

July 22, 2014

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Kalida Location, Kalida, Ohio 5:30 p.m., July 22, 2014**

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

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

**Public:** Kathy Burkhart, Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the June 17, 2014 regular meeting were approved with corrections on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- B. Nichol Hohenbrink arrived at 6:00 p.m.
- C. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by Denny Mumaw and seconded by Janice Crawfis. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for June was presented noting the following revenue: fines and fees \$926.70; copies \$440.75; reimbursements (Defiance College) \$693.00.
- E. **GIFTS.** Accepted the following donations: Memorial Fund \$694.67; Kiwanis Club of Ottawa \$1,000.00 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Beth Myers. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for June (see attached report).

**NEW BUSINESS**

- G. **INVENTORY DELETIONS.** Motion was made by Nichol Hohenbrink and seconded by Denny Mumaw to approve the following inventory deletions: 00102 rocker, 00924 shelf, 00923 shelf, 01432 wicker loveseat, and 03337 display. All voted yes on the roll call vote.
- H. **SMOKING AND TOBACCO USE POLICY.** Motion was made by David Burkhart and seconded by Paulette Smith to approve the Smoking and Tobacco Use Policy as modified (see attached policy). All voted yes on the roll call vote.
- I. **PUTNAM COUNTY DISTRICT LIBRARY TAXING DISTRICT CHANGE.** Senate Bill 321 allows the State Library of Ohio to reset Library boundaries to eliminate overlapping public library districts. There are several Putnam County residents who reside within the boundaries of both the Putnam County District Library and the Patrick Henry School District Public Library. These residents could potentially be double taxed for public library services. A motion was made by Denny Mumaw and seconded by Beth Myers to inform the Patrick Henry School District Public Library of our desire to exclude those residents from our library district and leave them with the Patrick Henry School District Public Library. These residents would most likely be more closely associated with the Patrick Henry School District Public Library and we would like to encourage that already established partnership. All voted yes on the roll call vote. The Director will convey our wishes to the Patrick Henry School District Public Library.
- J. **MEMORIAL TREE FOR DALE NIENBERG.** Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the quote from Cranberry Creek of \$875.00 for trees and bushes to be planted in honor of Dale Nienberg. The Putnam County Master Gardeners Association has agreed to contribute to the project. All voted yes on the roll call vote.
- K. The annual Records Retention meeting was set for August 19, 2014 at 6:00 p.m.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that there is a craft show committee meeting met on June 23<sup>rd</sup> and that they currently have 75 booths rented.

July 22, 2014

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** David Burkhart asked if we had made the repairs to the Ottawa Library location bookdrop. The Fiscal Officer commented that the repair had not been made yet. A discuss also concluded that we should look at the current directional signage for the bookdrop and make changes where appropriate.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:38 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, August 19, 2014, at 6:30 p.m. at Ottawa Library Location.

---

Secretary

---

President