

January 22, 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., January 22, 2013

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

Administration: Nancy Stauffer, Fiscal Officer

Public: Rose Ellerbrock, Judy Ruen, Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the December 18, 2012 regular meeting were approved with corrections, on motion by Beth Myers and seconded by Denny Mumaw. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the January 7, 2013 special meeting were approved with corrections, on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Denny Mumaw. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for December was presented noting the following revenue: fines and fees \$538.45; copies \$234.85; miscellaneous \$132.89.
- E. **GIFTS.** Accepted the following donations: J. Earl Belch Fund \$1,000.00; Memorial Fund \$614.56; 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.

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NEW BUSINESS

- F. **FUND CLOSING.** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to approve the closing of the Debt Service Fund, Building Construction Fund, and the Furniture and Contents Replacement Fund. All voted yes on the roll call vote.
- G. **OLC STAFF MEMBERSHIP.** Motion was made by Beth Myers and seconded by Denny Mumaw to pay half the cost of the annual Ohio Library Council individual memberships for all interested staff. All voted yes on the roll call vote.
- H. **COMPUTER SERVICES CONTRACT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to approve the contract with Rarey Roth for 100 hours of computer services at total cost of \$10,800.00, with further study on ways to stretch this contract. All voted yes on the roll call vote. There was discussion on performing more computer maintenance in house and looking for less expensive alternatives.
- I. **HIRE ACCOUNTING/INVENTORY SPECIALIST INTERN.** Motion was made by Ginger O'Malley and seconded by Denny Mumaw to hire Dylan Hanefeld for the position of Accounting/Inventory Specialist Intern effective January 28, 2013 at \$7.85 per hour for 10 hours per week. Defiance College will reimburse the Library for 50% of his hourly rate up to 10 hours per week through their Defiance College Partnership for Jobs program. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Dale Nienberg commented that he had received more positive feedback about the new hours at the Kalida Library location. Judy Ruen commented that the Friends of the PCDL had set October 26, 2013 as the date of the next craftshow. They are waiting for a response from St. Peter and Paul School on the use of the Fourth Street gym for the annual book sale to be held June 1st thru June 6th. She also commented that they currently have 48 memberships for 2013, and their next meeting will be March 4, 2013.

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COMMENTS FROM INDIVIDUAL BOARD MEMBERS. Ginger O'Malley commented that she will be unable to attend the February and March Board meetings. Beth Myers commented that she will be unavailable for the February meeting and possible the March meeting. Janice Crawfis commented that she will be unable to attend the March meeting.

COMMENTS FROM THE PUBLIC. None

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

Secretary

President