

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., October 17, 2017

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

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 September 19, 2017 meeting were approved on motion by Anna Horstman and seconded by Paulette Smith. All voted yes on the roll call vote, except Judy Bishop who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved on motion by Judy Bosch and seconded by Anthony Wobler. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for September was presented noting the following revenue: fines and fees \$202.50 and copies \$345.37.
- D. **GIFTS.** Paulette Smith moved to accept the following donations in September: Memorial Fund \$609.52. Anna Horstman seconded the motion, and all voted yes on the roll call vote.

NEW BUSINESS

- E. **STAFF RESIGNATION.** Motion was made by Anna Horstman and seconded by Judy Bosch to accept the resignation of Gerald Husted effective October 16, 2017. All voted yes on the roll call vote.
- F. **HIRED PART TIME CUSTODIAN.** Motion was made by Denny Mumaw and seconded by Anna Horstman to hire Andy Cass as part time Custodian effective October 19, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- G. **NEW CAMERA SYSTEM FOR OTTAWA LOCATION.** The Director presented the Board with a quote from The AME Group to replace all interior security cameras and DVR. Motion was made by Denny Mumaw and seconded by Anthony Wobler to approve the purchase of sixteen interior cameras, one DVR and one monitor at a cost of \$9,095.00 to be paid from the Jean Sewell Trust Fund. All voted yes on the roll call vote.

H. **CLOSE THE LIBRARY SYSTEM.** Motion was made by Judy Bosch and seconded by Anna Horstman to approve the closing of the library system on December 23, 2017. All voted yes on the roll call vote.

I. **2017 APPROPRIATIONS MODIFICATIONS.** Paulette Smith moved to adopt Resolution 5-2017 approving the following 2017 Appropriations Modifications:

Jean R. Sewell Trust Fund

Capital Outlay (+) \$9,100.00

Friends of the PCDL Fund

Supplies (+) \$1,000.00

Materials (-) \$1,000.00

Memorial Fund

Materials (+) \$5,000.00

Capital Outlay (+) \$3,000.00

David Burkhart seconded and all voted yes on the roll call vote.

J. **DISCUSSION.** The Board discussed that they would be hosting the annual staff Christmas breakfast on December 11, 2017. They also discussed that Paulette Smith was not going to seek reappointment to the Board at the end of her term, which expires December 31, 2017. Denny Mumaw asked for input from all Board members concerning administrative staff evaluations. Denny Mumaw commented that he thinks the Board needs to gain a better understanding of the duties of the Director and Fiscal Officer. He requested that they track what they do and how much time they spend on daily tasks. He also would like them to review their current job descriptions and give feedback. Tony commented that the Board needs to evaluate the job descriptions and establish goals.

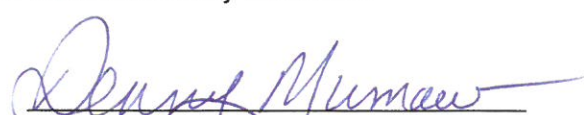
K. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that they need help at the October 28th craft show. She commented that all inside booths are sold and only 10 outside booths are available. The Christmas Tree Festival set up will be December 1st with an open house on December 2nd and take down is scheduled for January 5th.

L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Judy Bosch commented on how much she likes HOOPLA and she was interested in having a program on stained glass. Denny Mumaw commented that former Board President, Dale Nienberg, does not have a headstone on his grave. He is talking to the community groups and former employers of Dale's to raise awareness and possible funds to purchase a headstone.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:38 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 21, 2017, at 6:30 p.m. at the Ottawa Library Location.


Secretary


President