

June 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 4:30 p.m., June 18, 2013

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

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

Public: Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the May 21, 2013 regular meeting were approved on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the June 5, 2013 regular meeting were approved on motion by Ginger O'Malley and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Denny Mumaw and seconded by Janice Crawfis. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for May was presented noting the following revenue: fines and fees \$731.67; copies \$338.65 and reimbursement revenue \$616.00.
- E. **GIFTS.** Accepted the following donations: Memorial Fund \$580.50 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Beth Myers. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from May (see attached report)

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NEW BUSINESS

- G. **HIRE INTERN.** Motion was made by Paulette Smith and seconded by Beth Myers to hire Katherine Stephens to assist the Children's Librarian and to provide tutoring services effective August 2, 2013 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.
- H. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Denny Mumaw to adjourn into executive session at 5:16 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- I. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw and seconded by Ginger O'Malley to come out of executive session at 6:12 pm. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Karen Okuley reported the book sale was quite successful profiting \$1,641.15. She thanked Judy Ruen for organizing the sale. She also asked that the Director continue with the Book Notes.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS.

Denny Mumaw commented that Trustee Handbook committee is close to completing the revisions to the PCDL Trustee Handbook. Dale Nienberg commented on the butterfly program at Pandora Library location.

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:12 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, July 16, 2013, at 4:30 p.m. at Ottawa Library Location.

 Secretary

 President