

**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., January 17, 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, Don Schroeder, and John Love

**PLEDGE OF ALLEGIANCE**

- A. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, John Love, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.
- B. **REGULAR MINUTES.** The minutes of the December 13, 2016 meeting were approved by Anna Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved on motion by Paulette Smith and seconded by Judy Bosch. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for December was presented noting the following revenue: fines and fees \$391.69; copies \$427.50; and miscellaneous revenue \$168.73 (Ottoville Mutual Telephone Company Capital Credit).

- E. **GIFTS.** David Burkhart moved to accept the following donations in December: Memorial Fund \$687.75 and Friends of the PCDL \$6,673.47. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December Director's Report (see attached report).

**NEW BUSINESS**

- G. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** David Burkhart nominated Denny Mumaw to the position of President of the PCDL Board of Trustees, nomination was seconded by Anna Horstman. All voted yes on the roll call vote, except Denny Mumaw who abstained.
- H. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Anna Horstman nominated David Burkhart to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Tony Wobler. All voted yes on the roll call vote, except David Burkhart who abstained.
- I. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Tony Wobler nominated Paulette Smith to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Denny Mumaw. All voted yes on the roll call vote, except Paulette Smith who abstained.
- J. **BOARD COMMITTEES.** Motion was made by Judy Bosch and seconded by Paulette Smith that all Board members would be members of all Board committees. All voted yes on the roll call vote.
- K. **STAFF RESIGNATION.** Motion was made by Anna Horstman and seconded by David Burkhart to accept the resignation of Adrienne Kaple effective February 28, 2017. All voted yes on the roll call vote.
- L. **ADVANCE.** Motion was made by Paulette Smith and seconded by Judy Bosch to advance \$7,000.00 from the General Fund to the Putnam County Friends of the Library Fund. All voted yes on the roll call vote.

- M. **EXECUTIVE SESSION.** Motion was made by Anna Horstman and seconded by Judy Bosch to adjourn into executive session at 7:42 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- N. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw and seconded by Judy Bosch to come out of executive session at 8:16 pm. All voted yes on the roll call vote.
- O. **UNPAID LEAVE OF ABSENCE POLICY (section 8.12 of the PCDL Employee Policy and Procedure Manual).** A motion was made by Tony Wobler and seconded by Paulette Smith to add the following paragraph to section 8.12 of the PCDL Employee Policy and Procedure Manual (after the second paragraph): Exempt salary personnel are eligible for unpaid leave pursuant to the current unpaid leave policy after notification has been made to a PCDL Board Officer. All voted yes on the roll call vote.
- P. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that there were 5 additional trees on display at this year's Christmas Tree Festival. Karen also reported that the next Autumn Harvest Craft show is scheduled for October 28, 2017. Judy Ruen commented that they are accepting 2017 membership dues and they currently have 28 members. Judy also reported that the Beyond Books at the PCDL Levy Committee has a current bank balance of \$2.04. 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.
- Q. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Paulette Smith asked about the memorial bench Jan Crawfis. The Director reported that bench was being built by Glandorf Lumber. David Burkhart asked about the cost and deed restrictions to install a new LED library sign. The Director stated that she would look into the cost and deed restrictions concerning that type of sign. Dave also asked about the status of the bequest made to the Leipsic Edwards-Gamper Memorial Library. The Director commented that the application had been filed but no response has been received. He asked if we offered hot spot service to our patrons. The Director commented that she is currently reviewing a contract from Verizon Wireless.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:21 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, February 21, 2017, at 6:30 p.m. at the Ottawa Library Location.

---

Secretary

---

President