

**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 16, 2024**

**BOARD:** Tony Schroeder, Melanie Stokes, Melanie Lauth, Erika Snyder, Beth Breece-Recker, and Chelsie Niese.

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

**PUBLIC:** Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the December 28, 2023 meeting were approved by Melanie Stokes and seconded by Melanie Lauth. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The December receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Tony Schroeder and seconded by Erika Snyder. All voted yes on the roll call vote.
- C. **GIFTS.** Tony Schroder moved to accept the following donations received in December: Memorial Fund \$445.70. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December 2023 Director's Report (see attached report).

**NEW BUSINESS**

- E. **ADVANCE.** Motion was made by Melanie Lauth and seconded by Chelsie Niese 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.

F. **2024 PERMANENT APPROPRIATIONS. (Resolution 1-2024).** Motion was made by Melanie Stokes and seconded by Erika Snyder to approve the 2024 Permanent Appropriations as presented. All voted yes on the roll vote.

	1000	2001	2002	2004	2005	2007	2008	2011	1000	2020
	GENERAL	STAUFFER	PUTNAM CO	PRESBYTERIAN	ELOISE	BUNN	SUMMER	BETTER	PAVER	JEAN R.
	FUND	TRUST FUND	FRIEND FUND	CHURCH	BEQUEST FUND	MEMORIAL	READING	WORLD	DONATION	SEWELL
				OF CG FUND		FUND	CLUB FUND	BOOKS FUND	FUND	TRUST FUND
<b>Library Service</b>										
<b>Public Service and Programs</b>										
Salary	390,000				22,000					
Employee Fringe Benefits	130,255				3,090					
Purchased and Contract Service	63,904		2,000						500	
Supplies	0		4,000				3,500			
<b>Total Public Service and Programs</b>	<b>584,159</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>25,090</b>	<b>0</b>	<b>3,500</b>	<b>0</b>	<b>500</b>	<b>0</b>
<b>Collection Development and Programs</b>										
Salary	180,000									
Employee Fringe Benefits	67,810									
Purchased and Contract Service	1,500									9,500
Library Materials and Information	159,200		2,000	500	410	7,000		250		2,000
Supplies	10,000									1,000
Capital Outlay	15,000			500						
<b>Total Collection Development and Programs</b>	<b>433,510</b>	<b>0</b>	<b>2,000</b>	<b>1,000</b>	<b>410</b>	<b>7,000</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>12,500</b>
<b>Total Library Service</b>	<b>1,017,669</b>	<b>0</b>	<b>8,000</b>	<b>1,000</b>	<b>25,500</b>	<b>7,000</b>	<b>3,500</b>	<b>250</b>	<b>500</b>	<b>12,500</b>
<b>Support Service</b>										
<b>Facilities Operation and Maintenance</b>										
Salary	50,000									
Employee Fringe Benefits	7,725									
Purchased and Contract Service	90,250	5,000								
Supplies	9,000									
<b>Total Facilities Operation and Maintenance</b>	<b>156,975</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Information Services</b>										
Salary	55,000									
Employee Fringe Benefits	16,498									
Purchased and Contract Service	22,578									
<b>Total Information Services</b>	<b>94,075</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Business Administration</b>										
Salary	140,000									
Employee Fringe Benefits	38,180									
Purchased and Contract Service	22,870									
Supplies	11,000									
Other	5,675									
Capital Outlay	15,000									
<b>Total Business Administration</b>	<b>232,725</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Support Service</b>	<b>483,775</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Outlay</b>										
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Financing Uses</b>										
Transfer Out	0	0	0	0	0	0	0	0	0	0
<b>Total Other Financing Uses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL APPROPRIATIONS</b>	<b>1,501,444</b>	<b>5,000</b>	<b>8,000</b>	<b>1,000</b>	<b>25,500</b>	<b>7,000</b>	<b>3,500</b>	<b>250</b>	<b>500</b>	<b>12,500</b>

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

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

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:54 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, February 20, 2024, 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 20, 2024**

**BOARD:** Melanie Stokes, Melanie Lauth, Wendie Swary, Beth Breece-Recker, and Chelsie Niese.

**ADMINISTRATION:** Nancy Stauffer, Fiscal Officer

**PUBLIC:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the January 16, 2024 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 January 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.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in January: Memorial Fund \$405.00. Melanie Lauth seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** The Board reviewed the Director's January 2024 Report (see attached report).

