

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Library, Columbus Grove Ohio 6:30 p.m., September 20, 2016

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

Administration: Kelly Ward, Director

Public: Donald Schroeder, Karen Okuley, Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the August 16, 2016 meeting were approved on motion by Anne Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the August 29, 2016 meeting were approved on motion by Denny Mumaw and seconded by Anne Horstman. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The August bills and financial reports were approved on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for August was presented noting the following revenue: fines and fees \$708.38, copies \$755.50, and reimbursement \$25.00.
- E. **GIFTS.** Anne Horstman moved to accept the following donations in August: General Fund donation for 2017 adult SRC program \$30.00 and Memorial Fund \$1,590.45. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her August Director's Report (see attached report). Additionally, the Board discussed a patron that had been observed on multiple occasions smoking in the library parking lot. The Board asked the Director to inform the patron that we have a smoke free campus.

NEW BUSINESS

- G. **STAFF RESIGNATION.** Motion was made by Denny Mumaw and seconded by Anne Horstman to accept the resignation of Sarah Llewellyn effective August 31, 2016. All voted yes on the roll call vote.
- H. **STAFF RESIGNATION.** Motion was made by Anne Horstman and seconded by Paulette Smith to accept the resignation of Alexandra Gerding effective October 4, 2016. All voted yes on the roll call vote.
- I. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Anne Horstman and seconded by Denny Mumaw to hire Carrie Hall as part time Circulation Assistant effective October 10, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- J. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Anne Horstman to hire Shane Hill as part time Circulation Assistant effective September 21 at \$9.00 per hour. All voted yes on the roll call vote.
- K. **CONFERENCE.** Motion was made by Anne Horstman and seconded by Paulette Smith approve a training request from the Director for Ruth Wilhelm to attend the OLC Right Click conference in Columbus on November 3rd and 4th. The estimated total cost including registration, meals, and lodging is \$400.00. All voted yes on the roll call vote.
- L. **FINES AND FEES.** Motion was made by Anne Horstman and seconded by Denny Mumaw to approve the following changes to fines and fees:

FINES AND FEES

Type of Fine or Fee	New
Late <u>adult</u> : books, magazines, music CD's, and books on CD	\$0.25 per day per item
Late <u>juvenile</u> and <u>young adult</u> materials	No fee
Late DVD (juvenile and adult)	\$0.25 per day per item
Printed or copied pages (both black & white and color)	\$0.25 per page
fax	\$0.25 per page

All voted yes on the roll call vote.

M. PCDL EMPLOYEE POLICY AND PROCEDURE MANUAL CHANGE TO SECTION 14.1

MILEAGE. Motion was made by Paulette Smith and seconded by Anne Horstman to modify section 14.1 Mileage of the PCDL Employee Policy and Procedure Manual as presented by the Director. All voted yes on the roll call vote. (see attached policy)

N. PCDL EMPLOYEE POLICY AND PROCEDURE MANUAL CHANGE TO SECTION 14.2

VEHICLES- REIMBURSEMENT OF PERSONAL VEHICLES. Motion was made by Denny Mumaw and seconded by Paulette Smith to modify section 14.2 Vehicles- Reimbursement of Personal Vehicles of the PCDL Employee Policy and Procedure Manual as presented by the Director. All voted yes on the roll call vote. (see attached policy).

O. REPORT OF BRANCHES AND FRIENDS: Judy Ruen commented that 2016 is the 25 anniversary of the Christmas Tree Festival and the theme is Silver Memories. Karen Okuley commented that all 148 booths have been sold for the Friends of the Library Autumn Harvest Craftshow. They are currently looking into the selling additional booths outside of the gym. She asked for volunteers for flyer distribution, Friday night set-up and Saturday craftshow.

P. COMMENTS FROM INDIVIDUAL BOARD MEMBERS: David Burkhart asked about the popularity and patron usage of Hoopla. The Director commented that usage is increasing each month and movies and audio books are the most popular. Dave asked if we could raise the limits per patron and the Director commented that she was reluctant to raise the limits, but would review the statistics.

Q. COMMENTS FROM THE PUBLIC: None.

ADJOURNMENT. There being no further business the meeting was adjourned at 8:40 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