

April 16, 2013

**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., April 16, 2013**

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

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

**Public:** Rose Ellerbrock, Judy Ruen, Beth Korte, Bev Ricker, and Sue Barnhart

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the February 19, 2013 regular meeting were approved on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote except Beth Myers, Ginger O'Malley, and Nichol Hohenbrink who abstained.
- B. **REGULAR MINUTES.** The minutes of the March 19, 2013 regular meeting were approved on motion by Beth Myers and seconded by Nichol Hohenbrink. All voted yes on the roll call vote except Janice Crawfis and Ginger O'Malley who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Paulette Smith and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for March was presented noting the following revenue: fines and fees \$765.63; meeting room rental \$25.00; copies \$508.65 and misc. revenue \$354.91.
- E. **GIFTS.** Accepted the following donations: Memorial Fund \$584.29; Summer Reading Club \$300.00 as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from March (see attached report)

**NEW BUSINESS**

- G. **CLOSE COLUMBUS GROVE LIBRARY LOCATION FOR PAINTING.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to close the Columbus Grove Library Location for the period 5/21/13 thru 6/7/13 to paint the interior of the Library. All voted yes on the roll call vote.
- H. **UNATTENDED CHILD POLICY.** Motion was made by Paulette Smith and seconded by Denny Mumaw to modify the Unattended Child Policy. All voted yes on the roll call vote. (see attached modified policy)
- I. **HIRE INTERN.** Motion was made by Nichol Hohenbrink and seconded by Janice Crawfis to hire Katherine Stephens for the position of Assistant Children's Librarian – Intermittent Summer position effective May 7, 2013 thru August 1, 201 at \$7.85 per hour for 10 hours per week. Defiance College will reimburse the Library \$3.85 per hour up to 10 hours per week through their Defiance College Partnership for Jobs program. All voted yes on the roll call vote.

**Ginger O'Malley left at 5:15 pm**

**REPORT OF BRANCHES AND FRIENDS.** Judy Ruen reported that the Friends of the PCDL is getting ready for the book sale which is scheduled for June 4<sup>th</sup> and 5<sup>th</sup> at the Fourth Street gym. She also reported that Karen Okuley is doing well and is looking forward to coming back.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Janice Crawfis commented that former Board member Fran Berger had passed away. Janice asked that a book be placed in her memory and that it be located in the Leipsic Library Location. Dale Nienberg commented he thought the OLC Trustee meeting was very informative in that it discussed library funding and that the House of Representatives and the Governor had prepared their own budgets. He reported that the Ohio Department of Taxation is projecting a slight increase in PLF revenue for FY 2014 and FY 2015. Beth Myers asked about the funding for OPLIN Technology Fund and to the Library for the Blind Fund and whether or not it was deducted from the PLF projections. Kelly Ward commented that it was included in the projections. Dale also commented that the meeting included a detailed discussion on ebooks and that our ability to purchase from certain

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popular authors is limited by the publishers. Kelly Ward commented that OLC and the American Library Association are bringing the issue to the legislators.

**COMMENTS FROM THE PUBLIC.** Bev Ricker read a letter expressing her negative feeling about employment with the Library and her concerns with the Library's administrative staff. A copy of the letter was not provided. Beth Korte expressed her concerns about the service provided to patrons by a staff member as well as the use of vacation leave by another staff member. She also was concerned because patrons have to make an appointment to see the Director. Rose Ellerbrock expressed concerns with staff morale and the Director's work schedule.

Paulette Smith commented that she feels the concerns addressed in Bev Ricker's letter be discussed further by the Board.

Dale Nienberg commented that a discussion concerning personnel should be held in executive session.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:45 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, May 21, 2013, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President