

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., June 4, 2014**

Present: Janice Crawfis, Paulette Smith, Nichol Hohenbrink, David Burkhart, Beth Myers,
and Donna Laubenthal

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

Public: None

- A. **LEAVE WITHOUT PAY.** Susan Bryan has requested 5.75 hours of leave without pay for personal reasons. A motion was made by Donna Laubenthal and seconded by David Burkhart to approve Susan Bryan's request for leave without pay of 5.75 hours (June 10th and 11th). All voted yes on the roll call vote.
- B. **LEAVE WITHOUT PAY.** Brenda Bruce requested 9 hours of leave without pay for personal reasons. A motion was made by Paulette Smith and seconded by Janice Crawfis to approve Brenda Bruce's request for leave without pay of 9 hours (June 30th and July 2nd). All voted yes on the roll call vote.
- C. **LEAVE WITHOUT PAY.** Anne Schroeder has requested 10.5 hours of leave without pay for personal reasons. A motion was made by Nichol Hohenbrink and seconded by Paulette Smith to approve Anne Schroeder's request for leave without pay of 10.5 hours (August 11th and 13th). All voted yes on the roll call vote.
- D. **LEAVE WITHOUT PAY.** Paula Thomas has requested 12.25 hours of leave without pay for personal reasons. A motion was made by Donna Laubenthal and seconded by David Burkhart to approve Paula Thomas' request for leave without pay of 12.25 hours (August 6th and 7th). All voted yes on the roll call vote.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Janice Crawfis and Paulette Smith asked the Director to look into a policy revision that would allow the Director the discretion to

June 4, 2014

consider and approve any leave without pay requests that were less than or equal to an employee's regular scheduled week.

Paulette Smith commented that she had spoken to her master gardener's club about a memorial tree for Dale Nienberg and they had not set a specific price for a tree.

Kelly Ward reported that the stone bench and wicker furniture at the Leipsic Library location had been stolen and that Branch Coordinator, Laura Schroeder, had filed a report with the Village of Leipsic Police Department.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:30 p.m., on motion by Donna Laubenthal. The next regular board meeting will be held on Tuesday, June 17, 2014 at 6:30 p.m.

Secretary

President