

August 19, 2014

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa Location, Ottawa, Ohio 6:30 p.m., August 19, 2014**

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

**Administration:** Kelly Ward, Director

**Public:** Don Schroeder, Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the July 22, 2014 regular meeting were approved with corrections on motion by Janice Crawfis and seconded by Nichol Hohenbrink. All voted yes on the roll call vote except Donna Laubenthal who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Beth Myers and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for July was presented noting the following revenue: fines and fees \$761.53 and copies \$542.55.
- D. **GIFTS.** Accepted the following donations: General Fund \$35.00; Memorial Fund \$327.41; Better World Books Fund \$61.60 as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for July (see attached report). Donna Laubenthal asked about the increase in circulation numbers in the Continental Library location, the Director commented that it was due to an increase in Music CD circulation.

**NEW BUSINESS**

- F. **OLC FALL CHAPTER CONFERENCE.** The Director made a request to have three staff members attend the OLC Fall Chapter Conference. Motion was made by Janice Crawfis and seconded by Donna Laubenthal to approve the training as presented. The estimated total cost including registration, mileage, meals, and lodging is \$1,600.00. All voted yes on the roll call.
- G. **RETIREMENT AND REQUEST FOR RE-EMPLOYMENT OF DONALD SCHROEDER.** Motion was made by Denny Mumaw and seconded by Paulette Smith to accept the retirement and request for re-employment of Donald Schroeder effective November 28, 2014. Consideration for re-employment will follow the guidelines set forth in the Board's Retire-Rehire Policy. All voted yes on the roll call vote.
- H. **PUTNAM COUNTY DISTRICT LIBRARY TAXING DISTRICT CHANGE.** The Director explained that she will be working with the Director from the Patrick Henry School District Public Library to create respective resolutions defining the boundaries of both library districts. The resolution will be presented to the Board at the September Board meeting. She also explained that each resolution would then be submitted to the State Library for approval.
- I. **MEMORIAL TREE FOR DALE NIENBERG.** After a lengthy discussion a motion was made by Paulette Smith and seconded by Donna Laubenthal to place the memorial tree, a 6 foot Blue Spruce, for Dale Nienberg directly behind the double door on the north side of the building. The landscaping mound will also include Wine and Roses Spirea bushes. Cranberry Creek will plant the tree and bushes. All voted yes on the roll call vote.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that they currently have 86 booths rented for the craftshow and there will be a craftshow meeting Monday, August 25th at 1:00 pm. She also noted that the regular Friends of the PCDL meeting will be September 8th at 1:00 pm.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw asked if the September regular Board meeting could be move to Monday, September 15<sup>th</sup> at 6:30 pm. All Board

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members were in agreement to move the meeting date for September. Janice Crawfis commented that she will not be available for the September meeting as she will be out of town.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:36 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Monday, September 15, 2014, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President