

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., May 15, 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, Karen Okuley, and Judy Ruen

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the April 17, 2012, regular meeting were approved, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- B. **SPECIAL MINUTES.** The minutes of the April 24, 2012, regular meeting were approved, on motion by Beth Myers and seconded by Mary Lieb. All voted yes on the roll call vote except Denny Mumaw who abstained.

FINANCIAL

- C. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Denny Mumaw. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for April was presented noting that fines and fees revenue was \$793.32; copies revenue was \$470.75; meeting room fee \$25.00; miscellaneous fee \$0.15.
- E. **GIFTS.** Accepted General Fund donation of \$5.00; the Memorial Fund of \$261.23; and Better World Books fund of \$219.78, as listed on the petty cash reports, on motion by Mary Lieb and seconded by Janice Crawfis. All voted yes on the roll call vote.

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report from April (see attached report). In addition to her Director's Report she discussed having a grand reopening at the Pandora library location on June 9, 2012 at 12:00 pm. She also discussed that she had received a letter indicating that the remainder of the Jean R. Sewell Trust was expected to be released in the summer of 2013 and will be 17% of an approximate balance of \$880,000.00

NEW BUSINESS

- G. **2013 REQUEST BUDGET (RESOLUTION35-2012).** Nancy Stauffer presented the Request Budget Worksheets for 2013. The Request Budget for 2013 has to be submitted to the County Auditor by the end of May 2012. Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve the 2013 Request Budget (See attached report). All voted yes on the roll call vote.
- H. **2012 APPROPRIATIONS MODIFICATIONS (RESOLUTION 4-2012).** Motion was made by Beth Myers and seconded by Paulette Smith to approve the 2012 Appropriations Modifications of an increase to General Fund, Computer Services account by \$34,898.00 for SEO conversion fee. All voted yes on the roll call vote.

The Board set a Records Retention meeting for 4:00 pm on June 19, 2012.

REPORT OF BRANCHES AND FRIENDS: Dale Nienberg reported that he had constructed a butterfly house and had ordered Monarch butterfly larvae. The butterfly house will be displayed at the Continental Library Location. The Monarch butterfly release is scheduled to take place at the grand opening of the Habitat for Humanity house in Continental.

Karen Okuley discussed that the Friends of the PCDL had ordered signs and tables for the June book sale. Friend's members are calling for volunteers to help with set up, sale and take down. She has arranged for help from the high school students the Ottawa Glandorf schools and a 4H Club. Set up will start at 8:00 am on June 2nd and June 4th and the sale starts 9:00 am on June 5th.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: none

COMMENTS FROM THE PUBLIC: Rose Ellerbrock asked if we had more or less books at the new Ottawa location vs the North Thomas Street location. She asked if there was a report that would give a statistical comparison. She also commented that she had been told that people would rather the Ottawa library location be open on Friday and closed on Monday.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:27 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, June 19, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President