

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Kalida Library, Kalida, Ohio 6:30 p.m., July 19, 2016

Board: Paulette Smith, Denny Mumaw, Donna Laubenthal, Anthony Wobler, and Judy Bosch

Administration: Kelly Ward, Director

Public: Karen Okuley, Judy Ruen, and Bud Smith

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the May 17, 2016 meeting were approved on motion by Paulette Smith and seconded by Anthony Wobler. All voted yes on the roll call vote.

Donna Laubenthal arrived 6:05 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved on motion by Judy Bosch and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for June was presented noting the following revenue: fines and fees \$937.76 and copies \$637.35.
- D. **GIFTS.** Denny Mumaw moved to accept the following donations in June Memorial Fund \$785.00. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her June Director's Report (see attached report).

NEW BUSINESS

- F. **OLC CONVENTION AND EXPO.** The Director requested approval to have herself and four other staff members attend the OLC Convention and Expo September 28th-30th. Motion was made by Judy Bosch and seconded by Paulette Smith to approve the training as presented.

The estimated total cost including registration, meals, and lodging is \$2,050.00. All voted yes on the roll call vote.

- G. **INVENTORY DELETIONS.** Motion was made by Denny Mumaw and seconded by Donna Laubenthal to approve the deletion list as presented. (see attached list). All voted yes on the roll call vote.
- H. **DISMISSAL OF PART TIME CIRCULATION ASSISTANT.** The Director discussed with the Board that the newly hired Circulation Assistant, Paige Knoke worked only one day and never returned to work. Motion was made by Anthony Wobler and seconded by Judy Bosch to approve the dismissal of Paige effective June 23, 2016 due to job abandonment. All voted yes on the roll call vote.
- I. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to hire Melissa Ellerbrock as part time Circulation Assistant effective July 20, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- J. **DISCUSSION:** The Board and administrative staff held a brief discussion concerned proposed payscale changes and tabled the discussion until all Board members are in attendance.
- The Director commented that one of the candidates for the Circulation Assistant position, Adrienne Kaple, was overqualified for the current open position, but her skills and background could be beneficial to the library. She is fluent in Spanish and has experience with computers and teaching individuals how to use their electronic devices.
- K. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley gave a progress update on the craftshow. Next craftshow committee meeting is August 11th.
- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Judy Bosch commented that the Ottoville Library Location's outside sign was missing letter.
- M. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:45 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, August 16, 2016, at 6:30 p.m. at Columbus Grove Library Location.

Secretary

President