

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., June 21, 2016

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

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

Public: Karen Okuley, Judy Ruen, and Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved on motion by Anne Horstman and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **PETTY CASH REPORT.** The petty cash report for May was presented noting the following revenue: fines and fees \$636.52; meeting room rental \$25.00; copies \$560.20; and \$57.57 books sold to Better World Books.
- C. **GIFTS.** Denny Mumaw moved to accept the following donations in May Memorial Fund \$1,510.66 and Summer Reading Club Fund (juvenile program) \$100.00. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May Director's Report (see attached report).

NEW BUSINESS

- E. **CONFERENCE.** Motion was made by Paulette Smith and seconded by Anne Horstman to approve the training for the Director in Columbus on August 3, 2016 with a registration fee of \$140.00. All voted yes on the roll call vote.
- F. **2016 APPROPRIATIONS MODIFICATIONS (RESOLUTION 4-2016).** Anne Horstman moved to adopt Resolution 4-2016 approving the 2016 Appropriations Modifications increasing Memorial Fund, Capital Outlay by \$4,000.00. Denny Mumaw seconded and all voted yes on the roll call vote.

- G. **INVENTORY DELETIONS.** Motion was made by Anna Horstman and seconded by David Burkhart to approve the following deletions of furniture and equipment from the PCDL inventory: tag #2592 acrylic book easel and tag #2500 slatwall end of stack acrylic display. All voted yes on the roll call vote.
- H. **EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS TO SECTION 8.4 (SICK LEAVE).** The Director discussed proposed an additional change to section 8.4 of the PCDL Employee Policy and Procedure Manual. Motion was made by Denny Mumaw and seconded by David Burkhart to approve the changes as presented (see attached policy). All voted yes on the roll call vote.
- I. **EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS TO SECTION 8.12 (UNPAID LEAVE OF ABSENCE).** The Director discussed proposed an additional change to section 8.12 of the PCDL Employee Policy and Procedure Manual. Motion was made by Paulette Smith and seconded by Anne Horstman to approve the changes as presented (see attached policy). All voted yes on the roll call vote.
- J. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Paulette Smith and seconded by Denny Mumaw to hire Paige Snoke as part time Circulation Assistant effective June 22, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- K. The Board and administrative staff held a brief discussion concerned proposed payscale changes.
- L. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley stated that the booksale was a great success with the highest ever profit of \$4,186.05. She guessed that they had approximated 100 volunteers and thanked everyone for pulling together to make it a success. Karen noted that they have currently sold 136 of the 148 booths for the Autumn Harvest Craftshow. The next craftshow committee meeting will be the end of July or early August and the next regular meeting will be September 12, 2016. David Burkhart asked about rental fees for the craftshow. Karen responded that currently they pay for the cook, the maintenance personnel, and a technology fee. Denny Mumaw expressed his thanks to all Friends member for all they do for the Library.

M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** David Burkhart asked about the resolution of the break in at the Continental Library Location. If employee closing procedures include checking the door that was left unlocked and if the offender has been banded from using the library and suggested that staff be provided a picture of the offender. The Director responded that as far as she knows the case has not been finalized by the Putnam County Courts. She also commented that closing procedures have been reviewed with the staff and the offender is banded from all library locations. Paulette Smith commented that she had attended storytime in Pandora with her grandson and she was impressed with Laura Schroeder's presentation. She was fun and enthusiastic. Paulette also asked about the status of a memorial from the Board for former Board member, Janice Crawfis. Denny Mumaw commented that the July board meeting will held at the Kalida Library Location at 6:00 p.m.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:35 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 21, 2016, at 6:30 p.m. at Ottawa Library Location.

Secretary

President