

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., June 16, 2015

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

Administration: Kelly Ward, Director

Public: Karen Okuley and Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the May 12, 2015 meeting were approved on motion by Paulette Smith and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by David Burkhart and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for June was presented noting the following revenue: fines and fees \$600.00; copies \$652.80; miscellaneous revenue \$31.00; refund and reimbursement \$59.60; and Better World Books \$55.81.
- D. **GIFTS.** Accepted the following donations in June: Friends of the PCDL Fund \$357.00; Memorial Fund \$166.00; and Summer Reading Club Fund \$200.00 on motion by Donna Laubenthal and seconded by David Burkhart. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her June Director's Report (see attached report).

Anthony Wobler arrived at 6:50 p.m.

NEW BUSINESS

- F. **PAYSCALE MODIFICATION.** Motion was made by Donna Laubenthal and seconded by Paulette Smith to approve changes to PCDL Pay Scale to include the positions of Youth

Services Coordinator and Youth Services Assistant. The Youth Services Coordinator position was included in pay grade 135 and Youth Services Assistant position was included in pay grade 55. All voted yes on the roll call vote. (see attachment)

- G. **OLC OCTOBER CONVENTION AND EXPO.** The Director made a request to have herself and Valerie Laukhuf to attend the OLC October Convention and Expo October 7-9. Motion was made by Paulette Smith and seconded by David Burkhart to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$560.00. All voted yes on the roll call vote.
- H. **2015 APPROPRIATIONS MODIFICATIONS.** Donna Laubenthal moved to adopt Resolution 3-2015 approving the 2015 Appropriations Modifications increasing Putnam County Friends of the Library Fund, increasing Other Professional Services by \$600.00. David Burkhart seconded and all voted yes on the roll call vote.
- I. **RESIGNATION OF RITA DONALDSON.** Motion was made by Donna Laubenthal and seconded by David Burkhart to accept the resignation/retirement of Rita Donaldson effective September 1, 2015. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley gave a report that the annual book sale profited over \$2,500.00. She commented that they currently have 63 volunteers for the GOBA event.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:50 p.m., on motion by Donna Laubenthal. The next regular board meeting will be held on Tuesday, July 21, 2015, at 6:30 p.m. at Ottawa Library Location.

Secretary

President