

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., December 15, 2015

Board: Beth Myers, Paulette Smith, Denny Mumaw, David Burkhart, Anthony Wobler, and Anna Horstman

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

Public: Karen Okuley, Judy Ruen, and John Love

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF THE FISCAL OFFICER.** Beth Myers moved to re-appoint Nancy Stauffer as Fiscal Officer for one year and set her annual salary at \$56,785.00, effective January 1 (36 hours per week). Anne Horstman seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF THE DEPUTY FISCAL OFFICER.** Denny Mumaw moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Anthony Wobler seconded the motion, and all voted yes on the roll call vote.
- C. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICE.** Putnam County Commissioner, John Love, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.
- D. **REGULAR MINUTES.** The minutes of the November 17, 2015 meeting were approved on motion by Anne Horstman and seconded by Anthony Wobler with a correction to item F. All voted yes on the roll call vote, except Paulette Smith who abstained.

- E. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved on motion by Paulette Smith and seconded by Anne Horstman. All voted yes on the roll call vote.
- F. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$618.46; copies \$483.25; Better World Books \$79.42.
- G. **GIFTS.** Beth Myers moved to accept the following donations in November: Memorial Fund \$2,054.20. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her November Director's Report (see attached report).

NEW BUSINESS

- I. **DIRECTOR 2016 SALARY.** Motion was made by Beth Myers and seconded by Anne Horstman to set the Director's 2016 annual salary at \$58,630.00. All voted yes on the roll call vote.
- J. **RESOLUTION TO PAY BILLS.** Denny Mumaw moved to adopt Resolution 8-2015 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- K. **STAFF ORGINATIONAL MEMBERSHIP.** Motion was made by Beth Myers and seconded by David Burkhart to pay half the cost of the annual Ohio Library Council individual member dues for all interested staff. And to also pay 100% of the cost of the annual dues for the Fiscal Officer's membership to the Ottawa/Glandorf Rotary Club and 100% of the cost of the annual dues for the Director's membership to the Ottawa Kiwanis Club and reimbursement of all meals. All voted yes on the roll call vote.
- L. **2015 APPROPRIATIONS MODIFICATION.** Anne Horstman moved to adopt Resolution 9-2015 approving the 2015 appropriations modifications increasing General Fund, Materials by \$3,000.00 and decreasing General Fund, Purchased Services by \$3,000.00. Denny Mumaw seconded, and all voted yes on the roll call vote.

Anthony Wobler left at 7:15 p.m.

- M. **2016 TEMPORARY APPROPRIATIONS.** Paulette Smith moved to adopt Resolution 10-2015 approving the 2016 temporary appropriations as presented. David Burkhart seconded, and all voted yes on the roll call vote.
- N. **PCDL EMPLOYEE POLICY AND PROCEDURE MANUAL CHANGE TO SECTION 3.10 EMPLOYEE RATE OF PAY.** Motion was made by Anne Horstman and seconded by Denny Mumaw to add the following sentence to section 3.10 of the PCDL Employee Policy and Procedure Manual: New employees hired after June 30th will not be eligible for a step increase on the salary schedule until January 1st after one year of employment. All voted yes on the roll call vote.
- O. **2016 HOLIDAY SCHEDULE MODIFICATIONS.** Motion was made by Anne Horstman and seconded by Denny Mumaw to close the library and hold the staff inservice training on Thursday, November 10, 2016 instead of Veterans Day. All voted yes on the roll call vote.
- P. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that the next Friends of the PCDL meeting will be January 4, 2016 at 4:30 p.m. She commented that the musical group performed at the Christmas Tree Festival open house and that 37 organizations had displayed trees. The 2016 Christmas Tree Festival will be the 25 anniversary of the event and the theme will be silver and memories. Karen also noted that the net profit from the craftshow is still unavailable, but should be known by the next Board meeting. Judy Ruen commented that they are collecting 2016 membership dues. The cost of an annual membership is \$5.00.
- Q. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:**
Paulette Smith commented that Beth Myers will be greatly missed by the Board.
- Denny Mumaw reported that the Library had been contacted by Columbus Grove Presbyterian Church and asked to attend their December 27, 2015 church service where they will be presenting the Library with a donation. The church is disbanding and donating their funds to various organizations in the community. Denny also thanked Beth Myers for her many years of service and commented that she was an invaluable asset on the Board.

Beth Myers expressed her best wishes to the Board.

R. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:46 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, January 19, 2015, at 6:30 p.m. at Ottawa Library Location.

Secretary

President