

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., January 17, 2023**

**Board:** Wendie Swary, Melanie Stokes, Karl Meyer, and Melanie Lauth

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

**Public:** Tom Liebrecht, Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. Tom Liebrecht with Marketing Quarterback Consulting, presented a Marketing Plan, a Brand Platform, and five logo concepts. After a lengthy discussion the Board approved the following motions.
- B. **LOGO CONCEPT.** Motion was made Karl Meyer and seconded by Melanie Stokes to approve Logo Concept C (book with half circle and two dots) but change the yellow/green color to a "true green". All voted yes on the roll call vote.
- C. **BRAND PLATFORM.** Motion was made by Wendie Swary and seconded by Melanie Lauth at approved the Brand Platform with modifications to colors and Brand Essence. All voted yes on the roll call vote.
- D. **BRAND ESSENCE (MISSION STATEMENT).** Motion was made by Melanie Lauth and seconded by Karl Meyer at approved the Brand Essence as the following: The Putnam County District Library, A Trusted Public Institution Where People of All Ages Go for Answers, Education, Entertainment, Understanding, Connection, and Advancement. All voted yes on the roll call vote.
- E. **REGULAR MINUTES.** The minutes of the December 20, 2022 meeting were approved by Wendie Swary and seconded by Melanie Stokes. All voted yes on the roll call vote.
- F. **BILLS AND FINANCIAL REPORTS.** The December receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Wendie Swary and seconded by Melanie Stokes. All voted yes on the roll call vote.

- G. **GIFTS.** Wendie Swary moved to accept the following donations received in December: Memorial Fund \$354.99 and Friends of the PCDL \$7,783.52. Melanie Lauth seconded the motion, and all voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December 2022 Director's Report (see attached report).

**NEW BUSINESS**

- I. **ADVANCE.** Motion was made by Melanie Lauth and seconded by Wendie Swary to advance \$10,000.00 from the General Fund to the Putnam County Friends of the Library Fund. All voted yes on the roll call vote.
- J. **FINES AND FEE MODIFICATIONS.** Wendie Swary moved to approve the following fines and fees:

Type of Fine or Fee	New
Late books, magazines, music CD's, and books on CD	No fee
Copies of Driver's License, Temporary Driver's Permit; or State ID card	No fee per HB 110 Section 3375.011
Button Maker	\$0.50 per button
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
Flash Drive	\$5.00 per flash drive

Karl Meyer seconded and all voted yes on the roll call vote.

- K. **PCDL EMPLOYEE POICY AND PROCEDURE MANUAL CHANGE TO SECTION 14.1 MILEAGE.** Motion was made by Melanie Stokes and seconded by Karl Meyer to modify section 14.1 Mileage of the PCDL Employee Policy and Procedure Manual as presented by the Director. All voted yes on the roll call vote. (see attached policy).
- L. **REPORT OF BRANCHES AND FRIENDS.** Judy Ruen commented that the Beyond Books levy bank account currently has a balance of \$402.04. Karen Okuley commented that the Friends of the PCDL meeting held on January 9, 2023 was well attended with 15 members present. Karen commented that they discussed different types of fund raisers, including a chocolate extravaganza. Some members will be attending the chocolate extravaganza at Oakwood library.

**M. COMMENTS FROM INDIVIDUAL BOARD MEMBERS.**

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:50 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, February 21, 2023, at 6:30 p.m. at the Ottawa Library Location.

  
Secretary

  
President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., February 21, 2023**

**Board:** Wendie Swary, Tony Schroeder, Melanie Stokes, Melanie Lauth, and Beth Breece-Recker

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

**Public:** Tom Giesken, Karen Okuley, Pam Eickholt and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the January 17, 2023 meeting were approved by Melanie Stokes and seconded by Wendie Swary. All voted yes on the roll call vote, except Beth Breece-Recker who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The January receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Melanie Stokes and seconded by Tony Schroeder. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in January: Memorial Fund \$665.00, Summer Reading Club Donation Fund \$1,515.00, and General Fund – Adult Summer Reading \$575.00. Beth Breece-Recker seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR’S REPORT.** Kelly Ward, Director, presented her January 2023 Director’s Report (see attached report).

