

**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., January 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:** Judy Ruen, Donald Schroeder, and Vince Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Vince Schroeder, administered the oath of office to Judy Bosch. 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? Judy Bosch responded I do.
- B. **REGULAR MINUTES.** The minutes of the December 15, 2015 meeting were approved on motion by Anne Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote, except Judy Bosch who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved on motion by Anne Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote.

- D. **PETTY CASH REPORT.** The petty cash report for December was presented noting the following revenue: fines and fees \$541.02; copies \$692.50; miscellaneous \$125.96 Ottoville Telephone Capital Credit and \$120.00 for a paver.
- E. **GIFTS.** Anne Horstman moved to accept the following donations in December: Memorial Fund \$2,362.98 and the Columbus Grove Presbyterian Church \$10,000.00. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December Director's Report (see attached report). In addition, she announced that she had been asked to serve a 3 year term on the Ottawa Chamber of Commerce Board.

**NEW BUSINESS**

- G. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Anthony Wobler nominated Denny Mumaw to the position of President of the PCDL Board of Trustees, nomination was seconded by Anne Horstman. All voted yes on the roll call vote, except Denny Mumaw who abstained.
- H. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Paulette Smith nominated David Burkhart to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Anthony Wobler. All voted yes on the roll call vote, except David Burkhart who abstained.
- I. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Denny Mumaw nominated Paulette Smith to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Anny Horstman. All voted yes on the roll call vote, except Paulette Smith who abstained.
- J. **BOARD COMMITTEES.** Motion was made by Anthony Wobler and seconded by Paulette Smith that all Board members would be members of all Board committees. All voted yes on the roll call vote.

**K. NEW FUND – PRESBYTERIAN CHURCH OF COLUMBUS GROVE TRUST (FUND #2004)**

Denny Mumaw announced that the Presbyterian Church of Columbus Grove had donated funds to eight community organizations. They donated \$10,000.00 to the Putnam County District Library. Fiscal Officer, Nancy Stauffer asked that a new fund be created to account for these funds. Motion was made by Anne Horstman and seconded by Judy Bosch to approve the creation of a new fund, Presbyterian Church of Columbus Grove Trust (fund # 2004). All voted yes on the roll call vote.

**L. ADVANCE.** Motion was made by Denny Mumaw and seconded by David Burkhart to advance \$7,000.00 from the General Fund to the Putnam County Friends of the Library Fund. All voted yes on the roll call vote.

**M. HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Anne Horstman and seconded by Judy Bosch to hire Sara Harshman as part time Circulation Assistant effective January 20, 2016 at \$9.00 per hour. All voted yes on the roll call vote.

**N. JOB SEARCH FOR PART TIME ADMINISTRATIVE ASSISTANT POSITION.** Motion was made by Anthony Wobler and seconded by Anne Horstman to allow the Director to advertise for the position of part time Administrative Assistant. All voted yes on the roll call vote.

**O. REPORT OF BRANCHES AND FRIENDS:** Judy Ruen reported that the profit for the 2015 craftshow was \$7,920.10, over \$1,000.00 higher than 2014. She also reported that the Friends of the PCDL have sold forty-three 2016 memberships.

**P. COMMENTS FROM INDIVIDUAL BOARD MEMBERS:**

David Burkhart asked the Fiscal Officer and Director to find a permanent solution to the sewage line issue and obtain an estimate for repair.

Denny Mumaw welcomed Judy Bosch to the Board. He also thanked the Board for their trust in reappointing him as President of the Board for another year.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:32 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, February 16, 2015, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President