

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., February 21, 2017

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

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

Public: Karen Okuley, Judy Ruen, and Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the January 17, 2017 meeting were approved on motion by Anna Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved on motion by Paulette Smith and seconded by Tony Wobler. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for January was presented noting the following revenue: fines and fees \$462.62; copies \$690.54; and miscellaneous revenue \$860.00 (Teen Think Tank registration fee); \$111.32 refund/reimbursement.
- D. **GIFTS.** Anna Horstman moved to accept the following donations in January: Memorial Fund \$428.90 and Juvenile Summer Reading Club \$500.00. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her January Director's Report (see attached report).

NEW BUSINESS

- F. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Anne Horstman and seconded by Judy Bosch to approve a training request from the Fiscal Officer to attend the OLC Fiscal Officer's training on April 20th and 21st. The estimated total cost including registration, meals, and lodging is approximately \$300.00. All voted yes on the roll call vote.
- G. **OLC NORTHWEST CHAPTER CONFERENCE.** The Director made a request to have 4 staff members attend the OLC Northwest Chapter Conference on May 12, 2017. The Director requested overnight lodging since she will also be attending the Trustee dinner on May 11, 2017. Motion was made by Judy Bosch and seconded by David Burkhart to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$360.00. All voted yes on the roll call vote.
- H. **SEO USERS GROUP MEETING.** Motion was made by Paulette Smith and seconded Denny Mumaw to approve a training request from the Director to attend the SEO Users Group meeting on May 22nd and 23rd. The estimated total cost including registration, meals, and lodging is approximately \$250.00. All voted yes on the roll call vote.
- I. **OLC LEGISLATIVE DAY.** Motion was made by Judy Bosch and seconded Paulette Smith to approve a training request from the Director to attend the OLC Legislative Day on May 29th. The estimated total cost including registration, meals, and lodging is approximately \$200.00. All voted yes on the roll call vote.
- J. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Tony Wobler to hire Amanda Gerten as part time Bilingual Youth Services Assistant effective February 23, 2017 at \$10.82 per hour. All voted yes on the roll call vote.
- K. **HOTSPOT DISCUSSION.** The Director commented she was considering a contract with Verizon Wireless to provide wireless hotspots (wireless access points, providing network and/or Internet access to mobile devices) to our patrons. The service on the devices is \$39 per month per unit for unlimited data. The Director commented that she was considering starting with five devices and there is no cost for the devices. The device would be loaned out in the same

manner as books with an additional agreement in which the patrons would acknowledge replacement costs. Also, the devices could be shut off remotely, if not returned.

- L. **LED SIGN DISCUSSION.** The Director was asked at the prior Board meeting to look into the cost to purchase a LED sign for the Ottawa Library Location. She commented that the current sign was purchased in January 2012 for \$15,575.00. She also obtained a quote to replace that sign with an LED sign for \$14,732.50 plus approximately \$1,500.00 to remove the existing sign. She further commented that the current sign is in good shape and functioning properly. No action was taken.

- M. **SECURITY CAMERA DISCUSSION.** The Director had requested quotes to install security camera in the remained Library locations. Cameras have already been installed in Ottawa, Leipsic and Pandora Library locations. She has received quotes for Continental (\$4,172.00), Fort Jennings (\$3,644.00) and Kalida (\$3,528.00). She is waiting on quotes from Columbus Grove and Ottoville Library locations. Discussions will continue at the next Board meeting.

- N. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the next Autumn Harvest Craft show is scheduled for October 28, 2017 and there will be fewer vendor spaces available for sale this year due the conflict with the high school's ACT testing. She also reported that craft show applications will be sent out in March and they will be setting craft show committee meetings. Karen commented that they are accepting 2017 membership dues and they currently have 39 members. The next PCDL Friends meeting is scheduled for March 6, 2017, and the Friends of the PCDL book sale is scheduled for June 6 and 7. Karen also commented that Susan Mangas will be writing the thank you notes for the memorial donations.

- O. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.

- P. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:34 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, March 21, 2017, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President