

January 22, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., January 22, 2013

Board: Dale Nienberg, Beth Myers, Janice Crawfis, Ginger O'Malley, Paulette Smith, and Denny Mumaw

Administration: Nancy Stauffer, Fiscal Officer

Public: Rose Ellerbrock, Judy Ruen, Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the December 18, 2012 regular meeting were approved with corrections, on motion by Beth Myers and seconded by Denny Mumaw. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the January 7, 2013 special meeting were approved with corrections, on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Denny Mumaw. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for December was presented noting the following revenue: fines and fees \$538.45; copies \$234.85; miscellaneous \$132.89.
- E. **GIFTS.** Accepted the following donations: J. Earl Belch Fund \$1,000.00; Memorial Fund \$614.56; as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.

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NEW BUSINESS

- F. **FUND CLOSING.** Motion was made by Ginger O'Malley and seconded by Janice Crawfis to approve the closing of the Debt Service Fund, Building Construction Fund, and the Furniture and Contents Replacement Fund. All voted yes on the roll call vote.
- G. **OLC STAFF MEMBERSHIP.** Motion was made by Beth Myers and seconded by Denny Mumaw to pay half the cost of the annual Ohio Library Council individual memberships for all interested staff. All voted yes on the roll call vote.
- H. **COMPUTER SERVICES CONTRACT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to approve the contract with Rarey Roth for 100 hours of computer services at total cost of \$10,800.00, with further study on ways to stretch this contract. All voted yes on the roll call vote. There was discussion on performing more computer maintenance in house and looking for less expensive alternatives.
- I. **HIRE ACCOUNTING/INVENTORY SPECIALIST INTERN.** Motion was made by Ginger O'Malley and seconded by Denny Mumaw to hire Dylan Hanefeld for the position of Accounting/Inventory Specialist Intern effective January 28, 2013 at \$7.85 per hour for 10 hours per week. Defiance College will reimburse the Library for 50% of his hourly rate up to 10 hours per week through their Defiance College Partnership for Jobs program. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Dale Nienberg commented that he had received more positive feedback about the new hours at the Kalida Library location. Judy Ruen commented that the Friends of the PCDL had set October 26, 2013 as the date of the next craftshow. They are waiting for a response from St. Peter and Paul School on the use of the Fourth Street gym for the annual book sale to be held June 1st thru June 6th. She also commented that they currently have 48 memberships for 2013, and their next meeting will be March 4, 2013.

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COMMENTS FROM INDIVIDUAL BOARD MEMBERS. Ginger O'Malley commented that she will be unable to attend the February and March Board meetings. Beth Myers commented that she will be unavailable for the February meeting and possible the March meeting. Janice Crawfis commented that she will be unable to attend the March meeting.

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 5:30 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, February 19, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

February 19, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., February 19, 2013

Board: Dale Nienberg, Janice Crawfis, Paulette Smith, and Denny Mumaw

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

Public: Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the January 22, 2012 regular meeting were approved on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for January was presented noting the following revenue: fines and fees \$778.62; meeting room rental \$100.00; copies \$577.15; miscellaneous revenue from recycling of metal shelving and book ends in storage \$1,579.00.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$389.02; Summer Reading Club \$475.00; Paver Fund \$120.00 as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote.
- E. **DIRETOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from January (see attached report)

NEW BUSINESS

- F. **HIRING OF CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to approve the hiring of Grace Lomeli as part time Circulation Assistant effective March 5, 2013 at \$9.00 per hour. All voted yes on the roll call vote.

- G. **TRAINING.** The Director requested permission to attend NW Chapter Conference and Trustee Dinner on April 11th and 12th with a registration fee of \$85 and overnight stay. She also requested permission for herself, Laura Schmitz, and Ruth Wilhelm to attend SEO training on May 15th and 16th in Newark Ohio with a registration fee of \$55 each and overnight stay. Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the training and travel expenses as presented. All voted yes on the roll call vote.
- H. **PERMANENT APPROPRIATIONS FOR 2013. (Resolution 2-2013).** Motion was made by Denny Mumaw and seconded by Paulette Smith to approve the 2013 Permanent Appropriations as presented. All voted yes on the roll vote.
- I. **LANDSCAPING CONTRACT.** The Director presented a contract from Croy's Mowing for 2013 landscaping maintenance and mowing. Motion was made by Denny Mumaw and seconded by Janice Crawfis to approve the landscaping contract with Croy's Mowing. All voted yes on the roll call vote.
- J. **ADVANCE TO PCDL FRIENDS OF THE LIBRARY FUND.** Motion was made by Denny Mumaw and seconded by Paulette to approve the advance of \$2,000.00 from the General Fund to the PCDL Friends of the Library Fund. All voted yes on the roll call vote.

The Board and the Director had a lengthy discussion concerning the Rarey Roth computer services contract and exploring more cost effective ways of providing computer service to the Library. They discussed several options which included the hiring of a college intern, the hiring of a part time computer services employee, and utilizing existing staff. They also discussed that the prior contract with Rarey Roth was used up so quickly because Ruth Wilhelm's time was consumed with the SEO conversion so more computer services had to be provided by Rarey Roth.