**NEW BUSINESS**

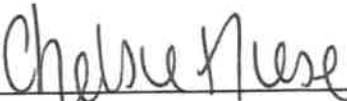
- E. **VARIANCE TO THE PUTNAM PARKWAY COVENANT AGREEMENT.** The Ottawa Elementary School requested a variance to the Putnam Parkway Covenant Agreement dated 9/27/2004. Motion was Chelsi Niese and seconded by Melanie Lauth to approve the variance as requested by Ottawa Elementary School to build a steel and brick building. All voted yes on the roll call vote. (see attached agreement).

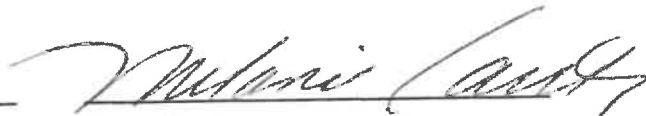
F. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the Putnam County Senior Center is also planning a bus trip to Amish country. Putnam County Senior Center trip is scheduled by May 2, 2024 while the PCDL Friends trip is scheduled for June 11, 2024. The PCDL Friends have sold 44 or the 54 seats on their bus so far.

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

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:14 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, March 19, 2024, 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., March 19, 2024**

**BOARD:** Melanie Stokes, Melanie Lauth, Erika Snyder, and Chelsie Niese.

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

**PUBLIC:** Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the February 20, 2024 meeting were approved by Chelsie Niese and seconded by Melanie Lauth. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The February receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Chelsie Niese and seconded by Melanie Stokes. All voted yes on the roll call vote.
- C. **GIFTS.** Melanie Stokes moved to accept the following donations received in February: Memorial Fund \$250.00 and Summer Reading Club Donation Fund \$1,340.00. Erika Snyder seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** The Board reviewed the Director's February 2024 Report (see attached report).

**NEW BUSINESS**

- E. **2024 APPROPRIATIONS MODIFICATION.** Chelsie Niese moved to adopt Resolution 2-2024 approving the 2024 Appropriations Modifications increasing General Fund - Support Services, Purchased and Contract Services by \$56,335.00. Melanie Lauth seconded and all voted yes on the roll call vote.

**F. REPORT OF BRANCHES AND FRIENDS.**

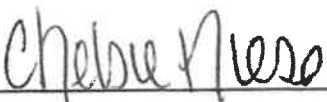
Karen Okuley commented on the following items:

- 2024 is the 55<sup>th</sup> anniversary of the Friends of the PCDL.
- Annual book sale is scheduled for 6/4/2024 and 6/5/2024 with set up to start on 5/31/2024.
- The next chicken BBQ is scheduled for Sunday, June 9, 2024.
- Next meeting in May 6, 2024.

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

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:27 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, April 16, 2024, 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., April 16, 2024**

**BOARD:** Wendie Swary, Melanie Stokes, Melanie Lauth, Erika Snyder, Beth Breece-Recker, and Chelsie Niese.

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

**PUBLIC:** Karen Okuley, Judy Ruen, Pam Eicholt, and Nancy Ruhe

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the March 19, 2024 meeting were approved by Melanie Lauth and seconded by Melanie Stokes. 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 Chelsie Niese and seconded by Wendie Swary. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in March: Memorial Fund \$187.11 and Summer Reading Club Donation Fund \$700.00, and General Fund adult summer reading donations \$1,000.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** The Board reviewed the Director's March 2024 Report (see attached report).

**NEW BUSINESS**

- E. **2024 APPROPRIATIONS MODIFICATION.** Erika Snyder moved to adopt Resolution 3-2024 approving the 2024 Appropriations Modifications increasing Beth Breece-Recker seconded and all voted yes on the roll call vote.

