

September 17, 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., September 17, 2013

Board: Dale Nienberg, Paulette Smith, Janice Crawfis, 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 August 20, 2013 regular meeting were approved on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for August was presented noting the following revenue: fines and fees \$851.98 and copies \$542.00, miscellaneous reimbursement from Defiance College \$631.40.
- D. **GIFTS.** Accepted the following donations: General Fund \$500.00; Memorial Fund \$56.78 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Janice Crawfis. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from August (see attached report)

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NEW BUSINESS

- F. **TRAINING.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve the training for Ruth Wilhelm on October 4th and 5th with Ohio Local History Alliance. The estimated total cost including registration, mileage, meals, and lodging is \$500.00. All voted yes on the roll call vote.
- G. **APPROPRIATIONS MODIFICATIONS (RESOLUTION 5-2013).** Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve an appropriations modification of an increase to Stauffer Trust Fund, Purchased Services by \$1,500.00 for a total of \$5,000.00 and Friends of the PCDL Fund Supplies by \$1,500.00 for a total of \$3,250.00. All voted yes on the roll call vote.
- H. **EXECUTIVE SESSION.** Motion was made by Paulette Smith and seconded by Janice Crawfis to adjourn into executive session at 5:09 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 Janice Crawfis and seconded by Ginger O'Malley to come out of executive session at 5:42 pm. All voted yes on the roll call vote.
- J. **RESIGNATION OF GRACE LOMELI.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to accept the resignation of Grace Lomeli effective September 7, 2013. All voted yes on the roll call vote.
- K. **LEAVE WITHOUT PAY.** Judy Doty has requested leave without pay for medical reasons. A motion was made by Paulette Smith and seconded by Janice Crawfis to approve Judy Doty's request for leave without pay for medical reasons through October 15, 2013. All voted yes on the roll call vote.

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- L. **HIRE CIRCULATION ASSISTANT.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to hire Susan Bryan as part time circulation assistance effective September 18, 2013 at \$9.00 per hour. All voted yes on the roll call vote.
- M. **LAURA SCHROEDER FROM PART TIME TO FULL TIME EMPLOYEE.** The Director recommended that Branch Coordinator, Laura Schroeder weekly hours be increased which would move her from part time to full time employee status. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to increase Branch Coordinator, Laura Schroeder's average weekly hours to 33 effective October 1, 2013. All voted yes on the roll call vote.
- N. **OCTOBER REGULAR BOARD MEETING TIME CHANGE.** Motion was made by Paulette Smith and seconded by Janice Crawfis to move the time of the October 15, 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.
- O. **SPECIAL BOARD MEETING.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to hold a Special Board meeting on September 30, 2013 at the Continental Library location at 6:45 p.m. The purpose of the meeting is for a branch library visit. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Karen Okuley commented that the Friends of the PCDL will be holding a craftshow meeting on October 9, 2013. She also commented that flyers are being distributed and new banners had been made. They currently have 80+ vendors for the craftshow. The Friends also agreed to provide rolls and coffee at the September 27th workshop.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS. Paulette Smith asked the Fiscal Officer to clarify what she meant about going out on our own with respect to health insurance. The Fiscal Officer replied that it meant that we could choose to no longer be part of the Putnam County health insurance group and have our own separate policy.

COMMENTS FROM THE PUBLIC. None

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ADJOURNMENT. There being no further business the meeting was adjourned at 6:19 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, October 15, 2013, at 6:30 p.m. at Ottawa Library Location.

Secretary

President