

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Library, Columbus Grove Ohio at 6:30 p.m., October 18, 2016

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

Administration: Kelly Ward, Director

Public: Donald Schroeder, Karen Okuley, Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved on motion by Donna Laubenthal and seconded by Judy Bosch. All voted yes on the roll call vote.
- B. **PETTY CASH REPORT.** The petty cash report for September was presented noting the following revenue: fines and fees \$669.09, copies \$561.25, and reimbursement \$23.75.
- C. **GIFTS.** Paulette Smith moved to accept the following donations in September: General Fund donation \$35.00, Memorial Fund \$1,337.67, and Kiwanis Club of Ottawa \$1,000.00. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her September Director's Report (see attached report).

NEW BUSINESS

- E. **2016 APPROPRIATIONS MODIFICATIONS.** Judy Bosch moved to adopt Resolution 5-2016 approving the 2016 Appropriations Modifications increasing Memorial Fund, Capital Outlay and Materials by \$1,000.00 each. Donna Laubenthal seconded and all voted yes on the roll call vote.

- F. **ANNUAL INSERVICE DAY.** Motion was made by Denny Mumaw and seconded by David Burkhart to approve the purchase of lunch for the staff for the November 10, 2016 in service meeting at a cost not to exceed \$600.00. All voted yes on the roll call vote.

- G. **STAFF RESIGNATION.** Motion was made by Donna Laubenthal and seconded by Paulette Smith to accept the resignation of Paula Thomas effective October 22, 2016. All voted yes on the roll call vote.

- H. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Judy Bosch and seconded by David Burkhart to hire Rose Ann Hermiller as part time Circulation Assistant effective October 20, 2016 at \$9.00 per hour. All voted yes on the roll call vote.

- I. **INCREASE Payscale BY 3%.** Motion was made by Judy Bosch and seconded by Paulette Smith to increase all categories of the PCDL Salary Schedule by 3% and all administrative staff's salary by 3% effective November 1, 2016. All voted yes on the roll call vote. (see attached schedule)

- J. **MEMORIAL DONATION DISCUSSION:** The Board held a discussion concerning the uses donations collected in memory of Janice Crawfis and Christopher Hermiller. The Director commented Glandorf Lumber had been contacted to provide an estimate to replicate the outside bench. Karen Okuley commented that the Friends of the PCDL are willing to combine their donations with the Library to pay for the bench in memory of Janice Crawfis. The Board also discussed using the Christopher Hermiller memorial donations to pay for a portion of a fence for the back of the Ottawa Location.

- K. **RECORDS RETENTION MEETING.** A Records Retention meeting was set for November 15, 2016 at 6:00 p.m.

L. **REPORT OF BRANCHES AND FRIENDS:** The Friends of the PCDL will be providing breakfast for all staff at the December 5, 2016 staff meeting. Karen Okuley commented that all 151 inside booths and 17 outside booths have been sold for the Friends of the Library Autumn Harvest Craftshow. Keith Kahle has volunteered to be the parking coordinator and is working with the Village of Ottawa's police department to control parking for the event. She asked for volunteers for Friday night set-up. Judy Ruen commented that the 2016 Christmas Tree Festival will open with a reception on December 3, 2016 and final day will be January 5, 2017.

M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:41 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 15, 2016, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President