

November 11, 2014

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa Location, Ottawa, Ohio 6:30 p.m., November 11, 2014**

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

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

**Public:** Don Schroeder and Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the October 21, 2014 regular meeting were approved on motion by Janice Crawfis and seconded by David Burkhart. All voted yes on the roll call vote.

Nichol Hohenbrink arrived 6:35 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for October was presented noting the following revenue: fines and fees \$571.78, meeting room rental \$50.00, and copies \$546.75, refund from Ohio BWC \$2,814.32, and Better World Book \$63.28.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$83.00 and Jean R Sewell trust final distribution \$7,016.15 as listed on the petty cash reports, on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for October (see attached report).

**NEW BUSINESS**

- F. **EXECUTIVE SESSION.** Motion was made by Paulette Smith and seconded by Nichol Hohenbrink to adjourn into executive session at 7:40 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. All voted yes on the roll call vote.
- G. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Paulette Smith to come out of executive session at 8:45 pm. All voted yes on the roll call vote.
- H. **REHIRE MAINTENANCE SUPERVISOR, DONALD SCHROEDER.** Motion was made by Paulette Smith that after careful consideration and serious discussion among the Board to rehire Donald Schroeder as Maintenance Supervisor in accordance with the Library's Retire/Rehire Policy at a rate of \$12.00 per hour effective December 1, 2014. The motion was seconded by Nichol Hohenbrink and all voted yes on the roll call vote.
- I. **HIRE CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Janice Crawfis to hire Helen Doboze as Circulation Assistant at \$9.00 per hour approximately 15.25 hours per week effective 11/14/2014. All voted yes on the roll call vote.
- J. **MEETING ROOM POLICY CHANGE.** Changes to the Meeting Room Policy were presented to the Board by the Director. The discussion was tabled until the December meeting.
- K. **EMPLOYEE PAYSACLE MODIFICATION.** Motion was made by Denny Mumaw and seconded by Paulette Smith to delete job categories 85 and 90, to change the amount of time to move from Step 11 to Step 12 from 5 years to 1 year, and change the percent of step increase on categories 135 and 150 from a 1.5% increase between steps to a 2% increase. All voted yes on the roll call vote.

November 11, 2014

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that the craftshow was a huge success with approximately 1,800 attendees, 53 adult volunteers, 32 student volunteers, and 125 booths rented with 112 vendors. There will be a craftshow meeting on November 13<sup>th</sup> at 1:00 p.m. Karen reported that the Christmas Tree Festival setup is December 5<sup>th</sup> with the open house on December 6<sup>th</sup>. She discussed that the Friends of the PCDL would be provided breakfast to all library staff at the December 15<sup>th</sup> staff meeting.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Nichol Hohenbrink commented that her sons had really enjoyed the bigfoot program.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:52 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, December 16, 2014, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President