

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., April 19, 2016

Board: Paulette Smith, Denny Mumaw, David Burkhart, Anthony Wobler, Anna Horstman, and Judy Bosch

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

Public: Karen Okuley, Judy Ruen, and Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the March 15, 2016 meeting were approved on motion by Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote except Paulette Smith who abstained.
- B. **SPECIAL MINUTES.** The minutes of the March 29, 2016 meeting were approved on motion by Anna Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote except Anthony Wobler and Judy Bosch who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved on motion by Paulette Smith and seconded by Anna Horstman. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for March was presented noting the following revenue: fines and fees \$639.09; copies \$650.99; \$899.80 refund from Croy's Mowing; \$45.00 reimbursements; and \$120.00 paver sale.
- E. **GIFTS.** Anna Horstman moved to accept the following donations in March: General Fund for adult summer reading club program \$200.00; Memorial Fund \$594.99 and Summer Reading Club Fund (juvenile program) \$350.00. Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her March Director's Report (see attached report).

NEW BUSINESS

- G. **NORWELD CONFERENCE.** Motion was made by Judy Bosch and seconded by Paulette Smith to approve a training request from the Director to attend a NORWELD two day conference on May 19th and 20th. The estimated total cost including registration, meals, and lodging is \$300.00. All voted yes on the roll call vote.
- H. **LEADERCAST 2016 CONFERENCE.** The Director made a request to have 6 supervisory staff members attend the Leadercast 2016 conference hosted by the Ottawa Area Chamber of Commerce on May 6th, the cost of registration is \$540.00. Motion was made by Judy Bosch and seconded by Anna Horstman to approve the Director's request. All voted yes on the roll call vote.
- I. **EXECUTIVE SESSION.** Motion was made by Anthony Wobler and seconded by Judy Bosch to adjourn into executive session at 7:03 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- J. **EXECUTIVE SESSION.** Motion was made by Anna Horstman and seconded by Denny Mumaw to come out of executive session at 7:09 pm. All voted yes on the roll call vote.
- K. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by David Burkhart to hire Ali Gerding as part time Circulation Assistant effective April 23, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- L. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Anne Horstman and seconded by Judy Bosch to hire Lita Siefker as part time Circulation Assistant effective April 25, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- M. **EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS.** Proposed changes to sections 8.4 and 8.12 were tabled until the May 17, 2016 regular board meeting.

N. EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS to SECTION 10.8.

Motion was made by Anna Horstman and seconded by Paulette Smith to modify section 10.8 of the Employee Policy and Procedure Manual to the following and all voted yes on the roll call vote.

Employee and Retiree Privileges

Employees and retirees may borrow all materials available to the public and do not have to pay fines on overdue materials. Library employees and retirees may only borrow that material which is available for loan to members of the general public. All materials must be checked out properly, their circulation recorded. While no fines are charged, employees and retirees should set an example for the general public by returning material promptly. Abuse of this privilege by keeping materials out for an unreasonable length of time will result in the suspension of this privilege. Employees and retirees are responsible for material checked out. Employees and retirees will be charged for lost or damaged materials.

Employees may make ten (10) personal copies per week on the copy machines without cost. If more than ten (10) personal copies are to be made, employees shall pay at the patron rate per copy.

- O. LEAVE WITHOUT PAY.** A motion was made by Denny Mumaw and seconded by Anthony Wobler to approve a leave of absence without pay for Paula Thomas for medical reasons with an anticipated return to work date of May 31, 2016. Employee shall work intermittently as able with one day's prior notice to her immediate supervisor. All voted yes on the roll call vote.
- P. REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented a booksale committee meeting was held today. She commented that the next regular Friends of the PCDL meeting will be May 2, 2016 at 4:30 p.m. She also commented that the next craftshow meeting will be May 2, 2016 at 1:30 p.m. and they have sold 65 craftshow booths. Judy Ruen thanked Anthony Wobler for the use of his facility to store books for the booksale.
- Q. COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw expressed his condolences to Dave Crawfis and his family on the loss of his wife and former employee and Board member, Janice Crawfis. Denny stated that we will miss her friendship, expertise, dedication, and knowledge. He asked the other Board members to be thinking about ways in

which the Board could memorialize and honor her. Anthony Wobler commented that he had visited the Paulding County Carnegie Library and that he will need to leave the May meeting early.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:47 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, May 17, 2016, at 6:30 p.m. at Ottawa Library Location.

Secretary

President