**NEW BUSINESS**

- E. **VARIANCE TO THE PUTNAM PARKWAY COVENANT AGREEMENT.** Tom Giesken was present to ask the Board to allow Ottawa/Glandorf Lifewise Academy to temporarily place a modular like building on the Putnam County YMCA property as a variance to the Putnam Parkway Covenant Agreement dated 9/27/2004. Motion was Wendie Swary and seconded by Melanie Lauth to approve the variance as requested by Ottawa/Glandorf Lifewise Academy to temporarily place

a modular like building on the Putnam County YMCA property. All voted yes on the roll call vote. (see attached agreement).

- F. REPORT OF BRANCHES AND FRIENDS.** Karen Okuley introduced Pam Eickholt as the new PCDL Friends Treasurer. Karen commented that the PCDL Friends is currently planning the annual book sale and a chicken BBQ dinner sale. Judy Ruen commented that the Ohio Secretary of State will be holding training for Treasurers of levy committees.
- G. COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- H. COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:30 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, March 14, 2023, at 5:30 p.m. at the Ottawa Library Location.

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Secretary

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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 5:30 p.m., March 14, 2023**

**Board:** Melanie Stokes, Melanie Lauth, Karl Meyer, Beth Breece-Recker and Erika Snyder

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

**Public:** Vince Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Vince Schroeder, administered the oath of office to Erika Snyder. 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? Erika Snyder responded I do.
- B. **REGULAR MINUTES.** The minutes of the February 21, 2023 meeting were approved by Beth Breece-Recker and seconded by Melanie Stocks. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The February receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Karl Meyer and seconded by Melanie Stokes. All voted yes on the roll call vote.
- D. **GIFTS.** Melanie Stokes moved to accept the following donations received in February: Memorial Fund \$170.00 and Summer Reading Club Donation Fund \$5,125.00. Erika Snyder seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February 2023 Director's Report (see attached report).

**NEW BUSINESS**

- F. **2023 PERMANENT APPROPRIATIONS. (Resolution 1-2023).** Motion was made by Karl Meyer and seconded by Melanie Lauth to approve the 2023 Permanent Appropriations as presented. All voted yes on the roll vote.

	General	STAUFFER	PCOL	PRESBYTERIAN	ELOISE	MEMORIAL	SUMMER	BETTER	DONATION	JEAN R SEWELL
	Fund	TRUST	FRIENDS	CHURCH	BUNN	FUND	READING	WORLD	PAVERS FUND	BEQUEST FUND
	Fund	FUND	FUND	of CG FUND	BEQUEST FUND	FUND	CLUB FUND	BOOKS FUND		
Total 1/1 bal (+) est revenue	3,232,894	19,530	20,441	2,357	38,565	8,099	9,680	254	2,392	176,450
<b>EXPENSES</b>										
Salary	755,000				22,000					
Employee Fringe Benefits	228,198									
Purchased Service	224,105	5,000	2,500		1,000		5,000			
Library Materials	164,653		3,000	500	500	7,000		250		5,000
Supplies	31,500		4,500				2,500			
Other Financing Uses	6,175									
Capital Outlay	30,000			500		1,000			500	12,000
<b>Total Expenses</b>	<b>1,439,631</b>	<b>5,000</b>	<b>10,000</b>	<b>1,000</b>	<b>23,500</b>	<b>8,000</b>	<b>7,500</b>	<b>250</b>	<b>500</b>	<b>17,000</b>

- G. **REPORT OF BRANCHES AND FRIENDS.** None.


- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Melanie Stokes commented that members of the public have commented to her that they really like the Library outside Storywalks and asked if we have plans to purchase more sets. The Director responded that the library has been looking into it and commented that we have several indoor Storywalks set up in various Library Locations.

A brief discussion was held concerning the purchase of a new van. Karl Meyer suggested we look at a van that was tall enough to walk inside. Erika Snyder suggested we contact the local bus company Endura.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:06 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, April 18, 2023, at 6:30 p.m. at the Ottawa Library Location.

  
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Secretary

  
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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., April 18, 2023**

**Board:** Tony Schroeder, Wendie Swary, Melanie Stokes, Melanie Lauth, Karl Meyer, Beth Breece-Recker and Erika Snyder

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

**Public:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the March 14, 2023 meeting were approved by Melanie Stokes and seconded by Erika Snyder. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The March receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Beth Breece-Recker and seconded by Melanie Lauth. All voted yes on the roll call vote.
- C. **GIFTS.** Erika Snyder moved to accept the following donations received in February: Memorial Fund \$330.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her March 2023 Director's Report (see attached report).

