

April 21, 2015

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., April 21, 2015

Board: Beth Myers, Paulette Smith, Denny Mumaw, Nichol Hohenbrink, Donna Laubenthal, David Burkhart, and Anthony Wobler

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

Public: Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the February 17, 2015 regular meeting were approved on motion by Denny Mumaw and seconded by Donna Laubenthal. All voted yes on the roll call vote except Beth Myers and Dave Burkhart who abstained.
- B. **REGULAR MINUTES.** The minutes of the March 17, 2015 regular meeting were approved on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote except Tony Wobler and Donna Laubenthal who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by David Burkhart. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for March was presented noting the following revenue: fines and fees \$708.07; copies \$662.95; refund from Ohio BWC of \$87.71.
- E. **GIFTS.** Accepted the following donations in March: General Fund adult SRC donations of \$575.00; Friends of the PCDL \$1,180.00; Memorial Fund \$333.59 and Summer Reading Club \$450.00 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Beth Myers. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her March Director's Report (see attached report).

NEW BUSINESS

- G. **HIRE SUMMER INTERN.** Motion was made by Beth Myers and seconded by Donna Laubenthal to hire Katherine Stephens as Youth Services summer intern effective May 5, 2015 thru August 15, 2015 at \$8.10 per hour. All voted yes on the roll call vote.
- H. **UNPAID MEDICAL LEAVE FOR FISCAL OFFICER.** Nancy Stauffer has requested leave without pay for medical reasons. A motion was made by Donna Laubenthal and seconded by David Burkhart to approve Nancy Stauffer's request for leave without pay for medical reasons with an anticipated return to work date of June 29, 2015. All voted yes on the roll call vote.
- I. **CHANGE MAY REGULAR MEETING DATE AND TIME.** A motion was made by Denny Mumaw and seconded by Donna Laubenthal to change the May regular meeting from May 19th to May 12th at 6:00 p.m. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley commented that the Friends of the PCDL's next meeting will be May 5th. She reported that 27 booths had been sold for the craftshow. She asked for volunteers for the June 2nd and 3rd book sale. They need volunteers on May 29th to move the books from the library to the gym. She commented that they need volunteers for the Great Ohio Bike Adventure (GOBA) event on June 26th and that Modern Woodman will be matching their funds made during the event.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS:

Nichol Hohenbrink suggested that we come up with a different description when advertising for adult movie nights. The Board discussed that target audience could be incorporated into the description.

Denny Mumaw asked about the care of Dale Nienberg memorial tree and suggested that Croy's Mowing be called to take a look at it.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:45 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, May 12, 2015, at 6:00 p.m. at Ottawa Library Location.

Secretary

President