

**Minutes of a Regular Meeting of the Board of Trustees of  
Putnam County District Library held at Ottoville Library  
Location, Ottoville, Ohio at 6:30 p.m., February 19, 2019**

**Board:** Denny Mumaw, David Burkhart, Judy Bosch, and Wendie Swary

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

**Public:** Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the January 15, 2019 meeting were approved by Wendie Swary and seconded by Judy Bosch. 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 David Burkhart and seconded by Wendie Swary. All voted yes on the roll call vote.
- C. **GIFTS.** Judy Bosch moved to accept the following donations received in January: Memorial Fund \$890.00. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her January 2019 Director's Report (see attached report).

**NEW BUSINESS**

- E. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Judy Bosch and seconded by Wendie Swary to approve a training request from the Fiscal Officer to attend the OLC Fiscal Officer's training on April 17<sup>th</sup> and 18<sup>th</sup>. The estimated total cost including registration, meals, mileage, and lodging is \$400.00. All voted yes on the roll call vote.
- F. **ADVANCE.** Motion was made by Wendie Swary and seconded by Denny Mumaw 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.
- G. **2019 APPROPRIATIONS MODIFICATIONS.** Denny Mumaw moved to adopt Resolution 2-2019 approving the 2019 Appropriations Modifications increasing General Fund, Professional Services by \$5,000.00 respectively. Judy Bosch seconded and all voted yes on the roll call vote.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:06 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, February 19, 2019, at 6:30 p.m. at the Ottoville Library Location.

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Secretary

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President

- G. **GIFTS.** Wendie Swary moved to accept the following donations received in December: Memorial Fund \$190.00 and the Friends of the PCDL \$7,514.75. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December 2018 Director's Report (see attached report).

**NEW BUSINESS**

- I. **CREDIT CARD POLICY.** Motion was made by Judy Bosch and seconded by Wendie Swary to approve the new Credit Card Policy as presents. All voted yes on the roll call vote. (see attached policy)
- J. **TERMINATION OF CONTRACT WITH MARK WARMAN, DIGITAL LITERACY TRAINER.** Motion was made by Diane Bishop and seconded by Denny Mumaw to approve the termination of the contract with Mark Warman, Digital Literacy Trainer effective January 31, 2019. All voted yes on the roll call vote.
- K. **2019 PERMANENT APPROPRIATIONS. (Resolution 1-2019).** Motion was made by Diane Bishop and seconded by Judy Bosch to approve the 2019 Permanent Appropriations as presented. All voted yes on the roll vote.
- L. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that they had 51 trees for the 2018 Christmas Tree Festival. Judy Ruen commented that she had filed the annual reports for the levy PAC.
- M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Denny Mumaw commented that Monterey Township Trustee, Steve Hilvers asked if the Library would be cleaning the walls and carpet of the current library location. The Trustees discussed the new space for the Ottoville Library Location provided by the Village of Ottoville. The space is smaller but clean and appears to be mold free. The Village of Ottoville is installing carpet in the space then we will begin moving the library. David Burkhart asked if we had a signed contract with Monterey Township and Kelly commented that we had our attorney review the contract and he stated that there would be no issue with moving the library to a new location. Diane Bishop commented that she had attended and really enjoyed the Lima Symphony program. The Trustees discussed a need for a library levy. Diane Bishop commented that the staff, board, their family and friends need to be 100% in favor of the levy and any comments concerning the levy have to be a positive message.

**Minutes of a Regular Meeting of the Board of Trustees of  
Putnam County District Library held at Ottawa Library  
Location, Ottawa, Ohio at 6:30 p.m., January 15, 2019**

**Board:** Denny Mumaw, David Burkhart, Anthony Wobler, Diane Bishop, Judy Bosch, and Wendie Swary

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

**Public:** Karen Okuley, Judy Ruen, and Vince Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **APPOINTMENT OF THE FISCAL OFFICER.** Judy Bosch moved to re-appoint Nancy Stauffer as Fiscal Officer for one year and set her annual salary at \$65,769.18, effective January 1 (36 hours per week). Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF THE DEPUTY FISCAL OFFICER.** Anthony Wobler moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. David Burkhart 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, Vince Schroeder, 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. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Vince Schroeder, administered the oath of office to Denny Mumaw. 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? Denny Mumaw responded I do.
- E. **REGULAR MINUTES.** The minutes of the December 18, 2018 meeting were approved by David Burkhart and seconded by Anthony Wobler. 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 Diane Bishop and seconded by Judy Bosch. All voted yes on the roll call vote.

