

March 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., March 19, 2013

Board: Dale Nienberg, Paulette Smith, Beth Myers, Nichol Hohenbrink, and Denny Mumaw

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

Public: Rose Ellerbrock, Judy Ruen, Beth Korte, Judge Randal Basinger

PLEDGE OF ALLEGIANCE

BOARD MEMBER OATH OF OFFICE.

Judge Randall Basinger administered the oath of office to Nichol Hohenbrink.

Do you solemnly 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 a member of the board of trustees 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? Nichol Hohenbrink responded I do.

- A. **REGULAR MINUTES.** The review and approval of the February 19, 2012 regular meeting were tabled until the April meeting since only three of the four Board members were present from the February Board meeting.
- B. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Denny Mumaw and seconded by Beth Myers. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for February was presented noting the following revenue: fines and fees \$742.75; meeting room rental \$50.00; copies \$330.60.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$914.76; Summer Reading Club \$1345.00; Better World Books Fund \$75.08 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.

- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from February and her annual report (see attached reports)

NEW BUSINESS

- F. **LANDSCAPING PLAN FOR MEMORIAL GARDEN.** Motion was made by Beth Myers and seconded by Denny Mumaw to hire Cranberry Creek to proceed with the landscaping plan option 1 as presented, not to exceed \$1,700.00, to relocate the Memorial Garden from the old library building. All voted yes on the roll call vote.
- G. **TRAINING.** The Director and Fiscal Officer made the following training requests:
NW Chapter Conference April 12th conference; (3) additional staff \$85 registration fee each
Director – Embrace the Change conference May 2nd and 3rd registration fee \$100; hotel
Fiscal Officer – OLC Fiscal Officer training April 4th and 5th; registration fee \$110; hotel \$89 + tax
BWC training May 16th full day and May 23rd half day. Motion was made by Paulette Smith and seconded by Denny Mumaw to approve the training requests as presented. All voted yes on the roll call vote.
- H. **COLLEGE INTERN PROGRAM AT DEFIANCE COLLEGE.** The Director requested permission to participate in the Defiance College Partnership for Jobs program. She asked that the Library hire a college intern to assist the Youth Services Librarian. Although the intern would be paid minimum wage, Defiance College would reimburse the Library \$3.85 per hour up to 10 hours per week. Motion was made by Denny Mumaw and seconded by Nichol Hohenbrink to allow the Director to participate in the Defiance College Partnership for Jobs program. All voted yes on the roll call vote.
- I. **RETIREMENT/ RESIGNATION OF BEVERLY RICKER.** Motion was made by Paulette Smith and seconded by Beth Myers to accept the retirement/ resignation of Beverly Ricker effective April 2, 2013. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Judy Ruen reported that the Friends of the PCDL is getting ready for the June book sale and they are creating job description for the craft show.

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COMMENTS FROM INDIVIDUAL BOARD MEMBERS. Beth Myers welcomed Nichol Hohenbrink to the Board of Trustees. Dale Nienberg asked if we were aware of the ALICE training. The Director responded that all supervisors are already registered to attend.

COMMENTS FROM THE PUBLIC. Rose Ellerbrock commented that the Easter Bunny costume used at the Easter programs had traumatized a child. She also expressed concern about staff working alone in the Ottawa Library location on Fridays and Sundays. She asked if the library could be liable if someone was hurt. She asked that her concern be put on the April Board agenda. She asked why Laura Schmitz was scheduled on Fridays but was taking leave most Fridays. Beth Korte questioned the hiring of painters and the temporary closing of the Leipsic Library location to paint. The Director commented that the Village of Leipsic and the Friends of the Leipsic Library hired the painter and they gave her no notice that the work was to be performed. She was able to get the Village of Leipsic to set back the scheduled painting date by one week so that Library materials could be properly boxed up and moved before painting began. The Library was not able to advertise the closing in the local newspaper due to the lack of notice. Any patron complaints concerning the lack of notice were referred to the Village of Leipsic. Rose Ellerbrock asked who was hired to do the painting.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:35 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, April 16, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President