

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., October 20, 2015

Board: Beth Myers, Paulette Smith, 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 Judge Randall Basinger

PLEDGE OF ALLEGIANCE

BOARD MEMBER OATH OF OFFICE. Putnam County Commissioner, Judge Randall L. Basinger, administered the oath of office to Anna M. Horstman. Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Anna M. Horstman responded I do.

- A. **REGULAR MINUTES.** The minutes of the September 22, 2015 meeting were approved on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote except Anna Horstman who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved on motion by David Burkhart and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for September was presented noting the following revenue: fines and fees \$623.26; meeting room rental fee \$75.00; miscellaneous revenue for the September 18, 2015 Teen Think Tank program registration fees \$210.00; refund \$260.56.

- D. **GIFTS.** Accepted the following donations in September: Friends of the PCDL \$814.04; Memorial Fund \$586.44; and Kiwanis Club of Ottawa \$1,000.00 on motion by Denny Mumaw and seconded by David Burkhart. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her September Director's Report (see attached report).

NEW BUSINESS

- F. **CUSTODIAN JOB DESCRIPTION.** Motion was made by Donna Laubenthal and seconded by David Burkhart to approve the Custodian job description as presented. All voted yes on the roll call vote.
- G. **EMPLOYEE PAYSACLE MODIFICATION.** Motion was made by Denny Mumaw and seconded by Beth Myers to add the Custodian job title to job category 40 on the Employee Salary Schedule. All voted yes on the roll call vote.
- H. **2015 APPROPRIATIONS MODIFICATIONS.** Donna Laubenthal moved to adopt Resolution 6-2015 approving the 2015 Appropriations Modifications increasing General Fund, Capital Outlay and Purchased Services by \$5,000.00 and \$3,000.00 respectively and decreasing Salaries by \$5,000.00. Paulette Smith seconded and all voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley made the following comments related to the October 31, 2015 craftshow: 150 vendor craftshow booths had been sold; Cherry's and Kohls Market donated 6 pumpkins and 6 mums for door prizes; and they are looking for volunteers. Judy Ruen commented that books from the Thomas Unverferth estate were donated to the Friends of the PCDL for their book sale.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:**
Beth Myers noted the following Christmas Tree Festival dates: set-up on December 4th, festival open to the public December 5th thru January 7th, and take down on January 8th.

The Board discussed and set the December staff meeting for 12/14/15. The Board will provide the staff with breakfast at the meeting.

Denny Mumaw commented that Valerie Laukhuf, Youth Services Coordinator had done a great job at the county leadership conference. He also welcomed Dr. Horstman to the Board.

K. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:50 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 17, 2015, at 6:30 p.m. at Ottawa Library Location.

Secretary

President