

March 17, 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., March 17, 2015

Board: Beth Myers, Paulette Smith, Denny Mumaw, Nichol Hohenbrink, and David Burkhart

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

Public: Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **SPECIAL MINUTES.** The minutes of the March 9, 2015 special meeting were approved on motion by Paulette Smith and seconded by Beth Myers. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Denny Mumaw and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for February was presented noting the following revenue: fines and fees \$649.14; copies \$537.40; reimbursement of \$45.00 from Kelly Ward for one half of her individual OLC member dues.
- D. **GIFTS.** Accepted the following donations in February: Memorial Fund \$165.00 and Summer Reading Club \$550.00 as listed on the petty cash reports, on motion by Nichol Hohenbrink and seconded by David Burkhart. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February Director's Report (see attached report).

NEW BUSINESS

- F. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Beth Myers and seconded by Paulette Smith to approve a training request from the Fiscal Officer to attend the OLC Fiscal Officer's training on April 9th and 10th. The estimated total cost including registration, meals, and lodging is \$410.00. All voted yes on the roll call vote.

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- G. **OLC CHAPTER CONFERENCE.** The Director made a request to have 4 staff members attend the OLC Chapter Conference on April 17, 2014. The Director requested overnight lodging since she will also be attending the Trustee dinner on April 16th. Motion was made by Denny Mumaw and seconded by Nichol Hohenbrick 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. **SEO USERS GROUP CONFERENCE.** The Director made a request to have 3 staff members attend the SEO Users Group Conference on May 18th and May 19th. Motion was made by Beth Myers and seconded by David Burkhart to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$745.00. All voted yes on the roll call vote.
- I. **2015 PERMANENT APPROPRIATIONS. (Resolution 1-2015).** Motion was made by Paulette Smith and seconded by Denny Mumaw to approve the 2015 Permanent Appropriations as presented. All voted yes on the roll vote.
- J. **UNPAID LEAVE OF ABSENCE POLICY (section 8.12 of the PCDL Employee Policy and Procedure Manual).** A motion was made by Denny Mumaw and seconded by Nichol Hohenbrick to approve a change to the PCDL Employee Policy and Procedure Manual section 8.12 Unpaid Leave of Absence allowing the Director to grant employees unpaid leave of absences of 31 days or less. All unpaid leave requests beyond 31 days will be brought before the Board of Trustees. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley commented that the Friends of the PCDL will be selling pretzels, popcorn, water, cookies, and juice boxes during the Great Ohio Bike Adventure (GOBA) event on June 26th. They are also going to have a cell phone charging station. She also noted that their next meeting will be May 4, 2015. She commented that the next craftshow meeting will be on April 14th. Karen noted that moving day for the booksale is set for May 29th.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: David Burkhart stated that he had expressed to the Director his desire to find a fiscally responsible way to have the Ottawa library location open on Fridays. Denny Mumaw responded that the Board should have a brain

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storming session on the subject to discuss this issue further. The general Board opinion was to have this meeting after the Easter holiday. The date and time of the meeting will be discussed and set at the regular May Board meeting.

David Burkhart also commented that he does not have a good understanding of the day to day operations and he feels he should. The Director commented that the brain storming meeting would be a good time for her and the Fiscal Officer to discuss the day to day operations as well as provide a timeline and history of the financial events that have affect the library since the August 2007 flood. Most of the current Board members were not on the Board at that time.

The Board members that attended the OLC Trustee Workshop commented that they had enjoyed the meeting and leaned a lot of new things. They liked the idea that other libraries have put up displays and in their area businesses to help promote interest in the library.

Denny Mumaw commented that he had a conversation with a school guidance counselor who was questioning the relevance of libraries and that we need to provide more information to the schools about our services.

Beth Myers commented on the public perception problems we have had with cutting open hours. There was a discussion about which library locations were open on Fridays.

Nichol Hohenbrink mentioned an issue she had with locating a book using the new Dewey Lite system. The Director explained that the particular section had not been completely converted.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:08 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, April 21, 2015, at 6:30 p.m. at Ottawa Library Location.

Secretary

President