REPORT OF BRANCHES AND FRIENDS. None

February 19, 2013

COMMENTS FROM INDIVIDUAL BOARD MEMBERS. None

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 5:5 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, March 19, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

February 19, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., February 19, 2013

Board: Dale Nienberg, Janice Crawfis, Paulette Smith, and Denny Mumaw

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

Public: Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the January 22, 2012 regular meeting were approved on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for January was presented noting the following revenue: fines and fees \$778.62; meeting room rental \$100.00; copies \$577.15; miscellaneous revenue from recycling of metal shelving and book ends in storage \$1,579.00.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$389.02; Summer Reading Club \$475.00; Paver Fund \$120.00 as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote.
- E. **DIRETOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from January (see attached report)

NEW BUSINESS

- F. **HIRING OF CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to approve the hiring of Grace Lomeli as part time Circulation Assistant effective March 5, 2013 at \$9.00 per hour. All voted yes on the roll call vote.

February 19, 2013

- G. **TRAINING.** The Director requested permission to attend NW Chapter Conference and Trustee Dinner on April 11th and 12th with a registration fee of \$85 and overnight stay. She also requested permission for herself, Laura Schmitz, and Ruth Wilhelm to attend SEO training on May 15th and 16th in Newark Ohio with a registration fee of \$55 each and overnight stay. Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the training and travel expenses as presented. All voted yes on the roll call vote.
- H. **PERMANENT APPROPRIATIONS FOR 2013. (Resolution 2-2013).** Motion was made by Denny Mumaw and seconded by Paulette Smith to approve the 2013 Permanent Appropriations as presented. All voted yes on the roll vote.
- I. **LANDSCAPING CONTRACT.** The Director presented a contract from Croy's Mowing for 2013 landscaping maintenance and mowing. Motion was made by Denny Mumaw and seconded by Janice Crawfis to approve the landscaping contract with Croy's Mowing. All voted yes on the roll call vote.
- J. **ADVANCE TO PCDL FRIENDS OF THE LIBRARY FUND.** Motion was made by Denny Mumaw and seconded by Paulette to approve the advance of \$2,000.00 from the General Fund to the PCDL Friends of the Library Fund. All voted yes on the roll call vote.

The Board and the Director had a lengthy discussion concerning the Rarey Roth computer services contract and exploring more cost effective ways of providing computer service to the Library. They discussed several options which included the hiring of a college intern, the hiring of a part time computer services employee, and utilizing existing staff. They also discussed that the prior contract with Rarey Roth was used up so quickly because Ruth Wilhelm's time was consumed with the SEO conversion so more computer services had to be provided by Rarey Roth.

REPORT OF BRANCHES AND FRIENDS. None

February 19, 2013

COMMENTS FROM INDIVIDUAL BOARD MEMBERS. None

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 5:5 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, March 19, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

March 19, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., March 19, 2013

Board: Dale Nienberg, Paulette Smith, Beth Myers, Nichol Hohenbrink, and Denny Mumaw

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

Public: Rose Ellerbrock, Judy Ruen, Beth Korte, Judge Randal Basinger

PLEDGE OF ALLEGIANCE

BOARD MEMBER OATH OF OFFICE.

Judge Randall Basinger administered the oath of office to Nichol Hohenbrink.

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? Nichol Hohenbrink responded I do.

- A. **REGULAR MINUTES.** The review and approval of the February 19, 2012 regular meeting were tabled until the April meeting since only three of the four Board members were present from the February Board meeting.
- B. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Denny Mumaw and seconded by Beth Myers. 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 \$742.75; meeting room rental \$50.00; copies \$330.60.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$914.76; Summer Reading Club \$1345.00; Better World Books Fund \$75.08 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Beth Myers. All voted yes on the roll call vote.

March 19, 2013

- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from February and her annual report (see attached reports)

NEW BUSINESS

- F. **LANDSCAPING PLAN FOR MEMORIAL GARDEN.** Motion was made by Beth Myers and seconded by Denny Mumaw to hire Cranberry Creek to proceed with the landscaping plan option 1 as presented, not to exceed \$1,700.00, to relocate the Memorial Garden from the old library building. All voted yes on the roll call vote.
- G. **TRAINING.** The Director and Fiscal Officer made the following training requests:
NW Chapter Conference April 12th conference; (3) additional staff \$85 registration fee each
Director – Embrace the Change conference May 2nd and 3rd registration fee \$100; hotel
Fiscal Officer – OLC Fiscal Officer training April 4th and 5th; registration fee \$110; hotel \$89 + tax
BWC training May 16th full day and May 23rd half day. Motion was made by Paulette Smith and seconded by Denny Mumaw to approve the training requests as presented. All voted yes on the roll call vote.
- H. **COLLEGE INTERN PROGRAM AT DEFIANCE COLLEGE.** The Director requested permission to participate in the Defiance College Partnership for Jobs program. She asked that the Library hire a college intern to assist the Youth Services Librarian. Although the intern would be paid minimum wage, Defiance College would reimburse the Library \$3.85 per hour up to 10 hours per week. Motion was made by Denny Mumaw and seconded by Nichol Hohenbrink to allow the Director to participate in the Defiance College Partnership for Jobs program. All voted yes on the roll call vote.
- I. **RETIREMENT/ RESIGNATION OF BEVERLY RICKER.** Motion was made by Paulette Smith and seconded by Beth Myers to accept the retirement/ resignation of Beverly Ricker effective April 2, 2013. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Judy Ruen reported that the Friends of the PCDL is getting ready for the June book sale and they are creating job description for the craft show.

