

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 2:00 p.m., July 23, 2012**

Present: Beth Myers, Paulette Smith, Dale Nienberg, Denny Mumaw, and Janice Crawfis

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

PLEDGE OF ALLEGIANCE

- A. **LIBRARY CLOSING.** Motion was made by Paulette Smith and seconded by Denny Mumaw to close all library locations on August 27th and 28th for staff training on the new SEO cataloging system.
- B. **RESIGNATION.** Motion was made by Paulette Smith and Denny Mumaw to accept the resignation of Sara Schroeder effective July 31, 2012. The Board wishes her the best in her new teaching position. All voted yes on the roll call vote.
- C. **HIRE CIRCULATION STAFF.** Motion was made by Beth Myers and seconded by Denny Mumaw to hire Sarah Slattman for the position of Circulation Assistant effective August 16, 2012 at \$9.00 per hour. All voted yes on the roll call vote.
- D. **LEAVE OF ABSENCE.** . Motion was made by Denny Mumaw and seconded by Jan Crawfis to approve an extended leave of absence for Jan Fuetter through December 29, 2012 (6 months) which includes unpaid leave as needed. All voted yes on the roll call vote.
- E. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

ADJOURNMENT. There being no further business the meeting was adjourned at 2:28 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, August 21, 2012 at 4:30 p.m.

Secretary

President