

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., December 16, 2014

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

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

Guest and Public: Vincent Schroeder, Rob Fawcett, Don Schroeder, Judy Ruen, and Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF FISCAL OFFICER.** Janice Crawfis moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Donna Laubenthal seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Paulette Smith moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- C. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, Vince Schroeder, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or 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 Fiscal Officer (or Deputy Fiscal Officer) 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? Nancy Stauffer and Kelly Ward responded I do.

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- D. **MEETING ROOM POLICY DISCUSSION.** Rob Fawcett with Fawcett, Lammon, Recker Insurance was present to answer questions and provide guidance related to the Meeting Room Policy. He encouraged the Board to include items in the policy that would help control our risk in the event of an injury. Renters should provide the Library with a certificate of liability insurance with recommended limits of \$300,000 to \$1,000,000. This will help protect the Library in the event of an injury by transferring the risk to the renter.
- E. **REGULAR MINUTES.** The minutes of the November 11, 2014 regular meeting were approved on motion by Denny Mumaw and seconded by David Burkhart. All voted yes on the roll call vote except Beth Myers who abstained.
- F. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Paulette Smith and seconded by Janice Crawfis. All voted yes on the roll call vote.
- G. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$397.92, and copies \$483.55, refund from Defiance College \$376.34, and the Swanton Library \$199.78.
- H. **GIFTS.** Accepted the following donations: Friends of the PCDL \$3,267.01; Memorial Fund \$105.00 as listed on the petty cash reports, on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote.
- I. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for November (see attached report).

NEW BUSINESS

- J. **RESOLUTION TO PAY BILLS.** Denny Mumaw moved to adopt Resolution 7-2014 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Paulette Smith seconded the motion, and all voted yes on the roll call vote.

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- K. **OLC STAFF MEMBERSHIP.** Motion was made by Beth Myers and seconded by Donna Laubenthal to pay half the cost of the annual Ohio Library Council individual members to all interested staff. All voted yes on the roll call vote.
- L. **OTTAWA/GLANDORF ROTARY CLUB AND OTTAWA KIWANIS CLUB MEMBERSHIP.** Motion was made by Donna Laubenthal and seconded by Denny Mumaw to pay 100% of the cost of the annual dues for the Fiscal Officer's membership to the Ottawa/Glandorf Rotary Club and 100% of the cost of the annual dues for the Director's membership to the Ottawa Kiwanis Club as well as reimbursement of all meals. All voted yes on the roll call vote.
- M. **RETURN OF ADVANCE.** Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$2,000.00. All voted yes on the roll call vote.
- N. **TRANSFER.** Paulette Smith moved to adopt Resolution 8-2014 approving a transfer of \$10,000.00 from the General Fund to the Building and Repair Fund. Donna Laubenthal seconded and all voted yes on the roll call vote.
- O. **2015 TEMPORARY APPROPRIATIONS.** Janice Crawfis moved to adopt Resolution 9-2014 approving the 2015 temporary appropriations as presented. Dave Burkhart seconded and all voted yes on the roll call vote.
- P. **2014 APPROPRIATIONS MODIFICATIONS.** Beth Myers moved to adopt Resolution 10-2014 approving the 2014 Appropriations Modifications increasing General Fund, Capital Outlay and decreasing Purchased Services by \$2,000.00 respectively. Denny Mumaw seconded and all voted yes on the roll call vote.
- Q. **EXECUTIVE SESSION.** Motion was may by Denny Mumaw and seconded by Donna Laubenthal to adjourn into executive session at 8:30 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.

- R. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Paulette Smith to come out of executive session at 8:55 pm. All voted yes on the roll call vote.
- S. **UNFREEZE SALARY SCHEDULE.** Motion was made by Denny Mumaw and seconded by Janice Crawfis to unfreeze the salary schedule including longevity pay effective 1/1/2015. Unfreezing the salary schedule will allow for annual step increases. New employees hired after 6/30/2014 will not be eligible for a step increase on the salary schedule until 1/1/2016. All employees who qualify will receive their step increase effective 1/1/2015. All voted yes on the roll call vote.
- T. **DIRECTOR 2015 SALARY.** Motion was made by Donna Laubenthal and seconded by Denny Mumaw to set the Director's 2015 annual salary at \$57,200.00. All voted yes on the roll call vote.
- U. **FISCAL OFFICER 2015 SALARY.** Motion was made by Paulette Smith and seconded by Dave Burkhart to set the Fiscal Officer's 2015 annual salary at \$55,400.00. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Judy Ruen reported that the craftshow netted a profit of \$6,556.44 which was \$338.70 higher than 2013. She also reported that the next Friends of the PCDL meeting will be January 5, 2015. The next craftshow committee meeting will be the end of January and the next craftshow is scheduled for 10/31/2015. Judy commented that the annual Christmas Tree Festival is going well with 35 trees on display.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Denny Mumaw commented that he had received a quote for a text alert system of \$500.00 annually. Patrons and staff could sign up to receive alerts similar to the area school district systems.

COMMENTS FROM THE PUBLIC: None

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ADJOURNMENT. There being no further business the meeting was adjourned at 9:16 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, January 20, 2015 at 6:30 p.m. at Ottawa Library Location.

Secretary

President