March 19, 2013

COMMENTS FROM INDIVIDUAL BOARD MEMBERS. Beth Myers welcomed Nichol Hohenbrink to the Board of Trustees. Dale Nienberg asked if we were aware of the ALICE training. The Director responded that all supervisors are already registered to attend.

COMMENTS FROM THE PUBLIC. Rose Ellerbrock commented that the Easter Bunny costume used at the Easter programs had traumatized a child. She also expressed concern about staff working alone in the Ottawa Library location on Fridays and Sundays. She asked if the library could be liable if someone was hurt. She asked that her concern be put on the April Board agenda. She asked why Laura Schmitz was scheduled on Fridays but was taking leave most Fridays. Beth Korte questioned the hiring of painters and the temporary closing of the Leipsic Library location to paint. The Director commented that the Village of Leipsic and the Friends of the Leipsic Library hired the painter and they gave her no notice that the work was to be performed. She was able to get the Village of Leipsic to set back the scheduled painting date by one week so that Library materials could be properly boxed up and moved before painting began. The Library was not able to advertise the closing in the local newspaper due to the lack of notice. Any patron complaints concerning the lack of notice were referred to the Village of Leipsic. Rose Ellerbrock asked who was hired to do the painting.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:35 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, April 16, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

April 16, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., April 16, 2013

Board: Dale Nienberg, Paulette Smith, Beth Myers, Nichol Hohenbrink, Janice Crawfis, Ginger O'Malley and Denny Mumaw

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

Public: Rose Ellerbrock, Judy Ruen, Beth Korte, Bev Ricker, and Sue Barnhart

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the February 19, 2013 regular meeting were approved on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote except Beth Myers, Ginger O'Malley, and Nichol Hohenbrink who abstained.
- B. **REGULAR MINUTES.** The minutes of the March 19, 2013 regular meeting were approved on motion by Beth Myers and seconded by Nichol Hohenbrink. All voted yes on the roll call vote except Janice Crawfis and Ginger O'Malley who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Paulette Smith and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for March was presented noting the following revenue: fines and fees \$765.63; meeting room rental \$25.00; copies \$508.65 and misc. revenue \$354.91.
- E. **GIFTS.** Accepted the following donations: Memorial Fund \$584.29; Summer Reading Club \$300.00 as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from March (see attached report)

NEW BUSINESS

- G. **CLOSE COLUMBUS GROVE LIBRARY LOCATION FOR PAINTING.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to close the Columbus Grove Library Location for the period 5/21/13 thru 6/7/13 to paint the interior of the Library. All voted yes on the roll call vote.
- H. **UNATTENDED CHILD POLICY.** Motion was made by Paulette Smith and seconded by Denny Mumaw to modify the Unattended Child Policy. All voted yes on the roll call vote. (see attached modified policy)
- I. **HIRE INTERN.** Motion was made by Nichol Hohenbrink and seconded by Janice Crawfis to hire Katherine Stephens for the position of Assistant Children's Librarian – Intermittent Summer position effective May 7, 2013 thru August 1, 201 at \$7.85 per hour for 10 hours per week. Defiance College will reimburse the Library \$3.85 per hour up to 10 hours per week through their Defiance College Partnership for Jobs program. All voted yes on the roll call vote.

Ginger O'Malley left at 5:15 pm

REPORT OF BRANCHES AND FRIENDS. Judy Ruen reported that the Friends of the PCDL is getting ready for the book sale which is scheduled for June 4th and 5th at the Fourth Street gym. She also reported that Karen Okuley is doing well and is looking forward to coming back.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS. Janice Crawfis commented that former Board member Fran Berger had passed away. Janice asked that a book be placed in her memory and that it be located in the Leipsic Library Location. Dale Nienberg commented he thought the OLC Trustee meeting was very informative in that it discussed library funding and that the House of Representatives and the Governor had prepared their own budgets. He reported that the Ohio Department of Taxation is projecting a slight increase in PLF revenue for FY 2014 and FY 2015. Beth Myers asked about the funding for OPLIN Technology Fund and to the Library for the Blind Fund and whether or not it was deducted from the PLF projections. Kelly Ward commented that it was included in the projections. Dale also commented that the meeting included a detailed discussion on ebooks and that our ability to purchase from certain

April 16, 2013

popular authors is limited by the publishers. Kelly Ward commented that OLC and the American Library Association are bringing the issue to the legislators.

COMMENTS FROM THE PUBLIC. Bev Ricker read a letter expressing her negative feeling about employment with the Library and her concerns with the Library's administrative staff. A copy of the letter was not provided. Beth Korte expressed her concerns about the service provided to patrons by a staff member as well as the use of vacation leave by another staff member. She also was concerned because patrons have to make an appointment to see the Director. Rose Ellerbrock expressed concerns with staff morale and the Director's work schedule.

Paulette Smith commented that she feels the concerns addressed in Bev Ricker's letter be discussed further by the Board.