**General Fund**

Public Services and Programs  
    Purchased and Contract Services (+) \$5,000  
Business Administration  
    Purchased and Contract Services (+) \$2,500



**Putnam County Friends Fund**

Public Services and Programs

Purchased and Contract Services (+) \$2,000

Supplies (+) \$2,000

Collection Development and Processing

Library Materials and Information (-) \$2,000

**F. REPORT OF BRANCHES AND FRIENDS.**

PCDL Friends of the Library members commented on the following items:

- Annual book sale is scheduled for 6/4/2024 and 6/5/2024 with set up to start on 5/31/2024. They are hoping to donate the unsold books from the book sale to the AAUW in Lima.
- The next chicken BBQ is scheduled for Sunday, June 9, 2024 and they will start selling tickets on May 6<sup>th</sup> at the library.
- Scheduled bus trips to Shipshewana June 11 and Frankenmuth October 24

**G. EXECUTIVE SESSION.** Motion was may by Chelsie Niese and seconded by Wendie Swary to adjourn into executive session at 7:17 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.

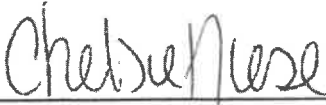
**H. EXECUTIVE SESSION.** Motion was made by Erika Snyder and seconded by Melanie Stokes to come out of executive session at 7:34 pm. All voted yes on the roll call vote.

**I. UNPAID LEAVE OF ABSENCE.** Motion was made by Melanie Lauth and seconded by Chelsie Niese to extend Chanzie Dietz's unpaid leave of absence through the next Board meeting on May 21, 2024. All voted yes on the roll call vote.

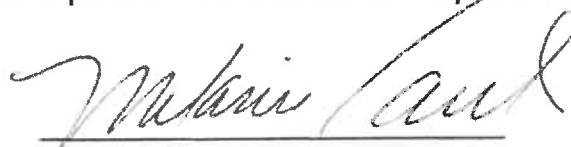
**J. COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:36 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, May 21, 2024, 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., May 21, 2024**

**BOARD:** Wendie Swary, Melanie Stokes, Melanie Lauth, and Erika Snyder.

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

**PUBLIC:** Karen Okuley, Judy Ruen, and Pam Eickholt

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the April 16, 2024 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 April receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Melanie Lauth and seconded by Melanie Stokes. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in March: Memorial Fund \$524.32 and Summer Reading Club Donation Fund and \$705.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** The Board reviewed the Director's April 2024 Report (see attached report).

**NEW BUSINESS**

- E. **2024 APPROPRIATIONS MODIFICATION.** Wendie Swary moved to adopt Resolution 4-2024 approving the 2024 Appropriations Modifications increasing Erika Snyder seconded and all voted yes on the roll call vote.

**General Fund**

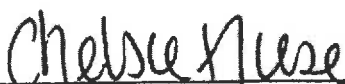
Public Services and Programs  
Supplies

(+) \$1,000

Chelsie Niese arrived at 7:10 p.m.

- F. **UNPAID LEAVE OF ABSENCE.** Motion was made by Wendie Swary and seconded by Melanie Lauth to extend Chanzie Dietz's unpaid leave of absence with a return to work date of June 10, 2024 at 18 hours per week. All voted yes on the roll call vote.
- G. **COLLECTION DEVELOPMENT POLICY.** Motion was made by Chelsie Niese and seconded by Erika Snyder to approve the modified Collection Development Policy as discussed and presented by the Director. All voted yes on the roll call vote. (see attached policy)
- H. **REPORT OF BRANCHES AND FRIENDS.**  
PCDL Friends of the Library members commented on the following items:
- Annual book sale is scheduled for 6/4/2024 and 6/5/2024 with set up to start on 5/31/2024. They currently have about 50% of the volunteers needed for the sale.
  - The next chicken BBQ is scheduled for Sunday, June 9, 2024 and they will start selling tickets until June 3rd.
  - Scheduled bus trips to Shipshewana June 11 and Frankenmuth October 24
  - Nancy Ruhe will be the next President of the PCDL Friends of the Library.
- I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- J. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:40 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, June 18, 2024, 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., June 18, 2024**

