

April 15, 2014

**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.,
April 15, 2014**

Board: Janice Crawfis, Nichol Hohenbrink, Paulette Smith, Denny Mumaw, Beth Myers, Donna Wolke Laubenthal, and David Burkhart

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

Public: Karen Okuley, Judy Ruen, Donald Schroeder, and Putnam County Commissioner, Vince Schroeder

PLEDGE OF ALLEGIANCE

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Vince Schroeder, administered the oath of office to Donna Wolke-Laubenthal. 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? Donna Wolke-Laubenthal responded I do.
- B. **REGULAR MINUTES.** The minutes of the March 18, 2014 regular meeting were approved on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote except Donna Wolke-Laubenthal who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Janice Crawfis and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for March was presented noting the following revenue: fines and fees \$696.00; copies \$541.70; reimbursements \$94.42.

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- E. **GIFTS.** Accepted the following donations: General Fund for Adult Summer Reading program \$100.00; Friends of the PCDL \$947.60; Memorial Fund \$851.48; Summer Reading Club \$400.00 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for March (see attached report). Additionally she commented that the Public Library Fund (PLF) currently receives 1.66% of the General Fund revenue. Ohio Library Council is lobbying the legislature to return the PLF to the 2.2% level.

NEW BUSINESS

- G. **TRAINING.** Motion was made by Nichol Hohenbrink and seconded by Beth Myers to approve a training request for the Ruth Wilhelm to attend conference on May 7th. The estimated total cost including registration, mileage, meals, and lodging is \$350.00. All voted yes on the roll call vote.
- H. **LANDSCAPE MAINTANENCE CONTRACT.** Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the landscape maintenance contract presented by Croy Mowing. All voted yes on the roll call vote.
- I. **HIRE INTERN.** Motion was made by Denny Mumaw and seconded by Beth Myers to rehire Katherine Stephens for the position of Assistant Children's Librarian – Intermittent Summer position effective May 6, 2014 at \$7.95 per hour for approximately 16 hours per week. Defiance College will reimburse the Library \$3.85 per hour up to 10 hours per week through their Defiance College Partnership for Jobs program. A portion of Katie's hours will be working with the Read To Me Program funded with donations from Melida Bockrath. All voted yes on the roll call vote.
- J. **JEAN SEWELL TRUST.** Director presented the Board with a list of proposed purchases to be made from the Jean Sewell Trust Fund. Motion was made by Donna Wolke-Laubenthal and seconded by Beth Myers to approve the list as presented. (see attached list) All voted yes on the roll call vote.

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- K. **2014 APPROPRIATIONS MODIFICATIONS (RESOLUTION 2-2014).** Motion was made by Paulette Smith and seconded by David Burkhart to approve the 2014 Appropriations Modifications of an increase to General Fund, Library Materials account by \$5,000.00 and Capital Outlay account by \$2,300.00. All voted yes on the roll call vote.
- L. **PCDL TRUSTEE BY LAWS.** The Board tabled the discussion concerned the draft PCDL Trustee By Laws for additional changes.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported the 2014 craftshow has been set for October 18th. She reported that the book sale will be June 3rd and 4th and set up is May 31st and June 2nd. They are in need of volunteers, trucks and drivers to move the books from the Library to the gym. She also reported that they have completed some of the job descriptions. Judy Ruen reported that they currently have 50 PCDL Friends members. The PCDL Friends' next meeting will be May 5, 2014 at 4:30 pm.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Paulette Smith commented that the Master Gardeners would like to donate a tree in memory of Dale Nienberg. Denny Mumaw extended a welcome to our newest Board member Donna Wolke-Laubenthal and thanked Janice Crawfis for her work the PCDL Trustee ByLaws. Denny also talked briefly about the Federal Straight A grant. We have agreed to partner with the Putnam County Educational Service Center and member schools.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:15 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, May 20, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President