**Minutes of a Regular Meeting of the Board of Trustees of  
Putnam County District Library held at Ottawa Library  
Location, Ottawa, Ohio at 6:30 p.m., March 19, 2019**

**Board:** David Burkhart, Anthony Wobler, Anna Horstman, Diane Bishop, Judy Bosch, and Wendie Swary

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

**Public:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **BILLS AND FINANCIAL REPORTS.** The February receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Judy Bosch and seconded by Wendie Swary. All voted yes on the roll call vote.
- B. **GIFTS.** Anna Horstman moved to accept the following donations received in February: Memorial Fund \$705.00 and Summer Reading Club Fund \$325.00. Anthony Wobler seconded the motion, and all voted yes on the roll call vote.
- C. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February 2019 Director's Report (see attached report).

**NEW BUSINESS**

- D. **LSTA GUIDING OHIO ONLINE GRANT TRAINER.** Motion was made by Judy Bosch to approve the contract with Melissa Ellerbrock to provide technology training services on a part-time basis for the period 4/1/2019 – 9/30/2019 funded by the LSTA Guiding Ohio Online Grant. Wendie Swary seconded the motion and all voted yes on the roll call vote.
- E. **LSTA GUIDING OHIO ONLINE GRANT TRAINER.** The Director presented Shellie Mumaw as the most qualified applicant as a second part-time LSTA Guiding Ohio Online trainer. After much Board discussion, the Board concluded that the Library would continue its search for another part time trainer to avoid the appearance of impropriety, since Shellie Mumaw is the wife of PCDL Board President, Denny Mumaw.
- F. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the next regular Friends meeting is May 6th at 4:30 p.m. and the next craftshow meeting is May 20<sup>th</sup> at 1:00 p.m.
- G. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Diane Bishop commented that she enjoyed and was impressed with a historical program presented by Ruth Wilhelm. Anna Horstman announced that she is will be retiring from her practice and moving to

- H. **PART TIME CUSTODIAN.** Motion was made by David Burkhart and seconded by Wendie Swary to hire Tim Zerkle as part time Custodian effective February 20, 2019, at \$9.46 per hour. All voted yes on the roll call vote.
- I. **PART TIME CIRCULATION ASSISTANT.** Motion was made by Wendie Swary and seconded by Judy Bosch to hire Susan Wenzinger as part time Circulation Assistant effective March 18, 2019 at \$9.46 per hour. All voted yes on the roll call vote.
- J. **LSTA GUIDING OHIO ONLINE GRANT TRAINER.** Motion was made by Judy Bosch to approve the contract with Jessica Golden to provide technology training services for the period 2/21/2019 – 9/30/2019 in the amount of \$17,128.52, funded by the LSTA Guiding Ohio Online Grant. David Burkhart seconded the motion and all voted yes on the roll call vote.
- K. **REPORT OF BRANCHES AND FRIENDS.** Judy Ruen commented that the next regular Friends meeting is March 4<sup>th</sup> at 4:30 p.m. and the next craftshow meeting is March 4<sup>th</sup> at 1:00 p.m.
- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Judy Bosch asked thank you notes be sent to the Village of Ottoville, Ottoville Chamber of Commerce, and the Ottoville Lions Club. All groups have been very cooperative concerning the Ottoville Library Location move. Denny Mumaw asked that thanks also be expressed to the Monterey Township Trustees for their years of support. David Burkhart and Denny Mumaw thanked all staff involved in the move of the Ottoville Library Location. David Burkhart asked if there was signed agreement between the Library and the Village of Ottoville. The Director commented the agreement had not been signed yet. Dave also asked if 2020 would be a good time to run a library levy.
- M. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:27 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, March 19, 2019, at 6:30 p.m. at the Ottawa Library Location.

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Secretary

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President

Columbus the end of June. She will submit a letter of resignation from the Board to Judge Schierloh.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:20 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, April 16, 2019, 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 Ottawa Library  
Location, Ottawa, Ohio at 6:30 p.m., April 16, 2019**

**Board:** David Burkhart, Anthony Wobler, Anna Horstman, Diane Bishop, and Judy Bosch

**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 March 19, 2019 meeting were approved by Anna Horstman and seconded by Judy Bosch. 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 Diane Bishop and seconded by Anna Horstman. All voted yes on the roll call vote.
- C. **GIFTS.** Anna Horstman moved to accept the following donations received in March: Memorial Fund \$2,861.83 and Summer Reading Club Fund \$975.00. Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her March 2019 Director's Report (see attached report).

