

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., May 21, 2013

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

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

Public: Karen Okuley and Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the April 16, 2013 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 April bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by Beth Myers. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for April was presented noting the following revenue: fines and fees \$678.07; copies \$416.25 and misc. revenue \$53.51.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$453.17; Summer Reading Club \$250.00; Paver Fund \$120.00 as listed on the petty cash reports, on motion by Ginger O'Malley and seconded by Paulette Smith. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from April (see attached report)

NEW BUSINESS

- F. **2014 REQUEST BUDGET (RESOLUTION -2012).** Nancy Stauffer presented the Request Budget Worksheets for 2014. The Request Budget for 2014 has to be submitted to the County Auditor by the end of May 2013. Motion was made by Ginger O'Malley and seconded by Janice

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Crawfis to approve the 2014 Request Budget (see attached report). All voted yes on the roll call vote.

- G. **INVENTORY DELETIONS.** Motion was made by Paulette Smith and seconded by Beth Myers to approve the inventory deletions list as presented (see attached list). All voted yes on the roll call vote.
- H. **TRAINING.** Motion was made by Ginger O'Malley and seconded by Paulette Smith for the Director to attend the American Library Association conference June 27th thru July 2nd in Chicago. The Director estimated the cost to be approximately \$780.00. This includes registration, hotel, fuel, meals, and parking. The Director will be sharing costs for the hotel, parking and fuel with the Director from Swanton. All voted yes on the roll call vote.
- I. **TRAINING.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve ebook training for 4 Library staff provided by Ohio Library Council on July 17th at a total cost of \$200.00. All voted yes on the roll call vote.
- J. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Nichol Hohenbrink to adjourn into executive session at 5:38 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.
- K. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to come out of executive session at 6:41 pm. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Karen Okuley commented that she was glad to be back and she thanked Judy Ruen for helping with everything while she was gone during her illness. She also commented that the book sale will be June 4th and 5th.

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COMMENTS FROM INDIVIDUAL BOARD MEMBERS.

Dale Nienberg extended an official Board welcome back to Karen Okuley. Paulette Smith commented that she had observed Valerie Laukhuf's SRC presentation at Pandora/Gilboa elementary school. She stated that Valerie did a great job and she got the kids very excited about the program. Paulette also commented that she had recently visited the Columbus Grove Library location and it looked very nice. Nichol Hohenbrink commented that her first grade children were very excited to get their own library card during their visit to the Leipsic Library location. Ginger O'Malley commented that Trustee Handbook committee has made a lot of progress with revisions to the PCDL Trustee Handbook and they are very close to completion. Dale Nienberg commented that the teachers from Kalida Local Schools are happy with their ability to get school related materials for their students in such a timely manner from the Kalida Library location.

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:47 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, June 18, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President