

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library  
held at Putnam County District Library, Ottawa, Ohio 5:30 p.m., September 26, 2012**

**Present:** Paulette Smith, Dale Nienberg, Denny Mumaw, Ginger O'Malley, and Janice Crawfis

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

**Public:** Rose Ellerbrock, Sue Barnhart, and Beverly Ricker

**PLEDGE OF ALLEGIANCE**

- A. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to go into executive session at 5:31 pm to discuss the hiring of new circulation assistant. All voted yes on the roll call vote.
- B. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Denny Mumaw to come out of executive session at 5:56 pm. All voted yes on the roll call vote.
- C. **HIRING CIRCULATION ASSISTANT.** Motion was made by Paulette Smith and seconded by Janice Crawfis to hire Linda Schroeder as part-time circulation assistant at \$9.00 per hour effective October 1, 2012. All voted yes on the roll call vote.
- D. **SICK LEAVE POLICY.** Motion was made Ginger O'Malley and seconded by Paulette Smith to authorize the Director to work with our attorney to draft a modification to the current sick leave policy. All voted yes on the roll call vote. The motion was made after a lengthy discussion which included the use of sick leave for pregnancy of adult children and the requirements of the Family Medical Leave Act (FMLA) and did the Board want our policy to be as restrictive as FMLA. Several Board members commented that they were not in favor of strictly adhering to FMLA requirement. They wanted to be as flexible as possible, but still keeping in mind what is in the best interest of the Library as a whole.

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- E. **JOB DESCRIPTION.** The Director presented two job descriptions, Library Assistant 1- Cargo and Library Assistant 2- Cargo, which will replace the Interlibrary Loan Assistant job description. The job duties in the interlibrary loan department have changed since our conversion to the SEO system. Motion was made by Denny Mumaw and seconded by Janice Crawfis to approve the job descriptions as presented. All voted yes on the roll call vote.
- F. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Dale Nienberg thanked the Board for their responses on the evaluations.
- G. **COMMENTS FROM THE PUBLIC.** Sue Barnhart asked for the reason for the executive session

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:19 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, October 16, 2012 at 4:30 p.m.

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Secretary

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President