

January 21, 2013

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., January 21, 2014

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

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

Public: Donna Laubenthal and Karen Okuley

Guest: Putnam County Commissioner, John Love

PLEDGE OF ALLEGIANCE

Denny Mumaw asked for a moment of silence and prayer for the passing of our Board President, Dale Nienberg. Mr. Nienberg will be greatly missed.

- A. **SPECIAL MINUTES.** The minutes of the November 21, 2013 regular meeting were approved on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote except Nichol Hohenbrink who abstained.
- B. **REGULAR MINUTES.** The minutes of the December 18, 2013 regular 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. **SPECIAL MINUTES.** The minutes of the January 15, 2014 special meeting were approved on motion by Paulette Smith and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- D. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by Paulette Smith. All voted yes on the roll call vote.

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- E. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$645.95; meeting room fees \$25.00; copies \$338.10; miscellaneous \$74.70.
- F. **GIFTS.** Accepted the following donations: General Fund \$260.00; Memorial Fund \$545.00, as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote.
- G. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for December (see attached report).

NEW BUSINESS

- H. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Janice Crawfis nominated Denny Mumaw to the position of President of the PCDL Board of Trustees, nomination was seconded by Paulette Smith. All voted yes on the roll call vote.
- I. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Denny Mumaw nominated Beth Myers to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Janice Crawfis. All voted yes on the roll call vote.
- J. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Janice Crawfis nominated Paulette Smith to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- K. **BANK ACCOUNT SIGNATURE AUTHORIZATION.** Motion was made by Janice Crawfis and seconded by Nichol Hohenbrink to reaffirm the Putnam County District Library Resolution No. 20-1987, all Library demand deposit accounts require two signatures, one from a Library Board officer and the other from the Library Fiscal Officer or Deputy Fiscal Officer. The current Board officers are the following: President, Denny Mumaw; Vice President, Beth Myers; and Paulette Smith, Secretary. All voted yes on the roll call vote.

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- L. **BOARD COMMITTEES.** Motion was made by Janice Crawfis and seconded by Paulette Smith that all Board members would be members of all Board committees. All voted yes on the roll call vote.
- M. **REGULAR BOARD MEETING DATE AND TIME.** Motion was made by Nichol Hohenbrink to set the regular monthly Board meeting date and time as the 3rd Tuesday of each month at 6:30 p.m. The motion was seconded by Paulette Smith and all voted yes on the roll call vote.
- N. **STAFF MEMBERSHIP.** Motion was made by Janice Crawfis and seconded by Denny Mumaw to pay half the staff's individual membership costs in the following organizations: Ohio Library Council, Ottawa Kiwanis, and Ottawa Glandorf Rotary. All voted yes on the roll call vote.
- O. **RETIRE-REHIRE POLICY.** The Director presented the Board with a draft Retire-Rehire Policy and a copy of the Putnam County Commissioner's policy. Changes to the draft policy were discussed and the Board asked the Director to make the changes and have the revised policy reviewed by our labor attorney. The issue was tabled until the February regular Board meeting.
- P. **HEALTH INSURANCE POLICY CHANGE.** The Director reported that a recent meeting held by Ohio Library Council and the law firm of Vorys, Sater, Semour and Pease LLP concerning the Affordable Health Care Act noted that we could be making employee's dependents ineligible for the Federal government's Health Insurance Marketplace by simply make health insurance available to them. Motion was made by Paulette Smith and seconded by Nichol Hohenbrink to delete the last sentence of section 5.0 Insurance Benefits of the PCDL Employee Policy and Procedures Manual which read: "If the employee wishes to have a policy that includes members of his/her immediate family, then the employee is responsible for 100% of the additional cost above the single policy." All voted yes on the roll call vote.
- Q. **CONTINUE SALARY SCALE FREEZE.** The Board discussed the current budget situation and the effect payscale step increases would have on the budget. Motion was made by Paulette Smith and seconded by Janice Crawfis to continue the payscale freeze. The Board will revisit the issue at the July 2014 regular Board meeting. All voted yes on the roll call

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REPORT OF BRANCHES AND FRIENDS: Karen Okuley commented that the Friends of the PCDL held a meeting on January 13, 2014. They set the date for the annual craftshow as October 18, 2014. The annual booksale was set for June 3rd and 4th, set up May 31 and June 2nd. The 2014 Christmas Tree Festival is set for 12/6/14 – 1/9/2015. She commented that Beth Myers did a great job creating a new membership flyer. She noted that they will be donating \$50 to the Library in memory of Friend's members or for anyone whose obituary designates PCDL for memorials.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Janice Crawfis commented that flowers had been ordered for Dale Nienberg's funeral from the Board of Trustees. Paulette Smith suggested that a memorial book placed in each of our 8 library locations in Mr. Nienberg's memory. The Board discussed that his interests included gardening, butterfly houses, and acting as Santa at our Christmas programs. Janice Crawfis suggested a tree be planted in his memory in the Spring. Denny Mumaw suggested a butterfly house.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:59 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, February 18, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President