

January 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., January 21, 2015

Board: Denny Mumaw, Paulette Smith, David Burkhart, and Anthony Wobler

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

Public: Karen Okuley and Judy Ruen

Guest: Putnam County Commissioner, John Love

PLEDGE OF ALLEGIANCE

BOARD MEMBER OATH OF OFFICE. Putnam County Commissioner, John Love, administered the oath of office to Anthony Wobler. Do you solemnly 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 a member of the board of trustees 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? Anthony Wobler responded I do.

Nichol Hohenbrink arrived 6:45 p.m.

- A. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **PETTY CASH REPORT.** The petty cash report for December was presented noting the following revenue: fines and fees \$703.02; meeting room rental \$75.00; copies \$635.35; miscellaneous \$102.21 from Ottoville Telephone capital credit refund.

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- C. **GIFTS.** Accepted the following donations: Memorial Fund \$536.85, as listed on the petty cash reports, on motion by Denny Mumaw and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.

Beth Myers arrived 7:05 p.m.

- D. **REGULAR MINUTES.** The minutes of the December 16, 2014 regular meeting were approved with corrections to items D and S on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote except Nichol Hohenbrink and Anthony Wobler who abstained.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report including the 2014 Annual Report (see attached report).

NEW BUSINESS

- F. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Beth Myers nominated Denny Mumaw to the position of President of the PCDL Board of Trustees, nomination was seconded by David Burkhart. All voted yes on the roll call vote.
- G. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** David Burkhart nominated Beth Myers to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Denny Mumaw. All voted yes on the roll call vote.
- H. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Denny Mumaw nominated Paulette Smith to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Beth Myers. All voted yes on the roll call vote.
- I. **BOARD COMMITTEES.** Motion was made by David Burkhart and seconded by Nichol Hohenbrink that all Board members would be members of all Board committees. All voted yes on the roll call vote.
- J. **MEETING ROOM POLICY.** Motion was made by Nichol Hohenbrink and seconded by Paulette Smith to approve the Meeting Room Policy as presented by the Director. All voted yes on the roll call vote. (see attached)

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- K. **RULES OF CONDUCT POLICY.** Motion was made by Beth Myers and seconded by Nichol Hohenbrink to approve the Rules of Conduct Policy as presented by the Director. All voted yes on the roll call vote. (see attached)
- L. **2015 HOLIDAY CALENDAR.** Motion was made by Denny Mumaw and seconded by Beth Myers to add Saturday, December 26, 2015 to the Library's 2015 holiday schedule. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Judy Ruen noted that the Friends of the PCDL currently have 21 members. Karen Okuley commented that the Friends of the PCDL held their first meeting of 2015. She thanked Beth Myers for organizing another successful Christmas Tree Festival with thirty five trees on display.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Denny Mumaw welcomed Anthony Wobler to the Board. He also thanked all the Board members for their service and confidence in him to be their President for 2015. Nichol Hohenbrink commented that a staff member questioned why changes had been made to the Inclement Weather Policy. The Director commented that she would review the policy with any staff member who had questions concerning the policy.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:03 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, February 17, 2015, at 6:30 p.m. at Ottawa Library Location.

Secretary

President