

December 18, 2013

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., December 18, 2013**

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

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

**Public:** Judy Ruen and Karen Okuley

**Guest:** Putnam County Commissioner, John Love

**PLEDGE OF ALLEGIANCE**

- A. **APPOINTMENT OF FISCAL OFFICER.** Beth Myers moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Ginger O'Malley seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Janice Crawfis moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- C. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, John Love, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.

Putnam County Commissioner, John Love left the meeting

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- D. **REGULAR MINUTES.** The minutes of the November 19, 2013 regular meeting were approved on motion by Beth Myers and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- E. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- F. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$665.31; copies \$398.45.
- G. **GIFTS.** Accepted the following donations: General Fund \$17.90; Friends of the PCDL Fund \$219.40; Memorial Fund \$775.61; Better World Books Fund \$87.89, as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for November (see attached report).

**NEW BUSINESS**

- I. **RESOLUTION TO PAY BILLS.** Beth Myers moved to adopt Resolution 90-2013 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Ginger O'Malley seconded the motion, and all voted yes on the roll call vote.
- J. **RETURN OF ADVANCE.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$2,000.00. All voted yes on the roll call vote.
- K. **TRANSFER.** Motion was made by Janice Crawfis and seconded by Denny Mumaw to approve a transfer of \$10,000.00 from the General Fund to the Building and Repair Fund. All voted yes on the roll call vote.

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- L. **2014 TEMPORARY APPROPRIATIONS.** Beth Myers moved to adopt Resolution 10-2013 approving the 2013 temporary appropriations as presented. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- M. **2013 APPROPRIATIONS MODIFICATIONS (RESOLUTION 11-2012).** Motion was made by Denny Mumaw and seconded by Janice Crawfis to approve the 2013 Appropriations Modifications of decrease appropriations in the General fund by \$2,000.00 and in the Friends of the PCDL Fund by \$2,000.00. All voted yes on the roll call vote.
- N. **PAT MEYER'S LETTER TO THE BOARD.** Pat Meyer provided a copy of a letter to each Board member detailing her concerns with the Library's current pay scale and her hourly rate of pay. Although Board members mentioned that this had been reviewed in the past, they commented that they would revisit her concerns once again.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the Friends of the PCDL are getting ready for their membership drive which will begin January 6<sup>th</sup>.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dale Nienberg thanked Ginger O'Malley for her years of service, help and insight as a member of the Board of Trustees.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:28 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, January 21, 2014, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President