

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., May 17, 2016

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

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

Public: Karen Okuley, Judy Ruen, Carlie Crawfis, Amy Crawfis, and Donald Schroeder

PLEDGE OF ALLEGIANCE

Miss Poppy from the Ottawa American Legion Post 63, Carlie Crawfis, gave a speech about the significance and meaning of the poppy flower.

- A. **REGULAR MINUTES.** The minutes of the April 19, 2016 meeting were approved on motion by Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote except Donna Laubenthal who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved on motion by Paulette Smith and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for April was presented noting the following revenue: fines and fees \$409.18; copies \$605.60; and \$120.00 paver sale.
- D. **GIFTS.** Donna Laubenthal moved to accept the following donations in April: General Fund for adult summer reading club program \$100.00; Local History Fund \$25.00; Memorial Fund \$1,010.00 and Summer Reading Club Fund (juvenile program) \$695.00. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her April Director's Report (see attached report).

NEW BUSINESS

- F. **2017 REQUEST BUDGET (RESOLUTION 2-2016).** Nancy Stauffer presented the Request Budget Worksheets for 2017. The Request Budget for 2017 has to be submitted to the County Auditor by the end of May 2016. Motion was made by Anna Horstman and seconded by Judy Bosch to approve the 2017 Request Budget. All voted yes on the roll call vote.
- G. **2016 APPROPRIATIONS MODIFICATIONS (RESOLUTION 3-2016).** Judy Bosch moved to adopt Resolution 3-2016 approving the 2016 Appropriations Modifications increasing Local History Fund, Capital Outlay by \$1,400.00 respectively. Denny Mumaw seconded and all voted yes on the roll call vote.
- H. **INVENTORY DELETIONS.** Motion was made by Anna Horstman and seconded by Paulette Smith to approve deletions of furniture and equipment from the PCDL inventory (see attached list). All voted yes on the roll call vote.
- I. **LEAVE WITHOUT PAY.** A motion was made by Anna Horstman and seconded by Judy Bosch to extend the leave of absence without pay for Paula Thomas for medical reasons with an anticipated return to work date of June 30, 2016. Employee shall work intermittently as able with one day's prior notice to her immediate supervisor. All voted yes on the roll call vote.
- J. **EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS TO SECTION 8.4 (SICK LEAVE).** The Director discussed proposed changes to section 8.4 of the PCDL Employee Policy and Procedure Manual. Motion was made by Anthony Wobler and seconded by Donna Laubenthal to approve the changes as presented (see attached policy). All voted yes on the roll call vote.
- K. **EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS TO SECTION 8.12 (UNPAID LEAVE OF ABSENCE).** The Director discussed proposed changes to section 8.12 of the PCDL Employee Policy and Procedure Manual. Motion was made by Paulette Smith and seconded by Donna Laubenthal to approve the changes as presented (see attached policy). All voted yes on the roll call vote.

- L. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley asked for volunteers to work the booksale. Volunteers are needed starting on Friday, June 3rd to move the books to the Fourth Street gym, Saturday and Monday to sort books in preparation for the sale, and on Tuesday and Wednesday for the sale. The prices for the books have been increased to \$.50 per book and \$3.00 per bag. Judy Ruen asked for Summer Reading Club fliers so they could be distributed at the booksale. Karen Okuley commented that they have sold 99 craftshow booths.
- M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Donna Laubenthal commented that she had visited the library in West Palm while on vacation. She said it was very nice and noted that they had a Dunkin Donuts Shop in the middle of the library, study pods, and a large computer room.
- N. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:15 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