

March 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.,
March 18, 2014**

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

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

Public: Karen Okuley and Putnam County Commissioner, Vince Schroeder

PLEDGE OF ALLEGIANCE

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Vince Schroeder, administered the oath of office to David Burkhart. Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? David Burkhart responded I do.
- B. **REGULAR MINUTES.** The minutes of the February 18, 2014 regular meeting were approved on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote except Beth Myers and David Burkhart who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by Beth Myers. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for February was presented noting the following revenue: fines and fees \$807.60; copies \$480.70.
- E. **GIFTS.** Accepted the following donations: General Fund for Adult Summer Reading program \$500.00; Memorial Fund \$603.64; Summer Reading Club \$1,020.00 as listed on the petty cash

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reports, on motion by David Burkhart and seconded by Paulette Smith. All voted yes on the roll call vote.

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for February (see attached report).

NEW BUSINESS

- G. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Janice Crawfis and seconded by Beth Myers to approve a training request from the Fiscal Officer to attend the OLC Fiscal Officer's training on April 24th and 25th. The estimated total cost including registration, mileage, meals, and lodging is \$500.00. All voted yes on the roll call vote.
- H. **RETIREMENT AND REQUEST FOR RE-EMPLOYMENT OF LAURA SCHMITZ.** Motion was made by Paulette Smith and seconded by Denny Mumaw accept the retirement and request for re-employment of Laura Schmitz effective May 31, 2014. Consideration for re-employment will follow the guidelines set forth in the Board's Retire-Rehire Policy. All voted yes on the roll call vote.
- I. **PCDL SUNSHINE LAW POLICY CHANGE.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the modified PCDL Sunshine Laws Policy as presented. The only change was the time of the regular Board meeting from 4:30 p.m. to 6:30 p.m. All voted yes on the roll call vote.
- J. **2014 PERMANENT APPROPRIATIONS. (Resolution 1-2014).** Motion was made by Nichol Hohenbrink and seconded by Paulette Smith to approve the 2014 Permanent Appropriations as presented. All voted yes on the roll vote.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that they currently have 48 Friends members. The PCDL Friends Treasurer and another member met with the PCDL Fiscal Officer to review 2013 receipts and expenditures. No problems were noted. They have completed some of the job descriptions for the committee chairs and Board officers. The PCDL Friends' next meeting will be May 3, 2014 at 4:30 pm.

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COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Janice Crawfis provided the Board members with a draft copy of the PCDL Trustee ByLaws for review. She asked that the Board members review the document and provide feedback at the April Board meeting. Denny Mumaw extended a welcome to our newest Board member David Burkhart and congratulations to Nichol Hohenbrink on the birth of her son. Denny also commented that he would like to resume the Branch library visits once the weather improves. The remaining Branch library locations are Kalida, Leipsic, Fort Jennings, and Ottoville.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:44 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, April 15, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President