**NEW BUSINESS**

- E. **2023 APPROPRIATIONS MODIFICATIONS.** Melanie Lauth moved to adopt Resolution 2-2023 approving the 2023 Appropriations Modifications increasing Special Trust Fund, Capital Outlay by \$50,000.00 for the purchase of a van. Beth Breece-Recker seconded and all voted yes on the roll call vote.



- F. **INVENTORY DELETIONS.** Motion was made by Melanie Stokes and seconded by Erika Snyder to approve the following deletions of furniture and equipment from the PCDL inventory: tag #01605 paper shredder and tag #04279 defibrillator. All voted yes on the roll call vote.
- G. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the next book sale meeting is scheduled for May 1<sup>st</sup> at 4:30 pm. The book sale is scheduled for June 6<sup>th</sup> and 7<sup>th</sup>. They also have a chicken barbeque scheduled for June 11<sup>th</sup>. They also discussed the Chocolate Extravaganza at the Oakwood Library.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- I. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:25 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, May 16, 2023, at 6:30 p.m. at the Ottawa Library Location.

Wendie Swary  
Secretary

Melanie Lauth  
President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., May 16, 2023**

**Board:** Wendie Swary, Melanie Stokes, Melanie Lauth, and Erika Snyder

**Administration:** Kelly Ward, Director

**Public:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the April 18, 2023 meeting were approved by Melanie Stokes and seconded by Wendie Swary. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The April receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Wendie Swary and seconded by Erika Snyder. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in April: Memorial Fund \$690.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her April 2023 Director's Report (see attached report).

**NEW BUSINESS**

- E. **2024 REQUEST BUDGET (RESOLUTION 3-2023).** The Director presented the Request Budget Worksheets for 2024. The Request Budget for 2024 has to be submitted to the County Auditor by the end of May 2023. Motion was made by Wendie Swary and seconded by Melanie Lauth to approve the 2024 Request Budget. All voted yes on the roll call vote.
- F. **EXECUTIVE SESSION.** Motion was made by Melanie Stokes and seconded by Wendie Swary to adjourn into executive session at 6:50 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.

- G. **EXECUTIVE SESSION.** Motion was made by Melanie Lauth and seconded by Wendie Swary to come out of executive session at 7:10 pm. All voted yes on the roll call vote.
- H. **FMLA REQUEST.** The Director presented a request for FMLA from Ruth Wilhelm. Motion was made by Wendie Swary and seconded by Erika Snyder to approve Ruth Wilhelm FMLA request through July 18, 2023. (July regular Board meeting). All voted yes on the roll call vote.
- I. **STAFF RESIGNATION.** Motion was made by Wendie Swary and seconded by Melanie Lauth to accept the resignation of Destiney Fiery effective May 14, 2023. All voted yes on the roll call vote.
- J. **HIRED TWO PART TIME CIRCULATION ASSISTANTS (SAMANTHA EDWARDS AND BROOKLYN SMITH).** Motion was made by Wendie Swary and seconded by Melanie Lauth to hire Samantha Edwards and Brooklyn Smith as part time Circulation Assistants effective May 18, 2023 and May 17, 2023 respectively at \$13.65 per hour. All voted yes on the roll call vote.
- K. **AV/PUBLICATION ASSISTANT PAYROLL SCALE FACTOR ANALYSIS CHANGE.** The Director presented a new pay scale Point Factor System analysis form to the Board which changed the score for the AV/Publication Assistant position score from 55 to 80. Motion was made by Wendie Swary and seconded by Erika Snyder to change the AV/Publication Assistant position's pay scale factor analysis score from 55 to 80 effective May 16, 2023. This change will increase the hourly wage for Marsh Parys, AV/Publication Assistant. All voted yes on the roll call vote.
- L. The Director and the Board discussed asking the Putnam County Prosecutor to create a memorandum of understanding between the Putnam County District Library and the Putnam County Master Gardeners. The Putnam County Master Gardeners would like to create a children's garden in the back of the Ottawa library location.