**NEW BUSINESS**

- E. **TRAINING.** Motion was made by Diane Bishop and seconded by David Burkhart to approve two training requests from the Director. The Director and two staff members to attend the Community Engagement @ Your Library: Creating Vibrant, Diverse and Inclusive Communities on May 15th. The cost of registration and lodging is \$380.00 plus meals and mileage to Columbus. Also, for the Director to attend the SEO Consortium Users Group Meeting in Columbus on May 20<sup>th</sup> and 21<sup>st</sup>. The cost of registration and lodging is \$240.00 plus meals and mileage to Columbus. All voted yes on the roll call vote.
- F. **RESIGNATION OF BOARD PRESIDENT, DENNY MUMAW.** Denny Mumaw sent a letter resigning from the Library Board of Trustees. Denny's seven-year original term ended December 31, 2018, but he felt compelled to stay with the Board until the Ottoville Library Location was moved to its new location. Motion was made by Anna Horstman and seconded by Anthony Wobler to approve the resignation of Denny Mumaw from the PCDL Board of Trustees with thanks for his many years of service. All voted yes on the roll call vote.



- G. ELECTION OF BOARD OF TRUSTEE OFFICER (VICE PRESIDENT).** The PCDL Board of Trustee Bylaws do not specifically address the succession of Board Officers, but section VIII Meetings F states that "Where not otherwise governed by law or by these Bylaws, the proceedings of the meetings of the Board shall be in accordance with Robert's Rules of Order". Chapter XV of Robert's Rules of Order states that if the office of the president should become vacant between elections, the vice president shall fill the vacancy. Due to the resignation of Board President, Denny Mumaw the Vice President, David Burkhart will become President. The Secretary, Diane Bishop, declined to become Vice President, therefore, the floor was opened for nominations for Vice President. Anthony Wobler was nominated to be the Vice President of the PCDL Board of Trustees by Diane Bishop, nomination was seconded by Anna Horstman. All voted yes on the roll call vote, except Anthony Wobler who abstained.
- H. LEAVE WITHOUT PAY.** Lita Siefker has requested leave without pay for medical reasons. A motion was made by Anna Horstman and seconded by Anthony Wobler to approve Lita Siefker's request for leave without pay for medical reasons with an anticipated return to work date of June 18, 2019. All voted yes on the roll call vote.
- I. LSTA GUIDING OHIO ONLINE GRANT TRAINER.** The Director placed another ad for a second part time trainer to provide technology training through the LSTA Guiding Ohio Online Grant. The Director received seven proposals to provided services and interviewed four applicants. She determined that Shelley Mumaw and Nancy Kline were the most qualified and available applicants. Therefore, the Director presented Shelley Mumaw as a potential LSTA Guiding Ohio Online Grant Trainer. Anthony Wobler and Anna Horstman expressed their concerns that this had been discussed at the March meeting and they were not in favor of extending a contract to Ms. Mumaw because it could have the appearance of impropriety. The Director stated that she had contacted the State Library of Ohio and Ohio Library Council and they concluded that since Denny Mumaw had resigned from the Board and was not present at the March meeting, where this was originally discussed, it was not improper to offer her the contract. A motion was made by Diane Bishop to approve the contract with Shelley Mumaw to provide technology training services on a part-time basis for the period 4/18/2019 – 9/30/2019 funded by the LSTA Guiding Ohio Online Grant. Judy Bosch seconded the motion and roll call was the following: Anna Horstman, no; Anthony Wobler, no; Diane Bishop, yes; David Burkhart, yes; Judy Bosch, yes. Motion carried.
- J. LSTA GUIDING OHIO ONLINE GRANT TRAINER.** Motion was made by Diane Bishop to approve the contract with Nancy Kline to provide technology training services on a part-time basis for the period 4/18/2019 – 9/30/2019 funded by the LSTA Guiding Ohio Online Grant. Anna Horstman seconded the motion and all votes yes on the roll call vote.
- K. REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the Friends of the PCDL are planning the annual booksale scheduled for June 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. The

next booksale committee meeting will be held on April 29<sup>th</sup> at 1:00 p.m. The next regular Friends meeting is May 6<sup>th</sup> at 4:30 p.m. and the next craftshow meeting is May 20<sup>th</sup> at 1:00 p.m.

- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Judy Bosch commented that she had attended a very informative training called "Stop The Bleed".

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:23 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, May 21, 2019, 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 Ottawa Library  
Location, Ottawa, Ohio at 6:30 p.m., May 21, 2019**

**Board:** David Burkhart, Anthony Wobler, Anna Horstman, Diane Bishop, and  
Wendie Swary

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

**Public:** Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the April 16, 2019 meeting were approved by Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote, except Wendie Swary who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The April receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Anna Horstman and seconded by Diane Bishop. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in April: Memorial Fund \$565.00 and Summer Reading Club Fund \$250.00. Anthony Wobler seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her April 2019 Director's Report (see attached report).

**NEW BUSINESS**

- E. **2020 REQUEST BUDGET (RESOLUTION 4-2019).** Nancy Stauffer presented the Request Budget Worksheets for 2020. The Request Budget for 2020 has to be submitted to the County Auditor by the end of May 2019. Motion was made by Anna Horstman and seconded by Diane Bishop to approve the 2020 Request Budget. All voted yes on the roll vote.
- F. **INVENTORY DELETIONS.** Motion was made by Diane Bishop and seconded by Wendie Swary to approve the deletion list as presented. (see attached list). All voted yes on the roll call vote.
- G. **MILEAGE RATE INCREASE.** Motion was made by Diane Bishop and seconded by Wendie Swary to increase the mileage reimbursement rate from \$.45 per mile to \$.58 per mile. All voted yes on the roll call vote.

- H. **2019 APPROPRIATIONS MODIFICATIONS.** Anna Horstman moved to adopt Resolution 3-2019 approving the following 2019 appropriations modifications:

General Fund	
Purchased and Contract Service	(-) 1,198.28
Supplies	(+) 1,198.28
Materials	(+) 8,000.00
Capital Outlay	(-) 8,000.00
Memorial Fund	
Materials	(+) 2,500.00
Capital Outlay	(-) 2,500.00

Anthony Wobler seconded and all voted yes on the roll call vote.

- I. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the next regular Friends meeting is July 15th and the next craftshow meeting is September 9<sup>th</sup> at 1:00 p.m., and 92 booths have been sold for the craftshow.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Wendie Swary asked who we selected to provide technology training under the Guiding Ohio Online Grant. The Director discussed that we had selected Melissa Ellerbrock, Nancy Kline, and Shelley Mumaw. All three contractors are providing 10-14 hours of training services per week.
- K. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:18 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, June 18, 2019, 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 Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., June 18, 2019**

**Board:** David Burkhart, Anthony Wobler, Anna Horstman, Diane Bishop, Judy Bosch, and Wendie Swary

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

**Public:** Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the February 19, 2019 meeting were approved by Judy Bosch and seconded by Wendie Swary. All voted yes on the roll call vote.
- B. **REGULAR MINUTES.** The minutes of the May 21, 2019 meeting were approved by Diane Bishop and seconded by Anna Horstman. All voted yes on the roll call vote, except Judy Bosch who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The May receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Anna Horstman and seconded by Judy Bosch. All voted yes on the roll call vote.
- D. **GIFTS.** Anna Horstman moved to accept the following donations received in May: General Fund, Adult Summer Reading donations \$580.00, Memorial Fund \$280.00 and Summer Reading Club Fund \$235.00. Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May 2019 Director's Report (see attached report).

**NEW BUSINESS**

- F. **LEAVE WITHOUT PAY.** Lita Siefker has requested additional leave without pay for medical reasons. A motion was made by Anna Horstman and seconded by Anthony Wobler to approve Lita Siefker's request for leave without pay for medical reasons for an additional three months. All voted yes on the roll call vote.
- G. **STAFF RESIGNATION.** Motion was made by Judy Bosch and seconded by Diane Bishop to accept the resignation of Melody Morris effective August 8, 2019. All voted yes on the roll vote.
- H. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the gross proceeds from the book sale were \$4,787.25 with approximately \$700.00 in fees. The

next craftshow committee meeting is July 15th and the next regular meeting is September 9<sup>th</sup>.

