

May 20, 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., May 20, 2014

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

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

Public: Karen Okuley and Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the April 15, 2014 regular meeting were approved on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the May 6, 2014 regular meeting were approved on motion by Denny Mumaw and seconded by Janice Crawfis. All voted yes on the roll call vote except Beth Myers who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Janice Crawfis and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for April was presented noting the following revenue: fines and fees \$593.59; meeting room rental \$25.00; copies \$473.55; reimbursements \$76.74; and Better World Books \$62.10
- E. **GIFTS.** Accepted the following donations: General Fund for Adult Summer Reading program \$100.00; Friends of the PCDL \$2,640.00; Memorial Fund \$505.00; Summer Reading Club \$30.00 as listed on the petty cash reports, on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.

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

NEW BUSINESS

- G. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw to adjourn into executive session at 7:03 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. Motion was seconded by Beth Myers and all voted yes on the roll call vote.
- H. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by David Burkhart to come out of executive session at 7:41 pm. All voted yes on the roll call vote.
- I. **HIRE CIRCULATION ASSISTANT.** Motion was made by Paulette Smith and seconded by Donna Laubenthal to hire Brenda Bruce as part time Circulation Assistant effective May 27, 2014 at \$9.00 per hour. All voted yes on the roll call vote.
- J. **INVENTORY DELETIONS.** Motion was made by Donna Laubenthal and seconded by Beth Myers to approve the inventory deletions list as presented (see attached list). All voted yes on the roll call vote.
- K. **PCDL TRUSTEE BY LAWS.** Motion was made by Denny Mumaw and seconded by David Burkhart to approve the draft PCDL Trustee By Laws as presented with minor changes to section III Membership to include that one Trustee term expires each year, section VII 8C reorder sentences, section XI change to first sentence to read affirmative vote of the full membership and to include an effective date of May 20, 2014 to the document. All voted yes on the roll call vote.

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- L. **2015 REQUEST BUDGET (RESOLUTION 3-2014).** Nancy Stauffer presented the Request Budget Worksheets for 2015. The Request Budget for 2015 has to be submitted to the County Auditor by the end of May 2014. Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the 2015 Request Budget (See attached report). All voted yes on the roll call vote.
- M. **PUTNAM COUNTY FAMILY CARE COVENANT WAIVER REQUEST.** Putnam County Family Care requested a Putnam Parkway Covenant variance for a larger sign with dimensions of 14'8" wide by 9'6" high. The Village of Ottawa Planning Commission had already approved a sign with the dimensions of 12'2" wide by 7' high. Motion was made by David Burkhart and seconded by Paulette Smith to approve the sign dimensions of 12'2" wide by 7' high for the Putnam County Family Care facility. All voted yes on the roll call vote.
- N. **PAVERS.** Motion was made by Beth Myers and seconded by Denny Mumaw to offer the PCDL Pavers for a reduced price of \$100.00 for the months of June and July. All voted yes on the roll call vote.
- O. **MEMORIAL TREE FOR DALE NIENBERG.** Discussion was tabled until the June meeting to obtain prices on trees and bushes.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported they are getting ready for the book sale which will be June 3rd and 4th. They are in need of volunteers, trucks and drivers to move the books from the Library to the gym.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Denny Mumaw commented that he would like to set dates for the Board to visit branch library locations. The Kalida Library location branch visit was scheduled for July 22, 2014 at 5:30 p.m. Suggestions were made to visit the Leipsic Library location in September and the Ottoville and Fort Jennings Library locations in October.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 9:13 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 17, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President