

October 21, 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., October 21, 2014**

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

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

**Public:** Don Schroeder, Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the September 15, 2014 regular meeting were approved on motion by Beth Myers and seconded by Denny Mumaw. All voted yes on the roll call vote except Janice Crawfis who abstained.

Nichol Hohenbrink arrived 6:35 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for September was presented noting the following revenue: fines and fees \$704.00, meeting room rental \$100.00, and copies \$548.60.
- D. **GIFTS.** Accepted the following donations: Friends of the PCDL \$1,010.76; Memorial Fund \$414.44; and Local History Fund \$20.00 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.

Donna Laubenthal arrived 6:45 p.m.

October 21, 2014

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

**NEW BUSINESS**

- F. **RESIGNATION OF ASHLEY BROWN.** Motion was made by Denny Mumaw and seconded by David Burkhart to accept the resignation of Ashley Brown effective 10/31/2014. All voted yes on the roll call.
- G. **2014 APPROPRIATIONS MODIFICATIONS (RESOLUTION 6-2014).** Motion was made by Janice Crawfis and seconded by Donna Laubenthal to approve the following 2014 appropriations modifications:

**GENERAL FUND**

Purchased Services	(5,250.00)
Library Materials	3,100.00
Supplies	1,750.00
Capital Outlay	400.00
TOTAL	0.00

**SPECIAL REVENUE FUNDS:**

**PUTNAM COUNTY FRIENDS FUND**

Purchased Services	400.00
Library Materials	1,300.00
Supplies	1,155.00
TOTAL	2,855.00

**JEAN R. SEWELL TRUST FUND**

Capital Outlay	12,000.00
----------------	-----------

All voted yes on the roll call vote.

- H. **MEETING ROOM POLICY CHANGE.** Changes to the Meeting Room Policy were presented to the Board by the Director. The discussion was tabled until the November meeting so that revisions could be made.

October 21, 2014

- I. **SOCIAL MEDIA POLICY.** Motion was made by Paulette Smith and seconded by David Burkhart to approve the Social Media Policy as presented. (See attached policy) All voted yes on the roll call vote.
- J. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw and seconded by Paulette Smith to adjourn into executive session at 8:07 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.
- K. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Donna Laubenthal to come out of executive session at 8:45 pm. All voted yes on the roll call vote.

No action was taken.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that they are working hard on the craftshow. They have sold 125 vendor booths, they are distributing flyers and they are looking for volunteers. Judy Ruen commented on the free advertising they had received through the Putnam County Money Savers magazine.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** David Burkhart commented on the tattered flags and the status of the repairs to the minor damage to the bookdrop overhang.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:48 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 11, 2014, at 6:30 p.m. at Ottawa Library Location.

---

Secretary

---

President