- I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Board members expressed their appreciation to Anna Horstman for her service to the Library Board.
- J. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:55 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, July 16, 2019, 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 Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., July 16, 2019**

**Board:** David Burkhart, Anthony Wobler, Anna Horstman, Diane Bishop, Judy Bosch, and Melanie Stokes

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

**Public:** Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the July 16, 2019 meeting were approved by Judy Bosch and seconded by Diane Bishop. 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 Anthony Wobler and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **GIFTS.** Diane Bishop moved to accept the following donations received in June: General Fund, Adult Summer Reading donations \$50.00 and Memorial Fund \$136.06. Anthony Wobler seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her June 2019 Director's Report (see attached report).

**NEW BUSINESS**

- E. **DISCUSSION OF COST ASSOCIATED WITH STAFFING CHANGES.** This Fiscal Officer presented a spreadsheet summarizing the cost associated with changing two part-time youth services positions to full-time positions (estimated additional \$23,000 in salary and benefits). As well as the cost to open the Ottawa Library Location on Fridays (estimated additional \$35,000 in salary and benefits).
- F. **CHANGED YOUTH SERVICES POSITION FROM PART TIME TO FULL TIME.** Motion was made by Judy Bosch and seconded by Anthony Wobler to change Youth Service Assistant, Heather Kuhlman from part time to full time. This change will allow the Youth Service Department to accommodate the increased demand for their services. All voted yes on the roll call vote.
- G. **HIRED YOUTH SERVICES ASSISTANT.** Motion was made by Diane Bishop and seconded by Judy Bosch to hire Erika Mortimer as full-time Youth Services Assistant effective July 18, 2019 at \$11.04 per hour. All voted yes on the roll call vote.



- H. **LEAVE WITHOUT PAY.** Kelly Ward has requested leave without pay for medical reasons. A motion was made by Diane Bishop and seconded by Judy Bosch to approve Kelly Ward's request for leave without pay for medical reasons effective July 24, 2019 for approximately six weeks. All voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that a craftshow committee meeting was held on July 15<sup>th</sup> and the next committee meeting will be August 26<sup>th</sup> at 1:00 p.m.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Judy Bosch commented that Village of Ottoville officials are pleased with the library relocation and library staff. Melanie Stokes commented that the Ottawa Library Location has been closed for several years on Fridays and asked why we are looking to make a change. David Burkhart commented that only one self-check machine was working. Kelly reported that one self-check machine had failed and that a new machine has been purchased and will be installed in the next few days.
- K. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:19 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, August 20, 2019, 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 Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., August 20, 2019**

**Board:** David Burkhart, Anthony Wobler, Diane Bishop, Judy Bosch, Wendie Swary, Melanie Stokes, and Tony Schroeder

**Administration:** Nancy Stauffer, Fiscal Officer

**Public:** Karen Okuley, Judy Ruen, Judge Keith Schierloh, and County Commissioner, John Schlumbahm

**PLEDGE OF ALLEGIANCE**

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Common Pleas Judge, Keith Schierloh administered the oath of office to Melanie Stokes. 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? Melanie Stokes responded, I do.
- B. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, John Schlumbahm, administered the oath of office to Tony Schroeder. 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? Tony Schroeder responded, I do.
- C. **REGULAR MINUTES.** The minutes of the July 16, 2019 meeting were approved by Anthony Wobler and seconded by Judy Bosch. All voted yes on the roll call vote, except Tony Schroeder who abstained.
- D. **BILLS AND FINANCIAL REPORTS.** The July receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Diane Bishop and seconded by Anthony Wobler. All voted yes on the roll call vote.
- E. **GIFTS.** Wendie Swary moved to accept the following donations received in July: Memorial Fund \$867.15. Judy Bosch seconded the motion, and all voted yes on the roll call vote.

