

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio at 6:30 p.m., November 15, 2016

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

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

Public: Donald Schroeder, Karen Okuley, Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the September 20, 2016 meeting were approved with a name correction to item J on motion by Anne Horstman and seconded by Paulette Smith. All voted yes on the roll call vote except Judy Bosch who abstained.
- B. **REGULAR MINUTES.** The minutes of the October 18, 2016 meeting were approved with deleting item I on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The October 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 October was presented noting the following revenue: fines and fees \$492.20; meeting room rental \$25.00; and copies \$485.50.
- E. **GIFTS.** Judy Bosch moved to accept the following donations in October: Memorial Fund \$780.00. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October Director's Report (see attached report). In addition, Denny Mumaw asked for a 5 year trend of each library location's circulation statistics.

NEW BUSINESS

- G. **2016 APPROPRIATIONS MODIFICATIONS.** Anne Horstman moved to adopt Resolution 6-2016 approving the 2016 Appropriations Modifications modification increasing Friends of the PCDL Fund, Professional Services by \$500.00 and decreasing Friends of the PCDL Fund, Materials by \$500.00. Judy Bosch seconded and all voted yes on the roll call vote.
- H. **2017 HOLIDAY SCHEDULE.** The 2017 holiday schedule was discussed and it was noted that since Christmas Eve was on Sunday it would be observed on Monday and Christmas Day would be observed on Tuesday.
- I. **SECURITY CAMERA POLICY.** Tabled until December meeting.
- J. **WIRELESS NETWORK POLICY.** Motion was made by Denny Mumaw and seconded by Anne Horstman to approve the Wireless Network Policy as presented by the Director (see attached policy). All voted yes on the roll call vote.
- K. The December regular Board meeting was changed to December 13, 2016 at 6:30 p.m.
- L. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that 151 inside booths and 21 outside craftshow booths had been sold, 1981 people attended, and their approximate profit was \$9,500.00. She also noted that they had about 40 student volunteers from the OG Key Club, the Boy Scouts, and the library teen club. Karen commented that the Christmas Tree Festival open house is scheduled for December 3, 2016 at 1:00 p.m. and the theme of this year's festival is Silver Memories. Judy Ruen commented that they are accepting 2017 membership dues. Denny Mumaw thanked the Friends for all the work they put into their fund raising events.
- M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None.
- N. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:19 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, December 13, 2016, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President