

**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., November 17, 2015**

**Board:** Beth Myers, Denny Mumaw, Donna Laubenthal, David Burkhart, Anthony Wobler, and Anna Horstman

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

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

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the October 20, 2015 meeting were approved on motion by Anne Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved on motion by Beth Myers and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for October was presented noting the following revenue: fines and fees \$534.59; meeting room rental fee \$25.00; copies \$474.80.
- D. **GIFTS.** Accepted the following donations in October: Memorial Fund \$475.00; and Local History Fund \$275.00 by Anne Horstman and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October Director's Report (see attached report).

**NEW BUSINESS**

- F. **HIRED PART TIME CUSTODIAN.** Motion was made by Beth Myers and seconded by Donna Laubenthal to hire Jean Meyer as part time Custodian effective November 19, 2015 at \$9.00 per hour. All voted yes on the roll call vote.

- G. **2015 APPROPRIATIONS MODIFICATIONS.** Denny Mumaw moved to adopt Resolution 7-2015 approving the 2015 Appropriations Modifications increasing Friends of the PCDL Fund, Purchased and Contract Services, Materials, and Supplies by \$40.00, \$950.00 and \$7000.00. Anne Horstman seconded and all voted yes on the roll call vote.
- H. **REPORT OF BRANCHES AND FRIENDS:** Judy Ruen reported that 2,186 attended the craftshow. She also reported the following revenue by department: vendor booth sales \$6,375.00, door donations \$1,731.00, bake sale \$583.00, book sale \$169.25, and lunch sales \$2,410.00. She commented that the some bills are pending so do not know the event net profit. It was also noted that we had a significant parking issue and they are working on a solution. Judy Ruen commented that books from the Thomas Unverferth estate were donated to the Friends of the PCDL for their book sale.
- I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:**  
Beth Myers noted the following Christmas Tree Festival dates: set-up on December 4<sup>th</sup>, festival open to the public December 5<sup>th</sup> thru January 7<sup>th</sup>, and take down on January 8<sup>th</sup>.
- The Board discussed and set the December staff meeting for 12/14/15. The Board will provide the staff with breakfast at the meeting.
- J. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:33 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, December 15, 2015, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President