**NEW BUSINESS**

- F. **OHIO LIBRARY COUNCIL CONVENTION AND EXPO.** The Fiscal Officer presented estimated costs for staff to attend the Ohio Library Council Convention and Expo. (6 staff = \$3,565, 5 staff = \$2,918, and 4 staff = \$2,429). The Director had requested that up to six staff be sent to the convention. Motion was made by Diane Bishop and seconded by Judy Bosch to send up to five staff members to the OLC Convention and Expo. All voted yes on the roll call vote.
- G. **HIRED CIRCULATION SERVICES ASSISTANT.** Motion was made by Wendie Swary and seconded by Melanie Stoke to hire Sara Alcott as part-time Circulation Assistant effective August 21, 2019 at \$9.46 per hour. All voted yes on the roll call vote.
- H. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that all craftshow booths have been sold on the main floor, and there are about 40 booths still for sale in the gym balcony and outside.
- I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- J. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:19 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, September 17, 2019, 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 Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., September 17, 2019**

**Board:** David Burkhart, Anthony Wobler, Diane Bishop, Judy Bosch, Wendie Swary, and Tony Schroeder

**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 20, 2019 meeting were approved by Anthony Wobler 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 Judy Bosch and seconded by Diane Bishop. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in August: Memorial Fund \$355.00. Anthony Wobler seconded the motion, and all voted yes on the roll call vote.

**NEW BUSINESS**

- D. **2019 APPROPRIATIONS MODIFICATIONS.** Wendie Swary moved to adopt Resolution 5-2019 approving the following 2019 Appropriations Modifications.  
**Friends of the PCDL Fund**

Purchased and Contract Services	1,250.00
Library Materials	(140.00)
Supplies	390.00
Capital Outlay	(1,500.00)

Motion was seconded by Judy Bosch and all voted yes on the roll call vote.
- E. **LEAVE WITHOUT PAY.** Lita Siefker has requested additional leave without pay for medical reasons. A motion was made by Anthony Wobler and seconded by Wendie Swary to approve Lita Siefker's request for leave without pay for medical reasons until December 31, 2019. All voted yes on the roll call vote.
- F. **CONFERENCE.** Motion was made by Judy Bosch and seconded by Diane Bishop approve a training request from the Director to allow Ruth Wilhelm to attend the OLC Right Click conference in Columbus on November 22nd. The estimated total cost including registration (\$85), meals, mileage, and lodging is \$400.00. All voted yes on the roll call vote.

- G. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that volunteers are needed for the October 26th craftshow. Judy Ruen commented that the Christmas Tree Festival is scheduled for December 7<sup>th</sup> – January 2<sup>nd</sup>, with a reception on December 7<sup>th</sup> 12:30 p.m. to 2:30 p.m.
- H. **DISCUSSION.** The Board discussed purchasing a memorial paver in memory of Robert Jones. Mrs. Jones was a former Library Director and President of the Friends of the PCDL.
- I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Judy Bosch commented that there was some confusion among the staff when she borrowed a hot spot.
- J. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:32 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, October 15, 2019, 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 Ottawa Library  
Location, Ottawa, Ohio at 6:30 p.m., October 15, 2019**

**Board:** David Burkhart, Anthony Wobler, Diane Bishop, Judy Bosch, Wendie Swary,  
and Melanie Stokes

**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 17, 2019 meeting were approved by Anthony Wobler and seconded by Wendie Swary. 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 Wendie Swary and seconded by Melanie Stokes. All voted yes on the roll call vote.
- C. **GIFTS.** Judy Bosch moved to accept the following donations received in September: Memorial Fund \$797.17. Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her September 2019 Director's Report (see attached report).

**NEW BUSINESS**

- E. **PCDL EMPLOYEE POICY AND PROCEDURE MANUAL CHANGE TO SECTION 14.3 MEALS AND LODGING.** Motion was made by Diane Bishop and seconded by Judy Bosch to modify section 14.3 Meals and Lodging of the PCDL Employee Policy and Procedure Manual as presented by the Director. All voted yes on the roll call vote. (see attached policy).
- F. **2019 APPROPRIATIONS MODIFICATIONS.** Wendie Swary moved to adopt Resolution 6-2019 approving the following 2019 Appropriations Modifications increasing Memorial Fund, Materials by \$1,500.00 and decreasing Capital Outlay by \$1,5000.00. Motion was seconded by Anthony Wobler and all voted yes on the roll call vote.
- G. **HIRED INTERMITTENT/ TEMPORARY CIRCULATION ASSISTANT.** Motion was made by Diane Bishop and seconded by Melanie Stokes to hire Erin Schmitz as intermittent/temporary Circulation Assistant effective October 21, 2019 at \$9.46 per hour. All voted yes on the roll call vote.

