

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., March 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 February 21, 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 February bills and financial reports were approved on motion by Paulette Smith and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for February was presented noting the following revenue: fines and fees \$343.01; copies \$596.70; and miscellaneous revenue \$790.00 (Teen Think Tank registration fee); \$117.50 refund/reimbursement.
- D. **GIFTS.** Anna Horstman moved to accept the following donations in February: General Fund Adult Summer Reading Club donations \$650.00; Memorial Fund \$625.00 and Juvenile Summer Reading Club \$1,160.00. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February Director's Report (see attached report).

NEW BUSINESS

- F. **HOTSPOT POLICY AND AGREEMENT.** The Director presented the new Mobile Hotspot Policy and Loan Agreement. Motion was made by Anne Horstman and seconded by Judy Bosch to approve the Mobile Hotspot Policy and Loan Agreement as presented. All voted yes on the roll call vote.
- G. **2017 PERMANENT APPROPRIATIONS. (Resolution 1-2017).** Motion was made by Anne Horstman and seconded by Judy Bosch to approve the 2017 Permanent Appropriations as presented. All voted yes on the roll vote.
- H. **NATIONAL LIBRARY WORKERS APPRECIATION DAY.** The Director asked the Board to considered presenting all library staff with a gift in honor of National Library Workers Appreciation Day on April 11th. Motion was made by Judy Bosch and seconded by David Burkhart to approve the expenditure of approximately \$5.00 per staff member for a gift in honor of National Library Workers Appreciation Day on April 11th. All voted yes on the roll vote.
- I. **REPORT OF BRANCHES AND FRIENDS.** Judy Ruen reported that the Friends of the PCDL are accepting 2017 membership dues and they currently have 47 members. She also commented that Jan Fuetter had spoken at their last meeting about the Next Chapter Book Club. Karen Okuley reported that the craft show applications will be sent out next week and the next craft show committee will be in May. She also commented that the next PCDL Friends meeting is scheduled for May 1st, and the next book sale committee meeting will be in April.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** David Burkhart commented that he would like the adult programming committee to consider asking a Patent Attorney to speak about patents.
- Paulette Smith commented that her grandson loved the train at the Ottawa location.
- K. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:53 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, April 18, 2017, at 6:30 p.m. at the Ottawa Library Location.


Secretary


President