

**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., February 16, 2016**

**Board:** Donna Laubenthal, 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, Donald Schroeder, and Michael Lammers

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the January 19, 2016 meeting were approved on motion by Anne Horstman and seconded by David Burkhart. All voted yes on the roll call vote, except Donna Laubenthal who abstained.

Judy Bosch arrived at 6:35 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved on motion by Paulette Smith and seconded by Anthony Wobler. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for January was presented noting the following revenue: fines and fees \$529.45; meeting room fee \$50.00; copies \$525.60; and \$120.00 for a paver.
- D. **GIFTS.** David Burkhart moved to accept the following donations in January: Memorial Fund \$2,075.00 and Summer Reading Club Fund \$125.00. Anne Horstman seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her January Director's Report (see attached report).

**NEW BUSINESS**

- F. **HIRED PART TIME ADMINISTRATIVE ASSISTANT.** Motion was made by Anne Horstman and seconded by Denny Mumaw to hire Chanzie Dietz as part time Administrative Assistant effective March 1, 2016 at \$10.50 per hour. All voted yes on the roll call vote.
- G. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the next Friends meeting will be March 7<sup>th</sup> at 4:30 p.m. Booksale will be held at the Fourth Street gym on June 7<sup>th</sup> and 8<sup>th</sup>. A craftshow committee meeting will be held March 7<sup>th</sup> at 1:30 p.m. Judy Ruen reported that the Friends of the PCDL have sold forty-five 2016 memberships.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:**  
Donna Laubenthal expressed some concerns about the library website. She also noted that the patron computers closed her session before the allotted one hour period and she asked about extending the time limit and including a warning before the computer shuts down. The Director noted that our new webpage was just became functional February 1<sup>st</sup> and we are still working out some issues. She also commented that she would look into the patron computer concern.  
  
Judy Bosch commented that she would be interested in a demonstration of the various online digital resources available through our library.
- I. **COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:12 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, March 15, 2015, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President