**BOARD:** Wendie Swary, Tony Schroeder, Melanie Stokes, Melanie Lauth, Erika Snyder, and Chelsie Niese

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

**PUBLIC:** Karen Okuley, Judy Ruen, and Pam Eickholt

**PLEDGE OF ALLEGIANCE**

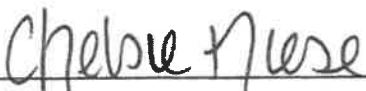
- A. **REGULAR MINUTES.** The minutes of the May 21, 2024 meeting were approved by Melanie Stokes and seconded by Erika Snyder. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The May receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Erika Snyder and seconded by Wendie Swary. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in May: Memorial Fund \$400.00 and Summer Reading Club Donation Fund and \$250.00. Chelsie Niese seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** The Board reviewed the Director's May 2024 Report (see attached report).

**NEW BUSINESS**

- E. **VARIANCE TO THE PUTNAM PARKWAY RESTRICTIVE COVENANT AGREEMENT.** The Board of Education of Ottawa-Glandorf Local School District is requesting a variance to the Putnam Parkway Restrictive Covenant Agreement dated 9/27/2004 for variances to install a chain link fence in the front yard of the Ottawa Elementary Local School along Putnam Parkway. Motion was made by Chelsie Niese and seconded by Wendie Swary to approve the variance as requested by the Board of Education of Ottawa-Glandorf Local School District to install a chain link fence in the front yard of Ottawa Elementary Local School along Putnam Parkway and around the entire perimeter of the tennis court facility to a height of up to twelve feet above earth grade. All voted yes on the roll call vote.

- F. **EXECUTIVE SESSION.** Motion was may by Chelsie Niese and seconded by Melanie Lauth to adjourn into executive session at 7:15 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.
- G. **EXECUTIVE SESSION.** Motion was made by Wendie Swary and seconded by Erika Snyder to come out of executive session at 7:30 pm. All voted yes on the roll call vote. No action was taken.
- H. **REPORT OF BRANCHES AND FRIENDS.**  
PCDL Friends of the Library members commented on the following items:
- Annual book sale had a profit of \$4,600.00.
  - They had a profit of \$1,192.00 on the sale of 325 chicken BBQ tickets.
  - A bus trip to Shipshewana was held on June 11. The bus was late and then it broke down, but the food was good.
  - The next bus trip is scheduled for Frankenmuth on October 24.
- I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Erika asked about the book renewal policy
- J. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:32 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, July 16, 2024, 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 16, 2024**

**BOARD:** Wendie Swary, Melanie Stokes, Melanie Lauth, Erika Snyder, and Chelsie Niese

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

**PUBLIC:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the June 18, 2024 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 June receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Chelsie Niese 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 June: Memorial Fund \$35.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** The Board reviewed the Director's June 2024 Report (see attached report).

**NEW BUSINESS**

- E. **HIRE LILLY DIETERING.** Motion was made by Melanie Lauth and seconded by Wendie Swary to hire Lilly Dietering as Circulation Assistant effective 7/18/2024 at \$13.92 per hour. All voted yes on the roll call vote.
- F. **HIRE MIKAYLA MOORE.** Motion was made by Melanie Stokes and seconded by Erika Snyder to hire Mikayla Moore as Circulation Assistant effective 7/18/2024 at \$13.92 per hour. All voted yes on the roll call vote.

- G. **INVENTORY DELETIONS.** Motion was made by Wendie Swary and seconded by Melanie Lauth to approve the deletion list as presented. All voted yes on the roll call vote. (see attached list)
- H. **VOTER REGISTRATION POLICY.** The Director presented the Voter Registration Policy and legal requirements. Motion was made by Wendie Swary and seconded by Chelsie Niese to approve the Voter Registration Policy as presented. All voted yes on the roll call vote.
- I. **EXECUTIVE SESSION.** Motion was may by Melanie Lauth and seconded by Chelsie Niese to adjourn into executive session at 7:09 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.
- J. **EXECUTIVE SESSION.** Motion was made by Erika Snyder and seconded by Wendie Swary to come out of executive session at 7:26 pm. All voted yes on the roll call vote.
- K. No action was taken.
- L. **REPORT OF BRANCHES AND FRIENDS.**  
PCDL Friends of the Library members commented on the following items:
- There are only 10 seats left on the next bus trip for Frankenmuth on October 24.
  - They are planning the Chocolate Fest.
- M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- N. **COMMENTS FROM THE PUBLIC:** None.