Dale Nienberg commented that a discussion concerning personnel should be held in executive session.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:45 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, May 21, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

May 21, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., May 21, 2013

Board: Dale Nienberg, Paulette Smith, Beth Myers, Nichol Hohenbrink, Janice Crawfis, and Ginger O'Malley

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

Public: Karen Okuley and Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the April 16, 2013 regular meeting were approved on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by Beth Myers. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for April was presented noting the following revenue: fines and fees \$678.07; copies \$416.25 and misc. revenue \$53.51.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$453.17; Summer Reading Club \$250.00; Paver Fund \$120.00 as listed on the petty cash reports, on motion by Ginger O'Malley and seconded by Paulette Smith. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from April (see attached report)

NEW BUSINESS

- F. **2014 REQUEST BUDGET (RESOLUTION -2012).** Nancy Stauffer presented the Request Budget Worksheets for 2014. The Request Budget for 2014 has to be submitted to the County Auditor by the end of May 2013. Motion was made by Ginger O'Malley and seconded by Janice

May 21, 2013

Crawfis to approve the 2014 Request Budget (see attached report). All voted yes on the roll call vote.

- G. **INVENTORY DELETIONS.** Motion was made by Paulette Smith and seconded by Beth Myers to approve the inventory deletions list as presented (see attached list). All voted yes on the roll call vote.
- H. **TRAINING.** Motion was made by Ginger O'Malley and seconded by Paulette Smith for the Director to attend the American Library Association conference June 27th thru July 2nd in Chicago. The Director estimated the cost to be approximately \$780.00. This includes registration, hotel, fuel, meals, and parking. The Director will be sharing costs for the hotel, parking and fuel with the Director from Swanton. All voted yes on the roll call vote.
- I. **TRAINING.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve ebook training for 4 Library staff provided by Ohio Library Council on July 17th at a total cost of \$200.00. All voted yes on the roll call vote.
- J. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Nichol Hohenbrink to adjourn into executive session at 5:38 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- K. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to come out of executive session at 6:41 pm. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Karen Okuley commented that she was glad to be back and she thanked Judy Ruen for helping with everything while she was gone during her illness. She also commented that the book sale will be June 4th and 5th.

May 21, 2013

COMMENTS FROM INDIVIDUAL BOARD MEMBERS.

Dale Nienberg extended an official Board welcome back to Karen Okuley. Paulette Smith commented that she had observed Valerie Laukhuf's SRC presentation at Pandora/Gilboa elementary school. She stated that Valerie did a great job and she got the kids very excited about the program. Paulette also commented that she had recently visited the Columbus Grove Library location and it looked very nice. Nichol Hohenbrink commented that her first grade children were very excited to get their own library card during their visit to the Leipsic Library location. Ginger O'Malley commented that Trustee Handbook committee has made a lot of progress with revisions to the PCDL Trustee Handbook and they are very close to completion. Dale Nienberg commented that the teachers from Kalida Local Schools are happy with their ability to get school related materials for their students in such a timely manner from the Kalida Library location.

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:47 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, June 18, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., June 5, 2013**

Present: Beth Myers, Ginger O'Malley, Dale Nienberg, Denny Mumaw, Janice Crawfis, Nichol Hohenbrink, and Paulette Smith

Others: Nancy Stauffer, Fiscal Officer

PLEDGE OF ALLEGIANCE

A. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Beth Myers to go into executive session at 4:38 pm to adjourn into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.

B. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw and seconded by Nichol Hohenbrink to come out of executive session at 6:25 pm. All voted yes on the roll call vote.

Fiscal Officer, Nancy Stauffer left the executive session 4:38 p.m.

C. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

ADJOURNMENT. There being no further business the meeting was adjourned at 6:25 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 18, 2013 at 4:30 p.m.

Secretary

President

June 18, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., June 18, 2013

Board: Dale Nienberg, Paulette Smith, Beth Myers, Janice Crawfis, Denny Mumaw, and Ginger O'Malley

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

Public: Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the May 21, 2013 regular meeting were approved on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the June 5, 2013 regular meeting were approved on motion by Ginger O'Malley and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Denny Mumaw and seconded by Janice Crawfis. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for May was presented noting the following revenue: fines and fees \$731.67; copies \$338.65 and reimbursement revenue \$616.00.
- E. **GIFTS.** Accepted the following donations: Memorial Fund \$580.50 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Beth Myers. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from May (see attached report)

June 18, 2013

NEW BUSINESS

- G. **HIRE INTERN.** Motion was made by Paulette Smith and seconded by Beth Myers to hire Katherine Stephens to assist the Children's Librarian and to provide tutoring services effective August 2, 2013 at \$7.85 per hour for 10 hours per week. Defiance College will reimburse the Library \$3.85 per hour up to 10 hours per week through their Defiance College Partnership for Jobs program. All voted yes on the roll call vote.
- H. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Denny Mumaw to adjourn into executive session at 5:16 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- I. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw and seconded by Ginger O'Malley to come out of executive session at 6:12 pm. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Karen Okuley reported the book sale was quite successful profiting \$1,641.15. She thanked Judy Ruen for organizing the sale. She also asked that the Director continue with the Book Notes.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS.

Denny Mumaw commented that Trustee Handbook committee is close to completing the revisions to the PCDL Trustee Handbook. Dale Nienberg commented on the butterfly program at Pandora Library location.

