Minutes of a <u>Regular Meeting</u> of the <u>Board of Trustees</u> of <u>Putnam County District Library</u> held at Putnam County District Library, Ottawa, Ohio <u>4:30 p.m., June 19, 2012</u>

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. **REGULAR MINUTES**. The minutes of the May 15, 2012, regular meeting were approved with corrections to Report of Branches and Friends and date of adjournment, on motion by Paulette Smith and seconded by Mary Lieb. All voted yes on the roll call vote.

FINANCIAL
B. **BILLS AND FINANCIAL REPORTS**. The May bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Janice Crawfis. All voted yes on the roll call vote.

C. **PETTY CASH REPORT.** The petty cash report for May was presented noting that fines and fees revenue was $626.71; copies revenue was $395.05.

D. **GIFTS**. Accepted donations for the Memorial Fund of $435.64; and the Paver Donation Fund of $120.00, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Paulette Smith. All voted yes on the roll call vote.

E. **DIRECTOR'S REPORT**. Kelly Ward, Director, presented her Director's Report from May (see attached report). The Director also discussed a letter from Starz Network concerning an illegal movie download. Our review of the situation determined that the illegal download was performed using our wireless internet. It was also noted that when these downloads are in progress our internet bandwidth spikes and it disrupts staff operations on the internet. Our

attorney recommended that we file a report of the illegal download with the Ottawa police department.

NEW BUSINESS

F. **PATRON COMPUTER USE AND INTERNET POLICY.**   (See attached) Motion was made by Denny Mumaw and seconded by Beth Myers to make two modifications to the Patron Computer Use and Internet Policy. First, delete first-time in the first paragraph and second add the following final paragraph: It is important to conserve bandwidth. Downloading may result in reduced bandwidth, which will slow down Internet access. Users will be asked to stop downloading if library business and/or other patron access is affected. All voted yes on the roll call vote.

G. **COLLECTION AGENCY.** The Director discussed the use of a collection agency to collect long outstanding patron accounts. She noted that 30% of SEO libraries use the collection agency Unique Management. Unique Management charges a $8.95 fee to each patron account, but no fee to the library. The Board discussed using small claims court and asked the Director to check with area libraries with regard to minimum account balances. Discussion was tabled until the July meeting to gather additional information.

 REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that the PCDL Friends had a profit of $2,777.15 from their annual booksale. She expressed her gratitude to the PCDL Friends members and other volunteers for their help. She stated that she was very happy with the student help. The students were helpful and respectful. She expressed a special thanks to Mrs. Leis for her organization of the students. Janice Crawfis commented that she was impressed with a student who helped cover the cost for a patron that was short money on her purchase. Paulette Smith asked about newspaper recognition for those who helped with the sale.

Karen Okuley also commented that the Friends are now working on the craft show fund raiser scheduled for October 27, 2012.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: none

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COMMENTS FROM THE PUBLIC: Judi Parker asked if the Ohio Family Law Handbook was available for public use.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:23 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, July 17, 2012, at 4:30 p.m. at Ottawa Library Location.

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Secretary   President