**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:27 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, August 20, 2024, at 6:30 p.m. at the Ottawa Library Location.

Chelsie Neese  
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., August 20, 2024**

**BOARD:** Wendie Swary, Melanie Stokes, Melanie Lauth, Erika Snyder, Tony Schroeder, and Chelsie Niese

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

**PUBLIC:** Nancy Ruhe, Karen Okuley, and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the July 16, 2024 meeting were approved by Wendie Swary 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 Chelsie Niese. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in July: Memorial Fund \$55.00. Tony Schroeder seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** The Board reviewed the Director's July 2024 Report (see attached report).
- E. **EXECUTIVE SESSION.** Motion was made by Chelsie Niese and seconded by Wendie Swary to adjourn into executive session at 7:00 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.
- F. **EXECUTIVE SESSION.** Motion was made by Wendie Swary and seconded by Erika Snyder to come out of executive session at 7:18 pm. All voted yes on the roll call vote.

G. No action taken.

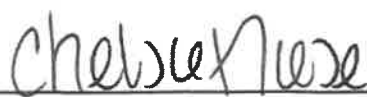
H. Tony Schroeder left at 7:15 p.m.

**NEW BUSINESS**

- I. **FISCAL OFFICER SCHEDULE AND SALARY CHANGE.** Motion was made by Erika Snyder and seconded by Melanie Stokes to approve the increase in the Fiscal Officer's weekly hours to 32 a week at an annual salary of \$72,034.56 effective August 16, 2024. All voted yes on the roll call vote.
- J. **2024 PAY SCALE MODIFICATIONS.** Motion was made by Wendie Swary and seconded by Melanie Lauth to approved the position of Librarian Supervisor (factor analysis score 140) and to place Valerie Laukhuf and Laura Schmitz in the position of Librarian Supervisors effective September 1, 2024. All voted yes on the roll call vote.
- K. **REPORT OF BRANCHES AND FRIENDS.**  
PCDL Friends of the Library members commented on the following items:
- The next bus trip for Frankenmuth on October 24 is sold out.
  - They are planning the Chocolate Fest which is currently set for November 14, 2024.
  - The next Friends of the Library meeting is set for September 9, 2024.
- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None

**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, September 17, 2024, 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., September 17, 2024**

**BOARD:** Wendie Swary, Melanie Stokes, Melanie Lauth, Erika Snyder, Tony Schroeder, and Chelsie Niese

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

**PUBLIC:** Nancy Ruhe, Karen Okuley, and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the August 20, 2024 meeting were approved by Chelsie Niese and seconded by Wendie Swary. 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 Erika Snyder. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in August: Memorial Fund \$484.59. Melanie Lauth seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** The Board reviewed the Director's August 2024 Report (see attached report).

**NEW BUSINESS**

- E. **INVENTORY DELETIONS.** Motion was made by Wendie Swary and seconded by Melanie Stokes to approve the deletions of furniture and equipment from the PCDL inventory as presented. (see attachment). All voted yes on the roll call vote.
- F. **2024 APPROPRIATIONS MODIFICATION.** Tony Schroeder moved to adopt Resolution 5-2024 approving the 2024 Appropriations Modifications increasing Melanie Stokes seconded and all voted yes on the roll call vote.

**General Fund**

Support Services, Facilities Operations and Maintenance  
Purchased and Contract Services