- H. **HIRED INTERMITTENT/ TEMPORARY CIRCULATION ASSISTANT.** Motion was made by Judy Bosch and seconded by Wendie Swary to hire Erika Snyder as intermittent/temporary Circulation Assistant effective October 17, 2019 at \$9.46 per hour. All voted yes on the roll call vote.
- I. **LSTA GUIDING OHIO ONLINE GRANT TRAINER.** Motion was made by Wendie Swary to approve the contract with Levi Creeger to provide technology training services on a part-time basis for the period 10/15/2019 – 9/30/2020 funded by the LSTA Guiding Ohio Online Grant. Anthony Wobler seconded the motion and all votes yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented the next Craftshow Committee meeting will be held October 17<sup>th</sup> at 1:00 p.m. She also reported that all but four inside booths have been sold.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Judy Bosch commented that the letters on the open hour sign at the Ottoville Library Location is too small and asked the Director to purchase a larger sign. She also made a recommendation for staff performance improvements. The Director commented that she would discuss her concerns with the department supervisor.
- L. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:15 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, November 19, 2019, 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 Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., November 19, 2019**

**Board:** David Burkhart, Anthony Wobler, Diane Bishop, Wendie Swary, Melanie Stokes, and Tony Schroeder

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

**Public:** Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the October 15, 2019 meeting were approved by Anthony Wobler and seconded by Melanie Stokes. 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 Diane Bishop and seconded by Wendie Swary. All voted yes on the roll call vote.
- C. **GIFTS.** Tony Schroeder moved to accept the following donations received in October: Memorial Fund \$80.00 and Paver Fund \$120.00. Anthony Wobler seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October 2019 Director's Report (see attached report).

Anthony Wobler left the meeting at 7:00 p.m.

**NEW BUSINESS**

- E. **PCDL BOARD POLICY AND PROCEDURE REVIEW.** The Director presented the following Board policies for review:
  - Concealed Carry Policy
  - Exhibits and Displays Policy
  - Group Study Room Reservation Policy
  - Confidentiality of Patron Records and Patron Information
  - Display and Distribution of Non-library Materials Policy
  - Pandemic Plan
  - Inclement Weather Policy

Motion was made by Wendie Swary and seconded by Melanie Stokes to maintain the above listed policies as presented by the Director. All voted yes on the roll call vote.

- F. **PCDL BOARD POICY AND PROCEDURE – LAPTOP USE POLICY AND LOAN AGREEMENT.** The Director noted that the Library no longer circulates laptops to the public, therefore, the policy is no longer needed. Motion was made by Diane Bishop and seconded by Wendie Swary to rescind the Laptop Use Policy and Loan Agreement. All voted yes on the roll call vote.
- G. **PCDL EMPLOYEE POLICY AND PROCEDURE MANUAL CHANGE TO SECTION 3.10.** Motion was made by Diane Bishop and seconded by Wendie Swary to modify section 3.10 Employee Rate of Pay of the PCDL Employee Policy and Procedure Manual to change the new employee eligibility date for a step increase from June 30<sup>th</sup> to September 30<sup>th</sup>. All voted yes on the roll call vote. (see attached policy).
- H. **2019 APPROPRIATIONS MODIFICATIONS.** Tony Schroeder moved to adopt Resolution 7-2019 increasing General Fund, Professional Services appropriations by \$7,500.00. Motion was seconded by Melanie Stokes, and all voted yes on the roll call vote.
- I. **LSTA GUIDING OHIO ONLINE GRANT TRAINER.** Motion was made by Melanie Stokes to approve the contract with Elizabeth Butterfield to provide technology training services on a part-time basis for the period 11/15/2019 – 9/30/2020 funded by the LSTA Guiding Ohio Online Grant. Wendie Swary seconded the motion and all votes yes on the roll call vote.
- J. **TERMINATION OF CONTRACT WITH LEVI CREEGER, DIGITAL LITERACY TRAINER.** Motion was made by Wendie Swary and seconded by Tony Schroeder to approve the termination of the contract with Levi Creeger, Digital Literacy Trainer effective November 14, 2019. All voted yes on the roll call vote.
- K. **PAYSCALE MODIFICATION.** The Director requested that step 40 on the Employee Payscale be eliminated and all jobs on step 40 be reclassified to step 45. After discussion, a motion was made by Diane Bishop and seconded by Tony Schroeder to eliminate step 40 on the Employee Payscale and reclassify all jobs on step 40 to step 45, effective 1/1/2020. All voted yes on the roll call vote.

