

June 17, 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.,
June 17, 2014**

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

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the May 20, 2014 regular meeting were approved with corrections on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote except Nichol Hohenbrink who abstained.
- B. **SPECIAL MINUTES.** The minutes of the June 4, 2014 regular meeting were approved with corrections on motion by Nichol Hohenbrink and seconded by Janice Crawfis. All voted yes on the roll call vote except Denny Mumaw who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Denny Mumaw and seconded by David Burkhart. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for May was presented noting the following revenue: fines and fees \$692.36; copies \$401.10; reimbursements \$43.26.
- E. **GIFTS.** Accepted the following donations: Friends of the PCDL \$1,265.00; Memorial Fund \$145.00; Summer Reading Club \$100.00 as listed on the petty cash reports, on motion by Beth Myers and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for May (see attached report).

Nichol Hohenbrink left at 7:20 p.m.

NEW BUSINESS

- G. **UNPAID LEAVE OF ABSENCE POLICY MODIFICATION.** Motion was made by Denny Mumaw and seconded by Donna Laubenthal to approve a modification to section 8.12 Absence Policy of the Employee Policy and Procedure Manual. The modification changed the second paragraph to read “Employees who have exhausted all paid sick leave and vacation leave may request a personal leave of absence without pay. The Director has the sole discretion to approve leave without pay for a period up to and including one (1) regularly scheduled week. If possible, leave without pay should be scheduled at least a month in advance in order to facilitate scheduling. Exceptions will be made only if an unusual situation makes a shorter notice necessary. Leaves longer than one (1) regularly scheduled week may be granted without pay for a period not to exceed six (6) months with the Board of Trustees approval”. All voted yes on the roll call vote.
- H. **DISCIPLINE POLICY MODIFICATION.** Motion was made by David Burkhart and seconded by Paulette Smith to approve a modification to section 11.0 Employee Response to Discipline Policy of the Employee Policy and Procedure Manual. The policy modification added a final paragraph which reads “In instances of an employee suspension, the employee shall submit in writing suggested corrective measure(s) they believe will ensure misconduct will not reoccur. Submission of such a letter does not alter the fact that what, if any, corrective measures are taken is within the sole discretion of the Director and/or Board”. All voted yes on the roll call vote.
- I. **MEMORIAL TREE FOR DALE NIENBERG.** Discussion was tabled until the July meeting to determine the amount to be donated by the Putnam County Master Gardner’s.
- J. 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 the book sale made \$1,882.15, which was approximately \$250.00 higher than last year.

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COMMENTS FROM INDIVIDUAL BOARD MEMBERS: The Board discussed moving the regular July 15, 2014 meeting to July 22, 2014 at 5:30 p.m. at the Kalida Library location. The Director commented that she would make proper notice for the meeting change.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:10 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, July 22, 2014, at 5:30 p.m. at Kalida Library Location.

Secretary

President