**M. REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that they are looking for helpers for the book sale and they are distributing advertisement flyers to area business. They also have a chicken barbeque scheduled for June 11<sup>th</sup> and they are planning for approximately 500 meals.

**N. COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:28 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, June 20, 2023, at 6:30 p.m. at the Ottawa Library Location.

  
Secretary

  
President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., July 18, 2023**

**Board:** Wendie Swary, Melanie Stokes, Melanie Lauth, Beth Breece-Recker, Tony Schroeder, and Erika Snyder

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

**Public:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the May 16, 2023 meeting were approved by Wendie Swary and seconded by Melanie Stokes. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The May and June receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Melanie Stokes and seconded by Erika Snyder. All voted yes on the roll call vote.
- C. **GIFTS.** Erika Snyder moved to accept the following donations received in May - Memorial Fund \$765.00, Juvenile SRC Fund \$100.00, and General Fund, Adult SRC \$200.00; June - Memorial Fund \$450.00 and Juvenile SRC Fund \$50.00 . Melanie Lauth seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May and June 2023 Director's Report (see attached report).

**NEW BUSINESS**

- E. **2023 APPROPRIATIONS MODIFICATION.** Tony Schroeder moved to adopt Resolution 4-2023 approving the 2023 Appropriations Modifications increasing General Fund, Capital Outlay and decreasing Purchased Services by \$1,800.00 respectively. Wendie Swary seconded and all voted yes on the roll call vote.

- F. MILEAGE REIMBURSEMENT RATE.** Motion was made by Tony Schroeder and seconded by Wendie Swary to increase the per mile reimbursement rate to \$.655 per mile effective 8/1/2023. All voted yes on the roll call vote.
- G. FMLA REQUEST.** Motion was made by Wendie Swary and seconded by Melanie Lauth to extend Ruth Wilhelm's FMLA request through the September Board meeting. All voted yes on the roll call vote.
- H. HIRE PART TIME CIRCULATION ASSISTANTS (JENNIFER BRAKE).** Motion was made by Erika Snyder and seconded by Melanie Stokes to hire Jennifer Brake as part time Circulation Assistant effective July 23, 2023 at \$13.65 per hour. All voted yes on the roll call vote.
- I. CONVENTION AND EXPO.** The Director requested approval to have herself and two other staff members attend the OLC Convention and Expo September 26th-27th. Motion was made by Erika Snyder and seconded by Beth Breece-Recker to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$2,300.00. All voted yes on the roll call vote.
- J. MEALS AND LODGING POLICY (section 14.3 of the PCDL Employee Policy and Procedure Manual).** A motion was made by Erika Snyder and seconded by Tony Schroeder to approve the change to the PCDL Employee Policy and Procedure Manual section 14.3 Meals and Lodging increasing the per meal per diem and lodging to the following:

<b>Meal per diem</b>	
breakfast	\$20.00
lunch	\$25.00
dinner	\$35.00
Incidentals	<u>\$20.00</u>
total	\$100.00

lodging            \$200.00

All voted yes on the roll call vote.

- K. REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that they are the book sale and chicken BBQ fund raiser profits was approximately \$4,500.00 and \$1,300.00 respectively. The next chicken barbeque is scheduled for September 24<sup>th</sup>. Karen also commented that they are selling tickets for a dinner theater bus trip fund raiser trip scheduled October 19<sup>th</sup>.
- L. COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Tony Schroeder suggested the Director review the library's social media policy.
- M. COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:37 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, August 15, 2023, at 6:30 p.m. at the Ottawa Library Location.

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Secretary



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President

**Minutes of a Regular Meeting of the Board of Trustees of  
Putnam County District Library held at the Ottawa Library  
Location, Ottawa, Ohio at 6:30 p.m., August 15, 2023**

**Board:** Melanie Stokes, Melanie Lauth, Tony Schroeder, and Erika Snyder

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

**Public:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the July 18, 2023 meeting were approved by Melanie Stokes and seconded by Erika Snyder. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The July receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Melanie Lauth and seconded by Tony Schroeder. All voted yes on the roll call vote.
- C. **GIFTS.** Erika Snyder moved to accept the following donations received in July Memorial Fund \$185.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her July 2023 Director's Report (see attached report).

