

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Library, Columbus Grove Ohio at 6:30 p.m., December 13, 2016

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

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF THE FISCAL OFFICER.** Paulette Smith moved to re-appoint Nancy Stauffer as Fiscal Officer for one year and set her annual salary at \$59,660.00, effective January 1 (36 hours per week). Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF THE DEPUTY FISCAL OFFICER.** Denny Mumaw moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- C. **REGULAR MINUTES.** The minutes of the November 15, 2016 meeting were approved by Anne Horstman and seconded by Paulette Smith. All voted yes on the roll call vote.
- D. **RECORDS RETENTION MEETING MINUTES.** The minutes of the November 15, 2016 Records Retention meeting were approved by Anne Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote.
- E. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved on motion by Anne Horstman and seconded by Paulette Smith. All voted yes on the roll call vote.

- F. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$27.78; copies \$330.75; and Better World Books sale \$60.45.
- G. **GIFTS.** Anne Horstman moved to accept the following donations in November: Memorial Fund \$1,055.00. Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her November Director's Report (see attached report). The Director commented that she and the Fiscal Officer had met with Joe Schroeder with Schroeder, Blankemeyer, and Schroeder, Law Offices concerning a bequest from Eloise Bunn. In addition, Denny Mumaw asked for a 5 year trend of each library location's circulation statistics and David Burkhart asked about the number of card holders per community.

NEW BUSINESS

- I. **DIRECTOR 2017 SALARY.** Motion was made by Paulette Smith and seconded by Judy Bosch to set the Director's 2017 annual salary at \$61,600.00. All voted yes on the roll call vote.
- J. **RESOLUTION TO PAY BILLS.** Anne Horstman moved to adopt Resolution 7-2016 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- K. **STAFF ORGANIZATIONAL MEMBERSHIP.** Motion was made by Judy Bosch and seconded by Paulette Smith to pay half the cost of the annual Ohio Library Council individual member dues for all interested staff. And to also pay 100% of the cost of the annual dues for the Fiscal Officer's membership to the Ottawa/Glandorf Rotary Club and 100% of the cost of the annual dues for the Director's membership to the Ottawa Kiwanis Club and reimbursement of all meals. All voted yes on the roll call vote.
- L. **APPROPRIATIONS MODIFICATIONS.** Anne Horstman moved to adopt Resolution 8-2016 approving the 2016 Appropriations Modifications modification increasing General Fund, Capital Outlay by \$6,000.00 and decreasing General Fund, Materials by \$6,000.00 and increasing Memorial Fund, Materials by \$1,000.00 and decreasing Memorial Fund, Capital Outlay by \$1,000.00. Judy Bosch seconded and all voted yes on the roll call vote.

- M. **2017 TEMPORARY APPROPRIATIONS.** Paulette Smith moved to adopt Resolution 9-2016 approving the 2017 temporary appropriations as presented. David Burkhart seconded, and all voted yes on the roll call vote.
- N. **RETURN OF ADVANCE.** Motion was made by Anne Horstman and seconded by Denny Mumaw to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$7,000.00. All voted yes on the roll call vote.
- O. **SECURITY CAMERA POLICY.** Motion was made by Denny Mumaw and seconded by Anne Horstman to approve the Security Camera Policy as presented by the Director (see attached policy). All voted yes on the roll call vote.
- P. **AUTHORIZED SIGNATURE RELATED TO THE ELOISE BUNN BEQUEST TO THE PUTNAM COUNTY DISTRICT LIBRARY (PCDL) LEIPSIC EDWARDS-GAMPER MEMORIAL LIBRARY LOCATION.** Motion was made by Judy Bosch and seconded by Anne Horstman authorizing the PCDL Director or Fiscal Officer to sign all documents related to the Eloise Bunn bequest for the PCDL Leipsic Edwards-Gamper Memorial Library Location. All voted yes on the roll call vote.
- Q. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that approximately 85 people attended the Christmas Tree Festival open house on December 3, 2016 and 50 trees are on display. Judy Ruen commented that they are accepting 2017 membership dues and they hosted breakfast for all library staff during the December staff meeting on December 5th. Denny Mumaw thanked the Friends for the amazing work they put into their fund raising events and how much it benefits the community.
- R. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Paulette Smith noted that the food at the Christmas Tree Festival was very good. David Burkhart asked about the process of appointing a new Board member.
- S. **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, January 17, 2017, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President