

**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., March 20, 2012**

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

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

**Public:** Rose Ellerbrock, Karen Okuley, Don Schroeder, Judy Ruen, Sue Barnhart

**PLEDGE OF ALLEGIANCE**

**MINUTES**

- A. **REGULAR MINUTES.** The minutes of the February 21, 2012, regular meeting were approved, on motion by Beth Myers and seconded by Paulette Smith with corrections. All voted yes on the roll call vote, except Janice Crawfis who abstained.

**FINANCIAL**

- B. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for February was presented noting that fines and fees revenue was \$924.25; copies revenue was \$388.05.
- D. **GIFTS.** Accepted Donations from Memorial Fund donations of \$266.55; Summer Reading Club fund donation of \$1,175.00, as listed on the petty cash reports, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from February (see attached report).

**OLD BUSINESS**

- F. **NON-DISCLOSURE STATEMENT.** Motion was made by Denny Mumaw and seconded by Ginger O'Malley to approve and include the Non-Disclosure Policy in the Employee Policy and Procedure Manual as presented with change to the title. All voted yes on the roll call vote.

**NEW BUSINESS**

- G. **PERMANENT APPROPRIATIONS FOR 2012 (Resolution 2-2012).** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to approve the 2012 Permanent Appropriations as presented. All voted yes on the roll call vote.
- H. **LEAVE WITHOUT PAY.** Judy Doty has requested leave without pay for medical reasons. A motion was made by Beth Myers and seconded by Mary Lieb to approve Judy Doty's request for leave without pay for medical reasons with an anticipated return to work date of May 22, 2012. All voted yes on the roll call vote.
- I. **MEETING ROOM POLICY.** Motion was made by Denny Mumaw and seconded by Paulette Smith to modify the meeting room policy as presented. All voted yes on the roll call vote. (see attached)
- J. **RED CROSS BLOOD DRIVE.** The Director discussed with the Board that the Red Cross has requested the use of the meeting room for a closed blood drive for the Ottawa-Glandorf High School students. Motion was made by Beth Myers and seconded by Ginger O'Malley to allow the Red Cross to use the meeting room for their blood drive. All voted yes on the roll call vote.
- K. **SUMMER INTERN FROM DEFIANCE COLLEGE.** The Director requested that the library hire a summer intern through the Defiance College Partnership for Jobs program to assist the Children's Librarian. This program reimburses the Library for a portion of the intern's wages. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to allow the Director to hire a summer intern through the Defiance College Partnership for Jobs program at a rate of \$7.70 per hour beginning mid May. All voted yes on the roll call vote.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that the Friends of the PCDL had their March meeting and set committees for the book sale and the craft show. She

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commented that they will need help moving the items to the gym and they need cashiers for the book sale.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Beth Myers commented that she had made changes to the Fiscal Officer's and Director's evaluation forms and that she would email the modified documents to the Board.

**COMMENTS FROM THE PUBLIC:** Sue Barnhart asked what improvements were being made to the Pandora Library Location in addition to the painting.

**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, April 17, 2012, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President