

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., March 15, 2016

Board: Donna Laubenthal, Denny Mumaw, David Burkhart, Anthony Wobler, Anna Horstman, and Judy Bosch

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

Public: Karen Okuley and Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the February 16, 2016 meeting were approved on motion by Anne Horstman and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved on motion by Anne Horstman and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for February was presented noting the following revenue: fines and fees \$605.80; meeting room fee \$25.00; copies \$621.15; \$1,250.00 rebate check from Perry Protech related copier lease; and \$147.50 in reimbursements.
- D. **GIFTS.** Anthony Wobler moved to accept the following donations in February: General Fund for adult summer reading club program \$500.00; Memorial Fund \$555.00 and Summer Reading Club Fund (juvenile program) \$1,380.00. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February Director's Report (see attached report).

NEW BUSINESS

- F. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Anne Horstman and seconded by Denny Mumaw to approve a training request from the Fiscal Officer to attend the OLC Fiscal Officer's training on March 31 and April 1. The estimated total cost including registration, meals, and lodging is \$300.00. All voted yes on the roll call vote.
- G. **OLC CHAPTER CONFERENCE.** The Director made a request to have 3 staff members attend the OLC Chapter Conference on April 15, 2016. The Director requested overnight lodging since she will also be attending the Trustee dinner on April 14th. Motion was made by David Burkhart and seconded by Judy Bosch to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$420.00. All voted yes on the roll call vote.
- H. **2016 PERMANENT APPROPRIATIONS. (Resolution 1-2016).** Motion was made by Anne Horstman and seconded by Donna Laubenthal to approve the 2016 Permanent Appropriations as presented. All voted yes on the roll vote.
- I. **MEALS AND LODGING POLICY (section 14.3 of the PCDL Employee Policy and Procedure Manual).** A motion was made by Judy Bosch and seconded by David Burkhart to approve the addition of the following paragraph to the PCDL Employee Policy and Procedure Manual section 14.3 Meals and Lodging: Staff members serving in an official capacity representing the Library on a committee, board or community organization may receive reimbursement of a meal if the meeting occurs during a mealtime. Reimbursement will only occur if a receipt is provided to the Fiscal Officer. All voted yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the Friends of the PCDL have sold forty-eight 2016 memberships. The booksale will be held at the Fourth Street gym on June 7th and 8th. A craftshow committee meeting was held on March 7th. Karen reported that the Business Center Café Friends Booksale had taken in \$178.05 from January 2015 through March 2016. Karen also commented that a memorial donation had been made to the library in memory of Kelly Ward's father.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw expressed his condolences to Kelly Ward on the passing of her father.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:19 p.m., on motion by Donna Laubenthal. The next regular board meeting will be held on Tuesday, April 19, 2016, at 6:30 p.m. at Ottawa Library Location.

Secretary

President