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:12 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, July 16, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

July 16, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., July 16, 2013

Board: Dale Nienberg, Paulette Smith, Beth Myers, Janice Crawfis, Denny Mumaw, and Nichol Hohenbrink

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

Public: Judy Ruen and Dan Stone with Van Horn, Hoover and Associates

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the June 18, 2013 regular meeting were approved on motion by Beth Myers and seconded by Denny Mumaw. All voted yes on the roll call vote except Nichol Hohenbrink who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for June was presented noting the following revenue: fines and fees \$766.98 and copies \$355.55.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$408.53 as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from June (see attached report)

July 16, 2013

NEW BUSINESS

- F. **WAIVER OF RESTRICTIONS FOR INLOT 1581 ON PUTNAM PARKWAY.** Dan Stone from Van Horn, Hoover and Associates was present to request a Waiver of Restriction concerning the exterior finish for the new building being constructed by Trilogy Health Services, LLC. across from the Library on Putnam Parkway. Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the Waiver of Restriction as presented with an exterior finish of 55% brick and 45% fiber cement siding. All voted yes on the roll call vote.
- G. **2013 APPROPRIATIONS MODIFICATIONS (RESOLUTION 5-2013).** Motion was made by Denny Mumaw and seconded by Nichol Hohenbrink to approve the 2013 Appropriations Modifications of an increase to General Fund, Library Materials account by \$4,500.00 and an increase Summer Reading Club Fund, Purchased Services and Supplies by \$210.00 and \$231.00 respectively. All voted yes on the roll call vote.
- H. The Board discussed the cornerstone that is still in place at the old Library building on North Thomas Street. The Board concluded that we should make the new owners of the building aware of the existence of the cornerstone and let them decide what to do with it.

REPORT OF BRANCHES AND FRIENDS. Judy Ruen commented that several PCDL Friends members had met about the October craftshow and that currently 40 booths had been purchased by vendors.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS.

Nichol Hohenbrink commented that her children were very happy with the Summer Reading Club program. Dale Nienberg commented that the butterfly program will start July 17th. Paulette Smith asked about attendance at the Master Gardeners program.

COMMENTS FROM THE PUBLIC. None

July 16, 2013

ADJOURNMENT. There being no further business the meeting was adjourned at 5:44 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, August 20, 2013, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., August 21, 2012

Board: Dale Nienberg, Beth Myers, Mary Lieb, Paulette Smith, Janice Crawfis, Ginger O'Malley, and Denny Mumaw

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

Public: Rose Ellerbrock, Judi Parker, Karen Okuley, Ruth Wilhelm, and Sue Barnhart

PLEDGE OF ALLEGIANCE

MINUTES

- A. **REGULAR MINUTES.** The minutes of the July 17, 2012, regular meeting were approved on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the July 23, 2012, special meeting were approved on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote.

FINANCIAL

- C. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Mary Lieb. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for July was presented noting that fines and fees revenue was \$729.75; copies revenue was \$587.75; miscellaneous revenue was \$1.00.
- E. **GIFTS.** Accepted donations for Memorial Fund of \$263.11, as listed on the petty cash reports, on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote.

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report from July (see attached report).

NEW BUSINESS

- G. **2012 APPROPRIATIONS MODIFICATIONS (RESOLUTION 5-2012).** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the following 2012 appropriations modifications:

<u>GENERAL FUND</u>	<u>Change</u>	<u>Modified Balance</u>
Salaries and Benefits	4,000	712,857
Purchased Services	(5,460)	115,306
Library Materials	(30,494)	138,002
Capital Outlay	7,275	28,311
TOTAL	(24,679)	994,476

<u>PUTNAM COUNTY FRIENDS FUND</u>		
Purchased Services	1,250	3,250
Library Materials	(2,000)	1,500
Supplies	750	2,250
TOTAL	0	7,000

All voted yes on the roll call vote.

- H. **FLAG POLE LIGHT REPAIR CONTRACT.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve estimate from County Electric for \$1,400 to install 3 LED pole lights. All voted yes on the roll call vote.
- I. **PAVER INSTALLATION.** Item was tabled to provide time to gather additional estimates for other options to correct the problem with the installation.
- J. **LEAVE DONATION PROGRAM.** The Board discussed the option of creating a leave donation program. The Board asked the Director to gather additional information from libraries that have a similar program. Dale Nienberg recommended we look at a sick leave bank.

REPORT OF BRANCHES AND FRIENDS: The Director reported that the Continental Community Library Association will be having a book sale the last Saturday in September during

the community festival. Karen Okuley reported that the Friends of the PCDL have received 66 vendor applications for the October 27th craft show. She reported that they had 115 vendors at the craft show last year and that they have space for up to 135 vendor booths this year.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None.

COMMENTS FROM THE PUBLIC: Rose Ellerbrock asked for the difference between the job description of a branch manager and a branch coordinator. Sue Barnhart asked for the Library's cost associated with our conversion to the SEO system.

ADJOURNMENT. There being no further business the meeting was adjourned at 5:41 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, September 18, 2012, at 4:30 p.m. at Ottawa Library Location.

