

November 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 6:30 p.m., November 19, 2013

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

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

Public: Judy Ruen and Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the October 15, 2013 regular meeting were approved on motion by Beth Myers and seconded by Ginger O'Malley. All voted yes on the roll call vote except Paulette Smith who abstained.
- B. **SPECIAL MINUTES.** The minutes of the October 28, 2013 special meeting were approved on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Paulette Smith and seconded by Janice Crawfis. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for October was presented noting the following revenue: fines and fees \$881.42 and copies \$600.75
- E. **GIFTS.** Accepted the following donations: General Fund \$500.00 from Roselia C. Deters Verhoff for the Civil War program; Memorial Fund \$486.00; Kiwanis Club of Ottawa Fund \$1,000.00; Jean R. Sewell fund \$142,800.00 as listed on the petty cash report, on motion by Denny Mumaw and seconded by Ginger O'Malley. All voted yes on the roll call vote.

November 19, 2013

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from October (see attached report)

NEW BUSINESS

- G. **INVENTORY DELETIONS.** Motion was made by Denny Mumaw and seconded by Beth Myers to approve the deletion of computers, monitors, and printers with the following tag numbers:

<u>Tag #</u>	<u>Tag #</u>	<u>Tag #</u>
Computers	Monitors	Monitors
11065	11314	11471
11108	11310	11365
11109	11240	11429
11122	11140	11256
11129	11172	
11130	11251	Printer
11057	11160	11211
11113	11429	11493
11121	11139	
11475	11294	
11060	11159	
11128	11158	
11119	11193	

All voted yes on the roll call vote.

- H. **RETIREMENT OF MARY BETH HARTZLER.** Motion was made by Beth Myers and seconded by Paulette Smith to accept the retirement of Mary Beth Hartzler with regrets and thanks for her many years of dedicated service effective 12/30/2013. All voted yes on the roll call vote.
- I. **RETIRE/REHIRE POLICY DISCUSSION.** The Director discussed with the Board the concept of employees retiring and being rehired. She presented the Board with several Libraries retire/rehire policies. The discussion included if we rehired employees back would their pay be set back to the beginning pay rate in their pay grade on the pay scale, do we need a policy, do we advertise, take applications, and interview candidates for the position. Some Board members commented that they liked the wording in the Geauge County Public Library's policy. The Board tabled the discussion and asked the Director to draft a policy and present it at the December Board meeting.

November 19, 2013

- J. **EBOOK RESOLUTION.** Paulette Smith moved to adopt Resolution 9-2013 to approved the EBook Resolution as presented. Janice Crawfis seconded the motion, and all voted yes on the roll call vote.
- K. **COLLECTION DEVELOPMENT POLICY.** Motion was made by Denny Mumaw and seconded by Janice Crawfis to approve the Collection Development Policy as present. All voted yes on the roll call vote.
- L. **STAFF REQUEST FOR ADDITIONAL HOLIDAY.** The Director brought a staff request for an addition paid holiday on December 26, 2013 to the Board. Motion was made by Denny Mumaw and seconded by Ginger O'Malley to maintain the current holiday schedule. All voted yes on the roll call vote.
- M. **DECEMBER REGULAR BOARD MEETING TIME CHANGE.** Motion was made by Beth Myers and seconded by Paulette Smith to move the time of the December 17, 2013 from 4:30 pm to 6:30 pm. This change is due to difficulty in obtaining quorum at the regularly scheduled Board meetings. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Judy Ruen reported that the estimated profit for the 2013 Autumn Harvest Craftshow was \$6,182.65. This is an increase from the 2012 event which was approximately \$5,800.00. She also reported that they had 124 vendors with an additional 17 vendors on a waiting list. The date of the 2014 event is scheduled for October 18, 2014.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS None.

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:17 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, December 17, 2013, at 6:30 p.m. at Ottawa Library Location.

Secretary

President