

September 15, 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., September 15, 2014

Board: Paulette Smith, Denny Mumaw, 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 August 19, 2014 regular meeting were approved with corrections on motion by Beth Myers and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for August was presented noting the following revenue: fines and fees \$629.89, meeting room rental \$25.00, and copies \$520.91.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$425.00 as listed on the petty cash reports, on motion by Denny Mumaw and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for August (see attached report).

NEW BUSINESS

- F. **RESIGNATION OF BRENDA BRUCE.** Motion was made by Donna Laubenthal and seconded by Paulette Smith to accept the resignation of Brenda Bruce effective 7/31/2014. All voted yes on the roll call.
- G. **RESOLUTION 4-2014 REQUESTING THE REDEFINITION OF THE PCDL BOUNDARIES.** Denny Mumaw moved to adopt Resolution 4-2014 requesting the redefinition of the Library boundaries of the Putnam County District Library. David Burkhart seconded the motion and all voted yes on the roll call vote.
- H. **RESOLUTION 5-2014 RESTORE THE PUBLIC LIBRARY FUND (PLF) TO 2.22%.** Beth Myers moved to adopt Resolution 5-2014 to urge the Governor and members of the Ohio General Assembly to restore the PLF to 2.22% of the total General Revenue Fund. Donna Laubenthal seconded the motion and all voted yes on the roll call vote.
- I. **STAFF COMPENSATION.** The Fiscal Officer and Director asked the Board to consider a onetime pay supplement for the staff. A onetime supplement would allow the Board to acknowledge the staff's hard work, without increasing the overall pay scale and impacting future years' budgets. The Board and the administrative staff had a lengthy discussion which included the current year budget and the CY 2015 PLF estimates. Motion was made by Denny Mumaw and seconded by Paulette Smith to approve a onetime pay supplement for all staff equal to two week pay (regularly scheduled average weekly hours times 2 weeks times their hourly rate of pay). 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 October meeting so that revisions could be made.
- K. **SOCIAL MEDIA POLICY.** The Director provided the Board with a draft Social Media Policy for review. The policy will be revisited at the October Board meeting.

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- L. **CHANGE OF DATE OF NOVEMBER 2014 REGULAR MEETING.** Motion was made by Beth Myers and seconded by Denny Mumaw to move the regular November Board meeting from November 18th to November 11th. All voted yes on the roll call vote.
- M. **ANNUAL INSERVICE DAY.** Motion was made by Beth Myers and seconded by Paulette Smith to approve the purchase of lunch for the staff for the November 11, 2014 inservice meeting at a cost not to exceed \$500.00. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that the date of the craftshow has been changed to October 25, 2014. She reported that they currently have 91 booths rented and they looking for volunteers to help in the kitchen and to distribute advertisement flyers to businesses around the county.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Beth Myers commented that she had observed and was impressed by high degree of help that a staff member provided to a new library card holder.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:09 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, October 21, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President