Secretary

President

September 17, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 4:30 p.m., September 17, 2013

Board: Dale Nienberg, Paulette Smith, Janice Crawfis, and Ginger O'Malley

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

Public: Judy Ruen and Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the August 20, 2013 regular meeting were approved on motion by Janice Crawfis and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Ginger O'Malley and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for August was presented noting the following revenue: fines and fees \$851.98 and copies \$542.00, miscellaneous reimbursement from Defiance College \$631.40.
- D. **GIFTS.** Accepted the following donations: General Fund \$500.00; Memorial Fund \$56.78 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Janice Crawfis. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from August (see attached report)

September 17, 2013

NEW BUSINESS

- F. **TRAINING.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to approve the training for Ruth Wilhelm on October 4th and 5th with Ohio Local History Alliance. The estimated total cost including registration, mileage, meals, and lodging is \$500.00. All voted yes on the roll call vote.
- G. **APPROPRIATIONS MODIFICATIONS (RESOLUTION 5-2013).** Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve an appropriations modification of an increase to Stauffer Trust Fund, Purchased Services by \$1,500.00 for a total of \$5,000.00 and Friends of the PCDL Fund Supplies by \$1,500.00 for a total of \$3,250.00. All voted yes on the roll call vote.
- H. **EXECUTIVE SESSION.** Motion was made by Paulette Smith and seconded by Janice Crawfis to adjourn into executive session at 5:09 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- I. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to come out of executive session at 5:42 pm. All voted yes on the roll call vote.
- J. **RESIGNATION OF GRACE LOMELI.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to accept the resignation of Grace Lomeli effective September 7, 2013. All voted yes on the roll call vote.
- K. **LEAVE WITHOUT PAY.** Judy Doty has requested leave without pay for medical reasons. A motion was made by Paulette Smith and seconded by Janice Crawfis to approve Judy Doty's request for leave without pay for medical reasons through October 15, 2013. All voted yes on the roll call vote.

September 17, 2013

- L. **HIRE CIRCULATION ASSISTANT.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to hire Susan Bryan as part time circulation assistance effective September 18, 2013 at \$9.00 per hour. All voted yes on the roll call vote.
- M. **LAURA SCHROEDER FROM PART TIME TO FULL TIME EMPLOYEE.** The Director recommended that Branch Coordinator, Laura Schroeder weekly hours be increased which would move her from part time to full time employee status. Motion was made by Ginger O'Malley and seconded by Janice Crawfis to increase Branch Coordinator, Laura Schroeder's average weekly hours to 33 effective October 1, 2013. All voted yes on the roll call vote.
- N. **OCTOBER REGULAR BOARD MEETING TIME CHANGE.** Motion was made by Paulette Smith and seconded by Janice Crawfis to move the time of the October 15, 2013 from 4:30 pm to 6:30 pm. This change is due to difficulty in obtaining quorum at the regularly scheduled Board meetings. All voted yes on the roll call vote.
- O. **SPECIAL BOARD MEETING.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to hold a Special Board meeting on September 30, 2013 at the Continental Library location at 6:45 p.m. The purpose of the meeting is for a branch library visit. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Karen Okuley commented that the Friends of the PCDL will be holding a craftshow meeting on October 9, 2013. She also commented that flyers are being distributed and new banners had been made. They currently have 80+ vendors for the craftshow. The Friends also agreed to provide rolls and coffee at the September 27th workwhop.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS. Paulette Smith asked the Fiscal Officer to clarify what she meant about going out on our own with respect to health insurance. The Fiscal Officer replied that it meant that we could choose to no longer be part of the Putnam County health insurance group and have our own separate policy.

COMMENTS FROM THE PUBLIC. None

September 17, 2013

ADJOURNMENT. There being no further business the meeting was adjourned at 6:19 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, October 15, 2013, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Continental Library Location, Continental, Ohio 6:45 p.m., September 30, 2013**

Board: Dale Nienberg, Beth Myers, Janice Crawfis, and Ginger O'Malley

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

Staff: Paula Thomas

A. The Board of Trustees met with staff and toured the Continental Library location.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:45 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, October 15, 2013 at 6:30 p.m.

Secretary

President

October 15, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., October 15, 2013

Board: Dale Nienberg, Beth Myers, Janice Crawfis, Denny Mumaw, and Ginger O'Malley

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

Public: Judy Ruen and Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the September 17, 2013 regular meeting were approved on motion by Ginger O'Malley and seconded by Janice Crawfis. All voted yes on the roll call vote except Beth Myers who abstained.
- B. **SPECIAL MINUTES.** The minutes of the September 30, 2013 special meeting were approved on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote except Denny Mumaw who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved, on motion by Janice Crawfis and seconded by Denny Mumaw with name corrections to receipt numbers 740967 and 740989. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for September was presented noting the following revenue: fines and fees \$762.53, meeting room rental, \$75.00, and copies \$476.28
- E. **GIFTS.** Accepted the following donations: Friends of the PCDL \$4,472.33; J. Earl Belch Fund \$2,000.00; Memorial Fund \$338.00 as listed on the petty cash report, on motion by Beth Myers and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from September (see attached report)

