

February 18, 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., February 18, 2014

Board: Janice Crawfis, Nichol Hohenbrink, Paulette Smith, and Denny Mumaw

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the January 21, 2014 regular meeting were approved on motion by Janice Crawfis and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the February 4, 2014 special meeting were approved on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote except Nichol Hohenbrink who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for January was presented noting the following revenue: fines and fees \$376.48; meeting room fees \$25.00; copies \$325.50; reimbursement from Defiance College \$924.00.
- E. **GIFTS.** Accepted the following donations: Memorial Fund \$814.00; Summer Reading Club \$945.00; Better World Books \$181.06, as listed on the petty cash reports, on motion by Denny Mumaw and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for January (see attached report).

NEW BUSINESS

- G. **OLC CHAPTER CONFERENCE.** The Director made a request to have 4 staff members attend the OLC Chapter Conference on April 11, 2014. The Director requested overnight lodging since she will also be attending the Trustee dinner on April 10th. Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the training as presented. The estimated total cost including registration, mileage, meals, and lodging is \$525.00. All voted yes on the roll call vote.
- H. **RETIREMENT OF RITA MORMAN.** Motion was made by Denny Mumaw and seconded by Paulette Smith accept the retirement of Rita Morman effective March 31, 2014 with reluctance and great appreciation for her many years of service. All voted yes on the roll call vote.
- I. **ADVANCE.** Motion was made by Paulette Smith and seconded by Nichol Hohenbrink to advance \$2,000.00 from the General Fund to the Putnam County Friends of the Library Fund. All voted yes on the roll call vote.
- J. **COMPUTER SERVICES CONTRACT.** Motion was made by Janice Crawfis and seconded by Denny Mumaw to approve the contract with Rarey Roth for 50 hours of computer services at a total cost of \$5,950.00. All voted yes on the roll call vote.
- K. **HIRE CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to hire Anne Schroeder as part time Circulation Assistant effective February 20, 2014 at \$9.00 per hour. All voted yes on the roll call vote.
- L. **HIRE CIRCULATION ASSISTANT.** Motion was made by Janice Crawfis and seconded by Nichol Hohenbrink to hire Ashley Brown as part time Circulation Assistant effective February 24, 2014 at \$9.00 per hour. All voted yes on the roll call vote.
- M. **RETIRE-REHIRE POLICY.** The Director presented the Board with the revised Retire-Rehire Policy. Motion was made by Paulette Smith and seconded by Denny Mumaw at approve the policy as presented. All voted yes on the roll call vote.

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- N. On December 18, 2013 Pat Meyer provided a copy of a letter to each Board member detailing her concerns with the Library's current pay scale and her hourly rate of pay. The Board discussed the issue and the instability of our financial position and decided to take no action at this time.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley commented that the Friends of the PCDL's next meeting will be March 3, 2014 at 4:30 pm. They will be discussing the book sale and craftshow. They had a craftshow meeting in January. They are working on job descriptions for the committee chairs and Board officers. Judy Ruen reported that they currently have 34 Friends members.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Paulette Smith asked about the memorial books for Dale Nienberg. The Director reported that she had ordered books for each library location and the topics included butterflies, gardening and OSU. Nichol Hohenbrink commented on a problem she had at the Leipsic Library concerning the returning of books in the exterior bookdrop. The Director commented that she would look into the situation.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:58 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, March 18, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President