

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:00 p.m., July 21, 2015

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

Administration: Kelly Ward, Director and Nancy Stauffer

Public: Karen Okuley, Judy Ruen, and Marsha Parys

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the June 16, 2015 meeting were approved on motion by Paulette Smith and seconded David Burkhart. All voted yes on the roll call vote, except Denny Mumaw who abstained.

Donna Laubenthal arrived 6:40 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Beth Myers and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for July was presented noting the following revenue: fines and fees \$1,122.17; copies \$567.58.
- D. **GIFTS.** Accepted the following donations in July: Memorial Fund \$345.00; on motion by Donna Laubenthal and seconded by Denny Mumaw. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her July Director's Report (see attached report).

NEW BUSINESS

- F. **HIRED YOUTH SERVICES ASSISTANT.** Motion was made by Denny Mumaw and seconded by Donna Laubenthal to hire Katherine Stephens as part time Youth Services Assistant effective August 1, 2015 at \$10.50 per hour. All voted yes on the roll call vote.
- G. **PROMOTION OF VALERIE LAUKHUF TO YOUTH SERVICE COORDINATOR.** . Motion was made by Paulette Smith and seconded by David Burkhart to promote Valerie Laukhuf to Youth Services Coordinator effective August 1, 2015 at \$14.00 per hour plus longevity pay. All voted yes on the roll call vote.
- H. **2015 APPROPRIATIONS MODIFICATIONS.** Denny Mumaw moved to adopt Resolution 4-2015 approving the 2015 Appropriations Modifications increasing General Fund, Capital Outlay by \$5,000.00. Beth Myers seconded and all voted yes on the roll call vote.
- I. **INVENTORY DELETIONS.** Motion was made by Donna Laubenthal and seconded by Denny Mumaw to approve the deletion of three bookshelves from the PCDL furniture and equipment inventory (tag numbers 00407, 00854, 00855). All voted yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley gave a report about the GOBA fund raising event. They made a profit of \$361.94 which was matched by Modern Woodmen so their total profit was \$723.88. The movie was well attended and shown twice, cookie sales were good, but the cell phone charging station did not make much money. Karen reported that the craftshow committee chairmen met on 7/13/15. She commented that there are only 20 vendor booths remaining for sale. And she noted that she has booked the Ottawa Glandorf High School for the 2016 craftshow.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw thanked the Friends of the PCDL all their fund raising efforts as well as everyone who helped with the June booksale and the GOBA event.
- L. **COMMENTS FROM THE PUBLIC:** None

- M. **EXECUTIVE SESSION.** Motion was may by Denny Mumaw and seconded by Beth Myers to adjourn into executive session at 7:30 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.
- N. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Donna Laubenthal to come out of executive session at 7:50 pm. All voted yes on the roll call vote.
- O. **OFFER OF FULL TIME POSITON.** Motion was made by Beth Myers and seconded by Denny Mumaw to offer a full time Circulation Assistant position to Patricia Meyer effective September 1, 2015 with average weekly hours of 30.25. All voted yes on the roll call vote. The full time positon was open due to a recent retirement.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:52 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, August 18, 2015, at 6:30 p.m. at Ottawa Library Location.

Secretary

President