

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Continental Library Location, Continental, Ohio, at 6:30 p.m., December 19, 2017

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

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the November 21, 2017 meeting were approved on motion by Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote, except Judy Bosch who abstained.
- B. **RECORDS RETENTION MEETING MINUTES.** The minutes of the November 21, 2017 Records Retention meeting were approved by Anne Horstman and seconded by Paulette Smith. All voted yes on the roll call vote, except Judy Bosch and Anthony Wobler who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved on motion by Judy Bosch and seconded by David Burkhart. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$258.06 copies \$332.50.
- E. **GIFTS.** Paulette Smith moved to accept the following donations in November: Memorial Fund \$606.75. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her November Director's Report (see-attached report).

NEW BUSINESS

- G. **RESOLUTION TO PAY BILLS.** Denny Mumaw moved to adopt Resolution 6-2017 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Paulette Smith seconded the motion, and all voted yes on the roll call vote.

- H. **STAFF ORGANIZATIONAL MEMBERSHIP.** Motion was made by Paulette Smith and seconded by Anthony Wobler to pay half the cost of the annual Ohio Library Council individual member dues for all interested staff. And to also pay 100% of the cost of the annual dues for the Fiscal Officer's membership to the Ottawa/Glandorf Rotary Club and 100% of the cost of the annual dues for the Director's membership to the Ottawa Kiwanis Club and reimbursement of all meals. All voted yes on the roll call vote.
- I. **2018 TEMPORARY APPROPRIATIONS.** Paulette Smith moved to adopt Resolution 7-2017 approving the 2018 Temporary Appropriations as presented. David Burkhart seconded, and all voted yes on the roll call vote.
- J. **RETURN OF ADVANCE.** Motion was made by Paulette Smith and seconded by Denny Mumaw to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$7,000.00. All voted yes on the roll call vote.
- K. **FINES AND FEES.** Motion was made by Anne Horstman and seconded by Judy Bosch approve the new fee schedule as presented:

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
Lamination Machine	\$2.00 per linear foot
Button Maker	\$0.50 per button

All voted yes on the roll call vote.

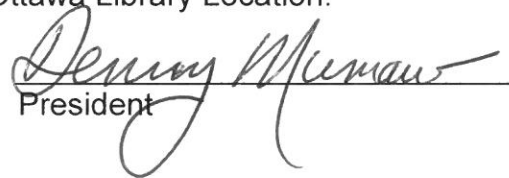
- L. **INCREASE PAYSCALE BY TWO PERCENT.** Motion was made by Anna Horstman and seconded by Denny Mumaw to increase all categories of the PCDL Salary Schedule by two percent. All voted yes on the roll call vote. (see attached schedule)
- M. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that approximately 52 people attended the Christmas Tree Festival open house on December 2, 2017 and 57 trees are on display. Judy Ruen commented that they are accepting 2018 membership dues with 20 paid memberships.
- N. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** David Burkhart commented that the personnel committee has not met yet. He commented that Kelly had provided copies of several libraries administrative evaluations to the committee. He feels that self-evaluations could be good, since the Board of Trustees only see the administrative staff once per month at Board meetings. Anthony Wobler commented that setting goals for the year is a good starting point for evaluations. Denny Mumaw commented that an

account had been set up at the Union Bank in Kalida to receive donations for the purchase of a headstone for former Board member, Dale Nienberg. He also commented that the staff breakfast went well and several staff expressed their thanks to the Board. Denny Mumaw and several other Board members thanked Paulette Smith for her service to the Library Board and commented that she will be missed and wished her well.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:45 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, January 16, 2018, at 6:30 p.m. at the Ottawa Library Location.

Secretary



President