

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., May 16, 2017

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

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

Public: Karen Okuley, Judy Ruen, Keith Schierloh, and Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Court of Common Pleas Judge, Keith Schierloh, administered the oath of office to Diane Bishop. Do you solemnly 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 a member of the board of trustees 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? Diane Bishop responded I do.
- B. **REGULAR MINUTES.** The minutes of the April 18, 2017 meeting were approved on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote except Anthony Wobler and Judy Bosch who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved on motion by Anna Horstman and seconded by Judy Bosch. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for April was presented noting the following revenue: fines and fees \$417.86; copies \$487.58.
- E. **GIFTS.** Anna Horstman moved to accept the following donations in April: Memorial Fund \$735.00 and Juvenile Summer Reading Club \$200.00. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her April Director's Report (see-attached report).

NEW BUSINESS

- G. **RETIREMENT OF DONALD SCHROEDER.** Motion was made by Judy Bosch and seconded by Paulette Smith accept the retirement of Donald Schroeder effective June 30, 2017 with regrets and great appreciation for his many years of service. All voted yes on the roll call vote.

- H. **INVENTORY DELETIONS.** Motion was made by Anna Horstman and seconded Anthony Wobler to approve the deletion list as presented. (see attached list). All voted yes on the roll call vote.
- I. **EMERGING TECHNOLOGIES SPECIALIST JOB DESCRIPTION and EMPLOYEE PAYSCALE MODIFICATION.** Motion was made by Judy Bosch and seconded by Anna Horstman to approve the Emerging Technology Specialist job description as presented and to add the job title to job category 55 on the Employee Salary Schedule. All voted yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that volunteers are needed to move the books to the Fourth Street gym on June 2nd. The book sale is scheduled for June 6th and 7th with a preview day for teachers on June 5th. Karen commented that the next Autumn Harvest Craft show committee meeting is scheduled for May 22, 2017 at 1:00 p.m. Karen also reported that the Friends of the Hamler Library will be touring six or seven of our library locations on June 29, 2017.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.**
Diane Bishop offered her help for the book sale. Judy Bosch asked for a list of services we provide to the public. Denny Mumaw commented that the quote for a new fence came in at \$56,000 and that he felt that it was not feasible to spend that much on a fence.

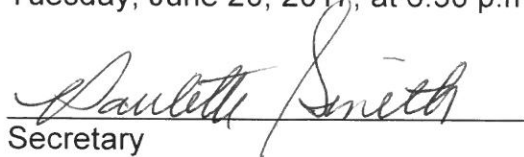
Denny commented that he would like to gain a better understanding of the duties of all library staff. He asked the Director to provide the Board with updated job descriptions, updated policies, and a list of services we provide. He would like the Director to ask staff to attend the Board meetings so the Board can meet the staff and discuss their duties. A better understand of the library will make the Board members better advocates for the library. He commented that he would like to start the evaluation process for the administrative staff after gaining a better understanding of our positions and setting some goals and expectations.

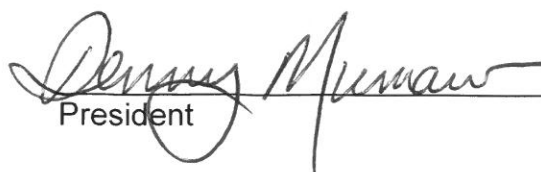
Anthony Wobler commented that the goals set need to be work related, achievable, and realistic. He suggested that they ask the recipient what goals they want to achieve.

David Burkhart commented that the Board needs to be careful that the goals are achievable and in the best interest of the whole organization.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:51 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 20, 2017, at 6:30 p.m. at the Ottawa Library Location.


Secretary


President