(+) \$80,000

- G. **PCDL EMPLOYEE POLICY AND PROCEDURE SECTION 5.0 INSURANCE BENEFITS POLICY CHANGE.** Motion was made by Melanie Lauth and seconded by Wendie Swary to modify section 5.0 Insurance Benefits of the PCDL Employee Policy and Procedure Manual as presented. All voted yes on the roll call vote. (see attached policy).
- H. **TRAINING.** Motion was made by Tony Schroeder and seconded by Chelsie Niese approve a training request for the Director to attend the OLC Library Management and Leadership conference on October 25, 2024. The estimated total cost including \$150 registration plus mileage, meals, and lodging. All voted yes on the roll call vote.
- I. **ANNUAL INSERVICE DAY.** Motion was made by Wendie Swary and seconded by Erika Snyder to approve the purchase of lunch for the staff for the November 11, 2024 in service meeting at a cost not to exceed \$700.00. All voted yes on the roll call vote.
- J. The Board and Director discussed the 2024 Christmas holidays. No changes were made to the holiday schedule.
- K. **REPORT OF BRANCHES AND FRIENDS.**  
PCDL Friends of the Library members commented on the following items:
- Nineteen Friends of the PCDL members attended the last meeting.
  - The Chocolate Fest will be held November 14, 2024 and 51 of the 80 tickets have already been sold.
  - The Christmas Tree Festive setup is set for December 5<sup>th</sup> and December 6<sup>th</sup> and Santa is scheduled by December 10<sup>th</sup>.
  - The next bus trip for Frankenmuth on October 24 is sold out.
- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- M. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:45 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, October 15, 2024, at 6:30 p.m. at the Ottawa Library Location.

Chelsea Neese  
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., October 15, 2024**

**BOARD:** Wendie Swary, Melanie Stokes, Melanie Lauth, and Chelsie Niese

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

**PUBLIC:** Nancy Ruhe, Karen Okuley, and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the September 17, 2024 meeting were approved by Chelsie Niese and seconded by Melanie Stokes. 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 Tony Schroeder 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 September: Memorial Fund \$495.00. Melanie Lauth seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** The Board reviewed the Director's September 2024 Report (see attached report).

**NEW BUSINESS**

- E. **2024 APPROPRIATIONS MODIFICATION.** Melanie Lauth moved to adopt Resolution 6-2024 approving the 2024 Appropriations Modifications increasing Chelsie Niese seconded and all voted yes on the roll call vote.

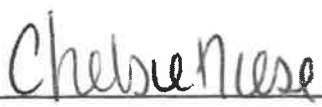
**General Fund**

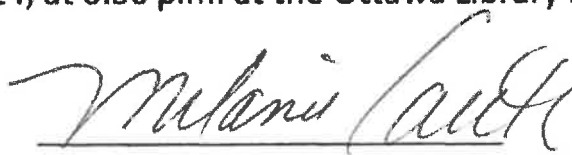
Library Services, Collection Development and Processing  
Library Materials and Information

(+) \$7,000

- F. **EXECUTIVE SESSION.** Motion was may by Chelsie Niese and seconded by Wendie Swary to adjourn into executive session at 7:05 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 Wendie Swary and seconded by Melanie Stokes to come out of executive session at 7:18 pm. All voted yes on the roll call vote.
- H. **REPORT OF BRANCHES AND FRIENDS.**  
PCDL Friends of the Library members commented on the following items:
- October 20<sup>th</sup> – 26<sup>th</sup> is National Friends of the Library week.
  - Next week is the Frankenmuth trip.
  - The Chocolate Fest will be held November 11, 2024 and 64 of the 80 tickets have already been sold.
  - The Christmas Tree Festive setup is set for December 5<sup>th</sup> and December 6<sup>th</sup>. The open house will be December 10<sup>th</sup> with Santa and the Dulcimer Group and possibly the Lima Symphony to do a story time.
- I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- J. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:20 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, November 19, 2024, 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., November 19, 2024**

**BOARD:** Wendie Swary, Tony Schroder, Melanie Stokes, Melanie Lauth, Erika Snyder, Chelsie Niese, and Allison Sickles

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

**PUBLIC:** Nancy Ruhe, Karen Okuley, and Judy Ruen

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBER OATH OF OFFICE.** Putnam County Common Pleas Judge, Keith Schierloh, administered the oath of office to Allison Sickles. 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? Allison Sickles responded I do.

- A. **REGULAR MINUTES.** The minutes of the October 15, 2024 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 October receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Tony Schroeder and seconded by Melanie Stokes. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in September: Memorial Fund \$755.00. Melanie Lauth seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** The Board reviewed the Director's October 2024 Report (see attached report).