NEW BUSINESS

- G. **INVENTORY DELETIONS.** Motion was made by Beth Myers and seconded by Ginger O'Malley to approve the deletion of shelving units from the Ottoville Library location inventory with tag numbers 00960, 000961, 00962, 00963, 00964, 00965. All voted yes on the roll call vote.
- H. **APPROPRIATIONS MODIFICATIONS (RESOLUTION 6-2013).** Motion was made by Janice Crawfis and seconded by Denny Mumaw to approve an appropriations modification increasing the J. Earl Belch Fund, Capital Projects account by \$2,000.00. All voted yes on the roll call vote.
- I. **LEAVE WITHOUT PAY.** Judy Doty has requested leave without pay for medical reasons. A motion was made by Janice Crawfis and seconded by Ginger O'Malley to extend Judy Doty's request for leave without pay for medical reasons with an anticipated return to work date of November 19, 2013. All voted yes on the roll call vote.
- J. **STAFF COMPENSATION.** The Fiscal Officer and Director asked the Board to consider a onetime pay supplement for the staff. A onetime supplement would allow the Board to acknowledge the staff's hard work, without increasing the overall pay scale and impacting future years' budgets. The Board and the administrative staff had a lengthy discussion which included the stability of the current year budget and the State's anticipated reduction in PLF in CY2014. This anticipated reduction in PLF will likely result in little to no supplement pay for staff for CY 2014. Motion was made by Ginger O'Malley and seconded by Beth Myers to approve a onetime pay supplement for all staff equal to three week pay (regularly scheduled average weekly hours times 3 weeks times their hourly rate of pay) to be paid on November 11, 2013. All voted yes on the roll call vote.
- K. **APPROPRIATIONS MODIFICATIONS (RESOLUTION 7-2013).** Motion was made by Beth Myers and seconded by Denny Mumaw to approve an appropriations modification increasing the General Fund, Salaries and Benefits account by \$15,000.00. All voted yes on the roll call vote.

October 15, 2013

- L. **NOVEMBER REGULAR BOARD MEETING TIME CHANGE.** Motion was made by Denny Mumaw and seconded by Beth Myers to move the time of the November 19, 2013 from 4:30 pm to 6:30 pm. This change is due to difficulty in obtaining quorum at the regularly scheduled Board meetings. All voted yes on the roll call vote.
- M. **EXECUTIVE SESSION.** Motion was made by Ginger O'Malley and seconded by Denny Mumaw to adjourn into executive session at 8:15 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- N. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Ginger O'Malley to come out of executive session at 10:35 pm. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Karen Okuley commented that the planning for the Friends of the PCDL craftshow is being finalized and the craftshow will be held on October 26, 2013. She also commented that the annual Christmas Tree Festival will be held December 7, 2013 through January 2, 2014.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS. Dale Nienberg wanted to express his thanks to Paula Thomas for the tour she provided to Board members of the Continental Library Location on September 30, 2013. He also suggested that another branch visit be scheduled for Pandora and Columbus Grove in October.

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 10:36 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 19, 2013, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

October 28, 2013

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at the Pandora Library Location, Continental, Ohio at 6:15 p.m., and the Columbus
Grove Library Location at 7:00 p.m. on October 28, 2013

Board: Dale Nienberg, Janice Crawfis, Denny Mumaw, Beth Myers, and Paulette Smith

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

Staff: Mary Beth Hartzler and Linda Schroeder

- A. The Board of Trustees met with staff and toured the Pandora Library Location and the Columbus Grove Library Location.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:35 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, November 19, 2013 at 6:30 p.m.

Secretary

President

November 19, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., November 19, 2013

Board: Dale Nienberg, Beth Myers, Janice Crawfis, Denny Mumaw, Paulette Smith, and Ginger O'Malley

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

Public: Judy Ruen and Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the October 15, 2013 regular meeting were approved on motion by Beth Myers and seconded by Ginger O'Malley. All voted yes on the roll call vote except Paulette Smith who abstained.
- B. **SPECIAL MINUTES.** The minutes of the October 28, 2013 special meeting were approved on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote except Ginger O'Malley who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Paulette Smith and seconded by Janice Crawfis. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for October was presented noting the following revenue: fines and fees \$881.42 and copies \$600.75
- E. **GIFTS.** Accepted the following donations: General Fund \$500.00 from Roselia C. Deters Verhoff for the Civil War program; Memorial Fund \$486.00; Kiwanis Club of Ottawa Fund \$1,000.00; Jean R. Sewell fund \$142,800.00 as listed on the petty cash report, on motion by Denny Mumaw and seconded by Ginger O'Malley. All voted yes on the roll call vote.

November 19, 2013

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Directors Report from October (see attached report)

NEW BUSINESS

- G. **INVENTORY DELETIONS.** Motion was made by Denny Mumaw and seconded by Beth Myers to approve the deletion of computers, monitors, and printers with the following tag numbers:

<u>Tag #</u>	<u>Tag #</u>	<u>Tag #</u>
Computers	Monitors	Monitors
11065	11314	11471
11108	11310	11365
11109	11240	11429
11122	11140	11256
11129	11172	
11130	11251	Printer
11057	11160	11211
11113	11429	11493
11121	11139	
11475	11294	
11060	11159	
11128	11158	
11119	11193	

All voted yes on the roll call vote.

- H. **RETIREMENT OF MARY BETH HARTZLER.** Motion was made by Beth Myers and seconded by Paulette Smith to accept the retirement of Mary Beth Hartzler with regrets and thanks for her many years of dedicated service effective 12/30/2013. All voted yes on the roll call vote.
- I. **RETIRE/REHIRE POLICY DISCUSSION.** The Director discussed with the Board the concept of employees retiring and being rehired. She presented the Board with several Libraries retire/rehire policies. The discussion included if we rehired employees back would their pay be set back to the beginning pay rate in their pay grade on the pay scale, do we need a policy, do we advertise, take applications, and interview candidates for the position. Some Board members commented that they liked the wording in the Geauge County Public Library's policy. The Board tabled the discussion and asked the Director to draft a policy and present it at the December Board meeting.

