. Dale Nienberg thanked the library for their help with Master Gardener's butterfly program. Jan Crawfis asked if the delivery system would stay the same after the SEO conversion. The Director commented that it would be the same, but we are anticipating an increase in the number of items loaned, therefore we may need to increase the number of delivery days per week.

**OLD BUSINESS**

- G. **COLLECTION AGENCY.** The Director requested that we contract with the collection agency, Unique Management. She explained that after an account is 60 days overdue their account would be referred to a collection agency if the account is \$25.00 or more. Three notices will be sent to the patron before the account is referred. Motion was made by Denny Mumaw and seconded by Paulette Smith to authorize the Director to enter into a contract with the collection agency, Unique Management and setting a \$25.00 threshold for sending accounts to collection. All voted yes on the roll call vote.

**NEW BUSINESS**

- H. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Denny Mumaw to go into executive session at 5:39 pm to discuss the compensation (leave of absence) of several employees. All voted yes on the roll call vote
- I. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to come out of executive session at 6:10 pm. All voted yes on the roll call vote

- J. **LEAVE OF ABSENCE.** Motion was made by Denny Mumaw and seconded by Ginger O'Malley to approve an extended leave of absence for Shirley Beining through November 2, 2012 (6 months) which includes unpaid leave beginning approximately August 16, 2012. All voted yes on the roll call vote.
- K. **BRANCH COORDINATOR TEMPORARY REPLACEMENT.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to hire Laura Schroeder as Temporary Branch Coordinator while Shirley Beining is on extended leave at \$14.00 per hour effective August 1, 2012. All voted yes on the roll call vote.

**REPORT OF BRANCHES AND FRIENDS:** none

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Beth Myers commented that she appreciated the complete storm damage report from the Director while she was out of town.

**COMMENTS FROM THE PUBLIC:** none

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:14 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, August 21, 2012, at 4:30 p.m. at Ottawa Library Location.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
President