

February 19, 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., February 19, 2013**

**Board:** Dale Nienberg, Janice Crawfis, Paulette Smith, and Denny Mumaw

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

**Public:** Don Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the January 22, 2012 regular meeting were approved on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for January was presented noting the following revenue: fines and fees \$778.62; meeting room rental \$100.00; copies \$577.15; miscellaneous revenue from recycling of metal shelving and book ends in storage \$1,579.00.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$389.02; Summer Reading Club \$475.00; Paver Fund \$120.00 as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote.
- E. **DIRETOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from January (see attached report)

**NEW BUSINESS**

- F. **HIRING OF CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to approve the hiring of Grace Lomeli as part time Circulation Assistant effective March 5, 2013 at \$9.00 per hour. All voted yes on the roll call vote.

- G. **TRAINING.** The Director requested permission to attend NW Chapter Conference and Trustee Dinner on April 11<sup>th</sup> and 12<sup>th</sup> with a registration fee of \$85 and overnight stay. She also requested permission for herself, Laura Schmitz, and Ruth Wilhelm to attend SEO training on May 15<sup>th</sup> and 16<sup>th</sup> in Newark Ohio with a registration fee of \$55 each and overnight stay. Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the training and travel expenses as presented. All voted yes on the roll call vote.
- H. **PERMANENT APPROPRIATIONS FOR 2013. (Resolution 2-2013).** Motion was made by Denny Mumaw and seconded by Paulette Smith to approve the 2013 Permanent Appropriations as presented. All voted yes on the roll vote.
- I. **LANDSCAPING CONTRACT.** The Director presented a contract from Croy's Mowing for 2013 landscaping maintenance and mowing. Motion was made by Denny Mumaw and seconded by Janice Crawfis to approve the landscaping contract with Croy's Mowing. All voted yes on the roll call vote.
- J. **ADVANCE TO PCDL FRIENDS OF THE LIBRARY FUND.** Motion was made by Denny Mumaw and seconded by Paulette to approve the advance of \$2,000.00 from the General Fund to the PCDL Friends of the Library Fund. All voted yes on the roll call vote.

The Board and the Director had a lengthy discussion concerning the Rarey Roth computer services contract and exploring more cost effective ways of providing computer service to the Library. They discussed several options which included the hiring of a college intern, the hiring of a part time computer services employee, and utilizing existing staff. They also discussed that the prior contract with Rarey Roth was used up so quickly because Ruth Wilhelm's time was consumed with the SEO conversion so more computer services had to be provided by Rarey Roth.

**REPORT OF BRANCHES AND FRIENDS.** None

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**COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None

**COMMENTS FROM THE PUBLIC.** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:5 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, March 19, 2013, at 4:30 p.m. at Ottawa Library Location.

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Secretary

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President