November 19, 2013

- J. **EBOOK RESOLUTION.** Paulette Smith moved to adopt Resolution 9-2013 to approved the EBook Resolution as presented. Janice Crawfis seconded the motion, and all voted yes on the roll call vote.
- K. **COLLECTION DEVELOPMENT POLICY.** Motion was made by Denny Mumaw and seconded by Janice Crawfis to approve the Collection Development Policy as present. All voted yes on the roll call vote.
- L. **STAFF REQUEST FOR ADDITIONAL HOLIDAY.** The Director brought a staff request for an addition paid holiday on December 26, 2013 to the Board. Motion was made by Denny Mumaw and seconded by Ginger O'Malley to maintain the current holiday schedule. All voted yes on the roll call vote.
- M. **DECEMBER REGULAR BOARD MEETING TIME CHANGE.** Motion was made by Beth Myers and seconded by Paulette Smith to move the time of the December 17, 2013 from 4:30 pm to 6:30 pm. This change is due to difficulty in obtaining quorum at the regularly scheduled Board meetings. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS. Judy Ruen reported that the estimated profit for the 2013 Autumn Harvest Craftshow was \$6,182.65. This is an increase from the 2012 event which was approximately \$5,800.00. She also reported that they had 124 vendors with an additional 17 vendors on a waiting list. The date of the 2014 event is scheduled for October 18, 2014.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS None.

COMMENTS FROM THE PUBLIC. None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:17 p.m., on motion by Ginger O'Malley. The next regular board meeting will be held on Tuesday, December 17, 2013, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., November 21, 2013**

Present: Beth Myers, Dale Nienberg, Denny Mumaw, Janice Crawfis, and Paulette Smith

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

PLEDGE OF ALLEGIANCE

- A. **EXECUTIVE SESSION.** Motion was made by Paulette Smith and seconded by Beth Myers to go into executive session at 6:40 pm to adjourn into executive session to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- B. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Denny Mumaw to come out of executive session at 10:07 pm. All voted yes on the roll call vote.
- C. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

ADJOURNMENT. There being no further business the meeting was adjourned at 10:08 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, December 17, 2013 at 6:30 p.m.

Secretary

President

December 18, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., December 18, 2013

Board: Dale Nienberg, Beth Myers, Janice Crawfis, Ginger O'Malley, Paulette Smith, and Denny Mumaw

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

Public: Judy Ruen and Karen Okuley

Guest: Putnam County Commissioner, John Love

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF FISCAL OFFICER.** Beth Myers moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Ginger O'Malley seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Janice Crawfis moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- C. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, John Love, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or 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 Fiscal Officer (or Deputy Fiscal Officer) 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? Nancy Stauffer and Kelly Ward responded I do.

Putnam County Commissioner, John Love left the meeting

December 18, 2013

- D. **REGULAR MINUTES.** The minutes of the November 19, 2013 regular meeting were approved on motion by Beth Myers and seconded by Ginger O'Malley. All voted yes on the roll call vote.
- E. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- F. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$665.31; copies \$398.45.
- G. **GIFTS.** Accepted the following donations: General Fund \$17.90; Friends of the PCDL Fund \$219.40; Memorial Fund \$775.61; Better World Books Fund \$87.89, as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for November (see attached report).

NEW BUSINESS

- I. **RESOLUTION TO PAY BILLS.** Beth Myers moved to adopt Resolution 90-2013 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. Ginger O'Malley seconded the motion, and all voted yes on the roll call vote.
- J. **RETURN OF ADVANCE.** Motion was made by Ginger O'Malley and seconded by Paulette Smith to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$2,000.00. All voted yes on the roll call vote.
- K. **TRANSFER.** Motion was made by Janice Crawfis and seconded by Denny Mumaw to approve a transfer of \$10,000.00 from the General Fund to the Building and Repair Fund. All voted yes on the roll call vote.

December 18, 2013

- L. **2014 TEMPORARY APPROPRIATIONS.** Beth Myers moved to adopt Resolution 10-2013 approving the 2013 temporary appropriations as presented. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- M. **2013 APPROPRIATIONS MODIFICATIONS (RESOLUTION 11-2012).** Motion was made by Denny Mumaw and seconded by Janice Crawfis to approve the 2013 Appropriations Modifications of decrease appropriations in the General fund by \$2,000.00 and in the Friends of the PCDL Fund by \$2,000.00. All voted yes on the roll call vote.
- N. **PAT MEYER'S LETTER TO THE BOARD.** Pat Meyer provided a copy of a letter to each Board member detailing her concerns with the Library's current pay scale and her hourly rate of pay. Although Board members mentioned that this had been reviewed in the past, they commented that they would revisit her concerns once again.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley commented that the Friends of the PCDL are getting ready for their membership drive which will begin January 6th.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Dale Nienberg thanked Ginger O'Malley for her years of service, help and insight as a member of the Board of Trustees.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:28 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, January 21, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President