

October 15, 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., October 15, 2013

Board: Dale Nienberg, Beth Myers, Janice Crawfis, Denny Mumaw, 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 September 17, 2013 regular meeting were approved on motion by Ginger O'Malley and seconded by Janice Crawfis. All voted yes on the roll call vote except Beth Myers who abstained.
- B. **SPECIAL MINUTES.** The minutes of the September 30, 2013 special meeting were approved on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote except Denny Mumaw who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved, on motion by Janice Crawfis and seconded by Denny Mumaw with name corrections to receipt numbers 740967 and 740989. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for September was presented noting the following revenue: fines and fees \$762.53, meeting room rental, \$75.00, and copies \$476.28
- E. **GIFTS.** Accepted the following donations: Friends of the PCDL \$4,472.33; J. Earl Belch Fund \$2,000.00; Memorial Fund \$338.00 as listed on the petty cash report, on motion by Beth Myers and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from September (see attached report)

NEW BUSINESS

- G. **INVENTORY DELETIONS.** Motion was made by Beth Myers and seconded by Ginger O'Malley to approve the deletion of shelving units from the Ottoville Library location inventory with tag numbers 00960, 000961, 00962, 00963, 00964, 00965. All voted yes on the roll call vote.
- H. **APPROPRIATIONS MODIFICATIONS (RESOLUTION 6-2013).** Motion was made by Janice Crawfis and seconded by Denny Mumaw to approve an appropriations modification increasing the J. Earl Belch Fund, Capital Projects account by \$2,000.00. All voted yes on the roll call vote.
- I. **LEAVE WITHOUT PAY.** Judy Doty has requested leave without pay for medical reasons. A motion was made by Janice Crawfis and seconded by Ginger O'Malley to extend Judy Doty's request for leave without pay for medical reasons with an anticipated return to work date of November 19, 2013. All voted yes on the roll call vote.
- J. **STAFF COMPENSATION.** The Fiscal Officer and Director asked the Board to consider a onetime pay supplement for the staff. A onetime supplement would allow the Board to acknowledge the staff's hard work, without increasing the overall pay scale and impacting future years' budgets. The Board and the administrative staff had a lengthy discussion which included the stability of the current year budget and the State's anticipated reduction in PLF in CY2014. This anticipated reduction in PLF will likely result in little to no supplement pay for staff for CY 2014. Motion was made by Ginger O'Malley and seconded by Beth Myers to approve a onetime pay supplement for all staff equal to three week pay (regularly scheduled average weekly hours times 3 weeks times their hourly rate of pay) to be paid on November 11, 2013. All voted yes on the roll call vote.
- K. **APPROPRIATIONS MODIFICATIONS (RESOLUTION 7-2013).** Motion was made by Beth Myers and seconded by Denny Mumaw to approve an appropriations modification increasing the General Fund, Salaries and Benefits account by \$15,000.00. All voted yes on the roll call vote.

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- L. **NOVEMBER REGULAR BOARD MEETING TIME CHANGE.** Motion was made by Denny Mumaw and seconded by Beth Myers to move the time of the November 19, 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.
- M. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Denny Mumaw to adjourn into executive session at 8:15 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.
- N. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to come out of executive session at 10:35 pm. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Karen Okuley commented that the planning for the Friends of the PCDL craftshow is being finalized and the craftshow will be held on October 26, 2013. She also commented that the annual Christmas Tree Festival will be held December 7, 2013 through January 2, 2014.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS. Dale Nienberg wanted to express his thanks to Paula Thomas for the tour she provided to Board members of the Continental Library Location on September 30, 2013. He also suggested that another branch visit be scheduled for Pandora and Columbus Grove in October.

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 10:36 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 19, 2013, at 6:30 p.m. at Ottawa Library Location.

Secretary

President