

**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., May 12, 2015**

**Board:** Beth Myers, Paulette Smith, Denny Mumaw, Nichol Hohenbrink, David Burkhart  
Tony Wobler arrived at 6:20  
Donna Laubenthal arrived at 6:25

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

**Public:** Karen Okuley, Judy Ruen, Don Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **SPECIAL MINUTES.** The minutes of the April 21, 2015 meeting were approved on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for May was presented noting the following revenue: fines and fees \$845.07 and copies \$478.15.
- D. **GIFTS.** Accepted the following donations in May: Memorial Fund \$269.02 on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May Director's Report (see attached report).

**NEW BUSINESS**

- F. **Hire Computer Summer Intern.** Motion was made by Denny Mumaw and seconded by Donna Laubenthal to hire Bobby Schnipke as a Computer Intern at \$8.10 per hour for 20 hours per week effective May 14, 2015 through August 31, 2015. Mr. Schnipke will repair and update staff and patron computers in addition to maintaining the web page and social media sites. Mr. Schnipke will also help patrons who come to the library with tablet or laptop questions on Technology Thursdays. All voted yes on the roll call vote.
- G. **2016 REQUEST BUDGET (RESOLUTION 2-2015).** Nancy Stauffer presented the Request Budget Worksheets for 2016. The Request Budget for 2016 has to be submitted to the County Auditor by the end of May 2015. Motion was made by Beth Myers and seconded by Donna Laubenthal to approve the 2016 Request Budget (See attached report). All voted yes on the roll call vote.
- H. **Inventory Deletions.** Motion was made by Paulette Smith and seconded by Nichol Hohenbrink to approve deletions of furniture and equipment from the PCDL inventory. All voted yes on the roll call vote.
- I. **Close the Ottawa Location on Saturday, May 23<sup>rd</sup> for Carpet Cleaning.** Carpets in the main section of the Ottawa Location are scheduled to be cleaned on Friday, May 22<sup>nd</sup>. Motion was made by Beth Myers and seconded by Denny Mumaw to close the Ottawa Location on Saturday, May 23<sup>rd</sup>. in order to allow the carpets to dry over the weekend.
- J. **Building Maintenance Update.** The Director and Fiscal Officer updated the Board on maintenance projects for Ottawa Location. It was reported that Alltemp Refrigeration conducted the annual spring HVAC maintenance while Simplex Grinnel inspected the fire extinguisher, emergency, fire alarm system and backflow systems. Additionally, the Children's entrance was painted the first week of May. The carpet will be cleaned on Friday, May 15 and Friday, May 22. 5 Angle Construction will repair the book-return overhang in June or July as their schedule permits and the windows will be washed in June. Parking lot striping and sealing will be conducted in early fall per vendor recommendation.

**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 26<sup>th</sup>. They are also going to have a cell phone charging station. She noted that the Friends will be partnering with Modern Woodman. Modern Woodman will match up to \$2,500 earned during the GOBA event. She also reported that 60 people are paid members of the Friends of the Putnam County District Library.

Karen stated that the Friends book sale will be held on June 2<sup>nd</sup> and June 3<sup>rd</sup> at the 4<sup>th</sup> Street Gym in Ottawa. The cost per book is 25 cents on June 2<sup>nd</sup> while on June 3<sup>rd</sup> the cost is \$3 per bag. The sale will also include attic treasures and furniture from the PCDL. Attic treasures that are not sold will be donated to the Methodist church rummage sale. Help will be needed on May 29<sup>th</sup> at 1:30 to load books from the library to take to the 4<sup>th</sup> Street Gym. Assistance is also needed to unload and sort the books at the 4<sup>th</sup> Street Gym. Karen reported that the next Autumn Harvest of Crafts' meeting is July 13<sup>th</sup>.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:55 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 16, 2015, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President