

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., August 21, 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, Judi Parker, Karen Okuley, Ruth Wilhelm, and Sue Barnhart

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the July 17, 2012, regular meeting were approved on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the July 23, 2012, special meeting were approved on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote.

FINANCIAL

- C. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Mary Lieb. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for July was presented noting that fines and fees revenue was \$729.75; copies revenue was \$587.75; miscellaneous revenue was \$1.00.
- E. **GIFTS.** Accepted donations for Memorial Fund of \$263.11, as listed on the petty cash reports, on motion by Beth Myers 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 July (see attached report).

NEW BUSINESS

- G. **2012 APPROPRIATIONS MODIFICATIONS (RESOLUTION 5-2012).** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the following 2012 appropriations modifications:

<u>GENERAL FUND</u>	<u>Change</u>	<u>Modified Balance</u>
Salaries and Benefits	4,000	712,857
Purchased Services	(5,460)	115,306
Library Materials	(30,494)	138,002
Capital Outlay	7,275	28,311
TOTAL	(24,679)	994,476

PUTNAM COUNTY FRIENDS FUND

Purchased Services	1,250	3,250
Library Materials	(2,000)	1,500
Supplies	750	2,250
TOTAL	0	7,000

All voted yes on the roll call vote.

- H. **FLAG POLE LIGHT REPAIR CONTRACT.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve estimate from County Electric for \$1,400 to install 3 LED pole lights. All voted yes on the roll call vote.
- I. **PAVER INSTALLATION.** Item was tabled to provide time to gather additional estimates for other options to correct the problem with the installation.
- J. **LEAVE DONATION PROGRAM.** The Board discussed the option of creating a leave donation program. The Board asked the Director to gather additional information from libraries that have a similar program. Dale Nienberg recommended we look at a sick leave bank.

REPORT OF BRANCHES AND FRIENDS: The Director reported that the Continental Community Library Association will be having a book sale the last Saturday in September during

the community festival. Karen Okuley reported that the Friends of the PCDL have received 66 vendor applications for the October 27th craft show. She reported that they had 115 vendors at the craft show last year and that they have space for up to 135 vendor booths this year.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock asked for the difference between the job description of a branch manager and a branch coordinator. Sue Barnhart asked for the Library's cost associated with our conversion to the SEO system.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:41 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, September 18, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President