**NEW BUSINESS**

- E. **2023 APPROPRIATIONS MODIFICATION.** Melanie Lauth moved to adopt Resolution 5-2023 approving the 2023 Appropriations Modifications increasing General Fund, Purchased and Contract Services by \$15,000.00. Tony Schroeder seconded and all voted yes on the roll call vote.
- F. **HOLIDAY SCHEDULE CHANGE.** Motion was made by Tony Schroeder to observe the Christmas Eve and Christmas holidays on Monday, December 25<sup>th</sup> and Tuesday, December 26<sup>th</sup>. Melanie Stokes seconded and all voted yes on the roll call vote.



**G. REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that they raised the membership dues to \$10.00 per year. The next chicken barbeque is scheduled for September 24<sup>th</sup>. Karen also commented that they have sold all but 7 of 52 seats for the dinner theater bus trip fund raiser trip scheduled October 19<sup>th</sup>. The next Friends of the Library meeting is scheduled for September 11, 2023.

**H. COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:09 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, September 19, 2023, at 6:30 p.m. at the Ottawa Library Location.

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Secretary

  
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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., September 19, 2023**

**Board:** Melanie Stokes, Melanie Lauth, Tony Schroeder, and Erika Snyder

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

**Public:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the August 15, 2023 meeting were approved by Erika Snyder and seconded by Melanie Stokes. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The August receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Tony Schroeder and seconded by Melanie Lauth. All voted yes on the roll call vote.
- C. **GIFTS.** Tony Schroeder moved to accept the following donations received in August Memorial Fund \$370.00. Melanie Lauth seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her August 2023 Director's Report (see attached report).

**NEW BUSINESS**

- E. **FMLA REQUEST.** Motion was made by Melanie Lauth and seconded by Tony Schroeder to extend Ruth Wilhelm's FMLA request through the November Board meeting (11/21/23). All voted yes on the roll call vote.
- F. **STAFF RESIGNATION.** Motion was made by Melanie Stokes and seconded by Erika Snyder to accept the resignation of Jennifer Brake effective September 14, 2023. All voted yes on the roll call vote.

- G. HIRE PART TIME CIRCULATION ASSISTANTS (Victoria Heishman).** Motion was made by Tony Schroeder and seconded by Melanie Lauth to hire Victoria Heishman as part time Circulation Assistant effective September 25, 2023 at \$13.65 per hour. All voted yes on the roll call vote.
- H. REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that National Friends of the Library week is October 9 thru October 15. The next chicken barbeque is scheduled for September 24<sup>th</sup>. Karen also commented that the next fund raiser will be the Friends Chocolate Festive on November 16<sup>th</sup> at 7:30 p.m. They will be selling 50 tickets and they are \$20 each. The next Friends of the Library meeting is scheduled for November 7, 2023. Judy Ruen discussed closing the Beyond Books Levy bank account. Tony Schroeder suggested contacting the Putnam County Board of Elections or the Ohio Secretary of State's Office for advice on the proper way to close the bank account.
- I. COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- J. COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:10 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, October 17, 2023, at 6:30 p.m. at the Ottawa Library Location.

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Secretary

  
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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., October 17, 2023**

**Board:** Wendie Swary, Melanie Stokes, Melanie Lauth, Tony Schroeder, and Erika Snyder

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

**Public:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the September 19, 2023 meeting were approved by Melanie Stokes and seconded by Erika Snyder. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The September receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Melanie Stokes and seconded by Melanie Lauth. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in September Memorial Fund \$25.00. Tony Schroeder seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her September 2023 Director's Report (see attached report).

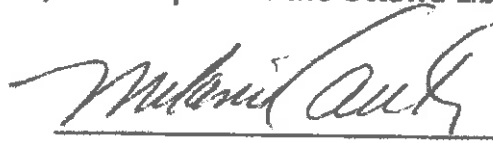
**NEW BUSINESS**

- E. **INVENTORY DELETIONS.** Motion was made by Tony Schroeder and seconded by Wendie Swary to approve the deletions list as presented and attached. All voted yes on the roll call vote.
- F. **ANNUAL INSERVICE DAY.** Motion was made by Wendie Swary and seconded by Melanie Stokes to approve the purchase of lunch for the staff for the November 9, 2023 in service meeting at a cost not to exceed \$700.00. All voted yes on the roll call vote.

