

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Kalida Library Location of the Putnam County District Library, Kalida, Ohio at 6:00 p.m., August 15, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, Judy Bosch, and Diane Bishop

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


Public: Karen Okuley, Judy Ruen, Melvin Smith, and Kathy Burkhart

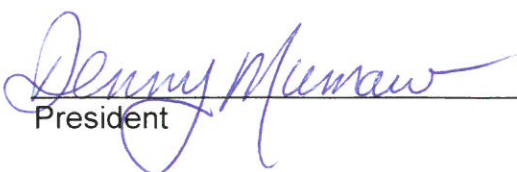
PLEDGE OF ALLEGIANCE

- A. **PRESENTATION FROM STAFF.** Ann Schroeder, Branch Coordinator, provided the Board with an overview of her job duties. Ann explained that she was Branch Coordinator for the Kalida, Ottoville, and Fort Jennings Library Locations. She said her main job was to listen to the patrons and provide the best customers service possible. She is responsible for the training of her staff and the daily operation of the branches. Daily operations could include checking materials in and out, placing material holds, shelving books, shelf reading, cleaning, staff training, patron concerns, etc. She observes and reports any safety concerns regarding the buildings to administrative staff. Questions from various Board members revealed that students from Kalida Local School District visit the Kalida Library Location regularly and Ann works with the school district librarian to obtain materials that the school district does not have in their collection. Denny Mumaw commented that the Board appreciated her hard work and thanked her for the presentation.
- B. **REGULAR MINUTES.** The minutes of the July 18, 2017 meeting were approved on motion by Anna Horstman and seconded by Judy Bosch. All voted yes on the roll call vote, except Diane Bishop who abstained.
- C. **SPECIAL MINUTES.** The minutes of the July 25, 2017 meeting were approved on motion by Denny Mumaw and seconded by David Burkhart. All voted yes on the roll call vote, except Paulette Smith who abstained
- D. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved on motion by Paulette Smith and seconded by Diane Bishop. All voted yes on the roll call vote.
- E. **PETTY CASH REPORT.** The petty cash report for July was presented noting the following revenue: fines and fees \$760.81, copies \$603.00, and Refunds/reimbursements \$1,009.14.
- F. **GIFTS.** Diane Bishop moved to accept the following donations in July: Memorial Fund \$670.29. Judy Bosch seconded the motion, and all voted yes on the roll call vote.

- G. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her July Director's Report (see-attached report).
NEW BUSINESS
- H. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Anna Horstman to hire Kayla Wischmeyer as part time Circulation Assistant effective August 17, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- I. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Judy Bosch and seconded by Diane Bishop to hire Sara Boecker as part time Circulation Assistant effective August 21, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- J. **HIRED PART TIME EMERGING TECHNOLOGIES SPECIALIST.** Motion was made by Denny Mumaw and seconded by Anthony Wobler to hire Christopher Potter as part time Emerging Technologies Specialist effective August 21, 2017 at \$11.33 per hour. All voted yes on the roll call vote.
- K. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that five members of the PCDL Friends toured the Henry County library locations on August 3, 2017. There will be a craft show committee meeting on August 14, 2017.
- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Dave Burkhart commented that many of the adult programs appear to be geared toward women and he would like to see more things for men. He suggested programs on Astronomy and stargazing, Taxidermy, and local sports authors. Dave also asked that flyers for the Patent Attorney program be distributed to Putnam Farm Service Agency and Putnam County Extension Services.
- M. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:51 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, September 19, 2017, at 6:30 p.m. at the Ottawa Library Location.


Secretary


President