- L. **CHANGE THE DATE OF THE REGULAR DECEMBER BOARD MEETING.** Motion was made by Diane Bishop and seconded by Tony Schroeder to change the date of the regular December Board meeting to Wednesday, December 18, 2019 at 6:30 p.m. All voted yes on the roll call vote.

Tony Schroeder left the meeting at 7:40 p.m.

- M. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that they had an approximate net profit of \$8,000 from the 2019 Craftshow. She also reported that all but four inside booths have been sold. She commented that the 2019 Christmas Tree Festival, chaired by Beth Myers, will be held 12/7/19 thru 1/2/2020 with 57 trees. The open house will be held on 12/7/19 at 12:30 p.m.

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

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:00 p.m., on motion by David Burkhart. The next regular board meeting will be held on Wednesday, December 18, 2019, 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 Ottawa Library  
Location, Ottawa, Ohio at 6:30 p.m., December 18, 2019**

**Board:** David Burkhart, Diane Bishop, Wendie Swary, Melanie Stokes, and Tony Schroeder

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

**Public:** Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the November 19, 2019 meeting were approved by Diane Bishop and seconded by Melanie Stokes. 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 Wendie Swary. All voted yes on the roll call vote.
- C. **GIFTS.** Diane Bishop moved to accept the following donations received in November: Memorial Fund \$240.00. Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her November 2019 Director's Report (see attached report).

**NEW BUSINESS**

- E. **RESOLUTION TO PAY BILLS.** Wendie Swary moved to adopt Resolution 8-2019 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 Stokes seconded the motion, and all voted yes on the roll call vote.

- F. **STAFF ORGANIZATIONAL MEMBERSHIP.** Motion was made by Tony Schroeder and seconded by Wendie Swary 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.
- G. **2020 TEMPORARY APPROPRIATIONS.** Tony Schroeder moved to adopt Resolution 9-2019 approving the 2020 temporary appropriations as presented. Diane Bishop seconded, and all voted yes on the roll call vote.
- H. **RETURN OF ADVANCE.** Motion was made by Wendie Swary and seconded by Melanie Stokes to approve the return of advance from the Friends of the PCDL Fund back to the General Fund in the amount of \$10,000.00. All voted yes on the roll call vote.
- I. **TRANSFER.** Motion was made by Diane Bishop and seconded by Wendie Swary to approve a transfer of \$5,000.00 from the General Fund to the Special Projects Fund. All voted yes on the roll call vote.
- J. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Wendie Swary nominated David Burkhart to the position of President of the PCDL Board of Trustees, nomination was seconded by Tony Schroeder. All voted yes on the roll call vote.
- K. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Wendie Swary nominated Judy Bosch to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Tony Schroeder. All voted yes on the roll call vote.
- L. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Wendie Swary nominated Diane Bishop to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Tony Schroeder. All voted yes on the roll call vote.



- M. **PERSONNEL COMMITTEE.** Motion was made by Melanie Stokes and seconded by Tony Schroeder to appoint David Burkhart, Diane Bishop, and Wendie Swary to the Personnel Committee. All voted yes on the roll call vote.
- N. **BOARD COMMITTEES.** Motion was made by Wendie Swary and seconded by Diane Bishop that all Board members would be members of all Board committees, except the Personnel Committee. All voted yes on the roll call vote.
- O. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the 2019 Christmas Tree Festival displayed 63 trees and the open house was well attended. Karen inquired about purchasing a wheel chair and walker with a seat to be used by patrons. Karen commented that the Friends of the PCDL had donated two small trees in memory of Robert Jones. They will be planted near the memorial tree for Dale Nienburg.
- P. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Tony Schroeder asked that we contact our insurance agent before purchasing the wheel chair and walker to discuss potential liability problems. He also asked the Fiscal Officer if the audit was performed by the Auditor of State's Office, she responded yes. Diane Bishop asked the Director if annual staff evaluations had been performed, she responded, no not yet. David Burkhart asked if we could put kiosks in the nursing homes that could access local history information. Director explained that most local history information is stored on micro film and that the equipment used to read the micro film is very expensive. She commented that she would discuss the idea with other Library Directors and research any available grant funding to purchase the equipment.
- Q. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:48 p.m., on motion by David Burkhart. The next regular board meeting will be held on Wednesday, December 18, 2019, at 6:30 p.m. at the Ottawa Library Location.

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Secretary

David A. Burkhart 1/30/20  
President