**NEW BUSINESS**

- E. **INVENTORY DELETIONS.** Motion was made by Melanie Stokes and seconded by Erika Snyder to approved the inventory deletions list as presented. All voted yes on the roll call vote. (see attached list)
  
- F. **PCDL EMPLOYEE POICY AND PROCEDURE MANUAL CHANGE TO SECTION 8.8 BEREAVEMENT LEAVE.** Motion was made by Melanie Lauth and seconded by Chelsie Niese to modify section 8.8 Bereavement Leave of the PCDL Employee Policy and Procedure Manual as presented by the Director to include all employees. All voted yes on the roll call vote. (see attached policy)
  
- G. **PCDL EMPLOYEE POICY AND PROCEDURE MANUAL CHANGE TO SECTION 8.3 VACATION LEAVE.** Tabled until December Board meeting.
  
- H. **2025 PAY SCALE MODIFICATIONS.** Motion was made by Tony Schroeder and seconded by Melanie Lauth to approve a 2.5% increase in the pay scale effective January 1, 2025 (see attached pay scale and longevity scales). Additionally, all eligible employees will receive one step increase on the pay scale effective January 1, 2025. All voted yes on the roll call vote.
  
- I. **EXECUTIVE SESSION.** Motion was may by Wendie Swary and seconded by Erika Snyder to adjourn into executive session at 7:26 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.
  
- J. **EXECUTIVE SESSION.** Motion was made by Wendie Swary and seconded by Melanie Lauth to come out of executive session at 8:06 pm. All voted yes on the roll call vote.
  
- K. **UNPAID LEAVE FOR LINDA HERMILLER.** Motion was made by Tony Schroeder and seconded by Chelsie Niese to grant Linda Hermiller an unpaid leave of absence effective 12/15/2024 through 12/20/2024. Linda Hermiller's FMLA leave will expire on December 14, 2024. All voted yes on the roll call vote.

**L. REPORT OF BRANCHES AND FRIENDS.**


PCDL Friends of the Library members commented on the following items:

- The Chocolate Fest was held on November 11, 2024. They sold all 80 tickets and had 72 new members.
- The Christmas Tree Festive setup is set for December 5<sup>th</sup> and December 6<sup>th</sup>. The open house will be December 10<sup>th</sup> with Santa and the Dulcimer Group and possibly the Lima Symphony to do a story time.
- 2025 bus trips are being planned for May 21<sup>st</sup> (VIP tour of Ohio State University Stadium) and September 18<sup>th</sup> (to La Comedia to see Legally Blonde).

**M. COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** The Board discussed the Ottawa/Glandorf LifeWise Academy mobile home on the Putnam County YMCA property. The Putnam Parkway Covenant Agreement variance signed to by Board on 2/21/2023 stated that the building would be a modular like building. The Board asked the Director to contact the Putnam County YMCA Director and/or the Village of Ottawa concerning the issue.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:20 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, December 17, 2024, 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 17, 2024**

**BOARD:** Wendie Swary, Melanie Stokes, Melanie Lauth, Erika Snyder, Chelsie Niese, and Allison Sickles.

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

**PUBLIC:** John Schlumbohm, Debbie Schlumbohm, Nancy Ruhe, Karen Okuley, and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **APPOINTMENT OF THE FISCAL OFFICER.** Chelsie Niese moved to re-appoint Nancy Stauffer as Fiscal Officer for one-year, effective January 1, 2025 (32 hours per week). Erika Snyder seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Erika Snyder moved to appoint Kelly Ward as Deputy Fiscal Officer for one-year, effective January 1, 2025. Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- C. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioners, John Schlumbohm, 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.
- D. **REGULAR MINUTES.** The minutes of the November 19, 2024 meeting were approved by Melanie Lauth and seconded by Chelsie Niese. All voted yes on the roll call vote.

- E. **BILLS AND FINANCIAL REPORTS.** The November receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Melanie Stokes and seconded by Wendie Swary. All voted yes on the roll call vote.
- F. **GIFTS.** Wendie Swary moved to accept the following donations received in November: Memorial Fund \$570.57 and Paver Fund \$120.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- G. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her November 2024 Director's Report (see attached report).