- G. **2024 PLA CONFERENCE.** The Director requested approval to have herself and three other staff members attend the PLA Conference April 3, 2024 thru April 5, 2024. Motion was made by Erika Snyder and seconded by Melanie Stokes allow four PCDL employees to attend the 2024 PLA Conference with costs not to exceed \$1,500 per person. All voted yes on the roll call vote.
- H. **2024 PAY SCALE MODIFICATIONS.** Motion was made by Melanie Lauth and seconded by Tony Schroeder to approve a 2% increase in the pay scale effective January 1, 2024 (see attached pay scale and longevity scales). Additionally, all eligible employees will receive one step increase on the pay scale effective January 1, 2024. All voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the September chicken barbeque did well. She also noted that the Friends Chocolate Festive and the bus trip are both sold out.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** The November Board meeting will be cancelled.
- K. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:25 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, December 19, 2023, at 6:30 p.m. at the Ottawa Library Location.

\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., December 28, 2023**

**BOARD:** Tony Schroeder, Melanie Stokes, Melanie Lauth, and Chelsie Niese.

**ADMINISTRATION:** Kelly Ward, Director; Nancy Stauffer, Fiscal Officer

**PUBLIC:** Michael Lammers, Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Michael Lammers, administered the oath of office to Chelsie Niese. 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? Chelsie Niese responded I do.
- B. **APPOINTMENT OF THE FISCAL OFFICER.** Tony Schroeder moved to re-appoint Nancy Stauffer as Fiscal Officer for one-year, effective January 1 (29 hours per week). Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- C. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Tony Schroeder moved to appoint Kelly Ward as Deputy Fiscal Officer for one-year, effective January 1. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioners, Michael Lammers, 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.

- E. **REGULAR MINUTES.** The minutes of the October 17, 2023 meeting were approved by Melanie Lauth and seconded by Tony Schroeder. All voted yes on the roll call vote.
- F. **BILLS AND FINANCIAL REPORTS.** The October and November receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Tony Schroeder and seconded by Melanie Lauth. All voted yes on the roll call vote.
- G. **GIFTS.** Melanie Lauth moved to accept the following donations received in October and November: Memorial Fund \$915.00 and \$699.89 respectively. Tony Schroeder seconded the motion, and all voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October and November 2023 Director's Report (see attached report).

NEW BUSINESS

- I. **DIRECTOR AND FISCAL OFFICER 2023 SALARIES.** Motion was made by Melanie Lauth and seconded by Melanie Stokes to increase the Director's and Fiscal Officer's 2023 by 4% increasing their annual salaries to \$86,183.60 (40 hours per week) and \$65,281.79 (29 hours per week) respectively. All voted yes on the roll call vote.
- J. **RETURN OF ADVANCE.** Motion was made by Tony Schroeder and seconded by Melanie Stokes to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$10,000.00. All voted yes on the roll call vote.
- K. **2024 TEMPORARY APPROPRIATIONS.** The Fiscal Officer presented the 2024 Temporary Appropriations for review. Tony Schroeder moved to adopt Resolution 6-2023 approving the 2024 temporary appropriations as presented. Chelsie Niese seconded, and all voted yes on the roll call vote.

- L. **INVENTORY DELETIONS.** Motion was made by Melanie Lauth and seconded by Chelsie Niese to approve the deletion list as presented. (See attached list). All voted yes on the roll call vote.
- M. **RESOLUTION TO PAY BILLS.** Tony Schroeder moved to adopt Resolution 7-2023 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. Melanie Lauth seconded the motion, and all voted yes on the roll call vote.
- N. **STAFF ORGANIZATIONAL MEMBERSHIP.** Motion was made by Melanie Stokes and seconded by Melanie Lauth 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 Ottawa Chamber of Commerce as well as reimbursement of all meals. All voted yes on the roll call vote.
- O. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Tony Schroeder nominated Melanie Lauth to the position of President of the PCDL Board of Trustees, nomination was seconded by Chelsie Niese. All voted yes on the roll call vote.
- P. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Tony Schroeder nominated Melanie Stokes to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Chelsie Niese. All voted yes on the roll call vote.
- Q. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Tony Schroeder nominated Chelsie Niese to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Melanie Stokes. All voted yes on the roll call vote.