**NEW BUSINESS**

- H. **DIRECTOR AND FISCAL OFFICER 2025 SALARIES.** Motion was made by Melanie Stokes and seconded by Chelsie Niese to increase the Director's and Fiscal Officer's 2025 by 4.5% increasing their annual salaries to \$90,061.86 (40 hours per week) and \$75, 276.66 (32 hours per week) respectively. All voted yes on the roll call vote.
- I. **RETURN OF ADVANCE.** Motion was made by Melanie Stokes and seconded by Chelsie Niese 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.
- J. **INVENTORY DELETION.** Motion was made by Chelsie Niese and seconded by Melanie Stokes to approve the deletion list as presented. (See attached list). All voted yes on the roll call vote.
- K. **2025 TEMPORARY APPROPRIATIONS.** The Fiscal Officer presented the 2025 Temporary Appropriations for review. Melanie Lauth moved to adopt Resolution 8-2024 approving the 2025 temporary appropriations as presented. Chelsie Niese seconded, and all voted yes on the roll call vote.
- L. **2024 APPROPRIATIONS MODIFICATION. (Resolution 7-2024)**  
Melanie Stokes moved to adopt Resolution 7-2024 approving the 2024 Appropriations Modifications increasing Wendie Swary seconded and all voted yes on the roll call vote.

### General Fund

#### Library Service

Public Services and Programs	
Salaries	25,000.00
Collection Development and Processing	
Salaries	(15,000.00)
Support Services	
Business Administration	
Salaries	(10,000.00)
Supplies	1,500.00

### Eloise Bunn Bequest Fund

#### Library Service

Public Services and Programs	
Salaries	(1,500.00)
Collection Development and Processing	
Library Materials and Information	1,500.00

- M. **RESOLUTION TO PAY BILLS.** Chelsie Niese moved to adopt Resolution 9-2024 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. Erika Snyder 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).** Wendie Swary nominated Melanie Lauth to the position of President of the PCDL Board of Trustees, nomination was seconded by Erika Snyder. All voted yes on the roll call vote.

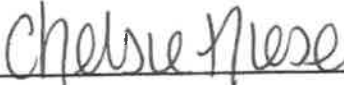
- P. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Erika Snyder nominated Melanie Stokes to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Melanie Lauth. All voted yes on the roll call vote.
- Q. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Wendie Swary nominated Chelsie Niese to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Allison Sickles. All voted yes on the roll call vote.
- R. **EXECUTIVE SESSION.** Motion was made by Erika Snyder and seconded by Melanie Lauth to adjourn into executive session at 8:03 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.
- S. **EXECUTIVE SESSION.** Motion was made by Melanie Lauth and seconded by Chelsie Niese to come out of executive session at 8:25 pm. All voted yes on the roll call vote.
- T. **STAFF.** The Director discussed with the Board that Linda Hermiller had exhausted her Family Medical Leave Act leave on December 14, 2024 and the Board had extended her unpaid leave through December 20, 2024 at the November 19, 2024 Board meeting. Motion was made by Wendie Swary and seconded by Erika Snyder to terminate Linda Hermiller's employment effective December 31, 2024, pending attorney approval. All voted yes on the roll call vote.
- U. **REPORT OF BRANCHES AND FRIENDS.**  
PCDL Friends of the Library members commented on the following items:
- The Christmas Tree Festive open house was held on December 10<sup>th</sup> with Santa, the Dulcimer Group and the Lima Symphony. Four PCDL Friends charter members were recognized at the conclusion of the Christmas Tree Festive. The PCDL Friends group was started 55 years ago.
  - 2025 bus trips are being planned for May 21<sup>st</sup> (VIP tour of Ohio State University Stadium) and September 18<sup>th</sup> (to La Comedia to see Legally Blonde).

- The next meeting will be held 1/6/2025. At that meeting they will begin planning for the June book sale.

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

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:26 p.m., on motion by Melanie Lauth. The next regular board meeting will be held on Tuesday, January 21, 2025, at 6:30 p.m. at the Ottawa Library Location.

  
Secretary

  
President