

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held virtually using the Zoom Cloud Meeting Application and at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., January 19, 2021

Board: Judy Bosch (in person), Wendie Swary (Zoom), Melanie Stokes (Zoom), Tony Schroeder (Zoom), Tom Liebrecht (in person), and Karl Meyer (in person)

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF THE FISCAL OFFICER.** Tom Liebrecht moved to re-appoint Nancy Stauffer as Fiscal Officer for one effective January 1 (29 hours per week). Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Tom Liebrecht moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Wendy 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 Commission, Mike Lammers, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.
- D. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Mike Lammers, administered the oath of office to Karl Meyer. 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? Karl Meyer responded I do.

- E. **REGULAR MINUTES.** The minutes of the December 15, 2020 meeting were approved by Melanie Stokes and seconded by Tony Schroeder. All voted yes on the roll call vote.
- F. **BILLS AND FINANCIAL REPORTS.** The December receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Wendie Swary and seconded by Tom Liebrecht. All voted yes on the roll call vote.
- G. **GIFTS.** Wendie Swary moved to accept the following donations received in December: Memorial Fund \$747.15 and Friends of the PCDL \$4,107.27. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December 2020 Director's Report (see attached report).


NEW BUSINESS

- I. **DIRECTOR 2021 SALARY.** Motion was made by Tom Liebrecht and seconded by Judy Bosch to increase the Director's 2021 annual salary by 3.5% (\$72,393.16) effective January 1, 2021. All voted yes on the roll call vote.
- J. **FISCAL OFFIER 2021 SALARY.** Motion was made by Melanie Stokes and seconded by Tony Schroeder to set the Fiscal Officer's 2021 annual salary at \$55,000.00 (29 hours per week). All voted yes on the roll call vote.
- K. **ADVANCE.** Motion was made by Tony Schroeder and seconded by Judy Bosch 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.
- L. **RETURN OF ADVANCE.** Motion was made by Tom Liebrecht and seconded by Judy Bosch 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.

- M. **STAFF RESIGNATION.** Motion was made by Wendie Swary and seconded by Tom Liebrecht to accept the resignation of Jasmine Maag effective January 30, 2021. All voted yes on the roll call vote.
- N. **REPORT OF BRANCHES AND FRIENDS.** Judy Ruen commented that the Friends of the PCDL are make arrangements to host the annual booksale on June 3, 2021 thru June 10, 2021.
- O. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Tony Schroeder welcomed new Board member, Karl Meyer.
- P. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:20 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, February 16, 2021, 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 virtually using the Zoom Cloud Meeting Application and at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., February 16, 2021

Board: Judy Bosch (in person), Wendie Swary (in person), Melanie Stokes (in person), Tony Schroeder (in person), Tom Liebrecht (in person), Amanda Dettrow (Zoom), and Karl Meyer (Zoom)

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the January 19, 2021 meeting were approved by Tom Liebrecht and seconded by Karl Meyer. 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 Judy Bosch 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 \$1,240. Karl Meyer seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her January 2021 Director's Report (see attached report).

NEW BUSINESS

- E. **INVENTORY DELETIONS.** Motion was made by Tony Schroeder and seconded by Wendie Swary to approve the deletion list as presented. (see attached list). All voted yes on the roll call vote.
- F. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the Friends of the PCDL are planning the annual booksale which is scheduled for June 7th and 8th. The next regular meeting is scheduled for March 1, 2021. Karen commented that she has not received a response from OGHS concerning the use

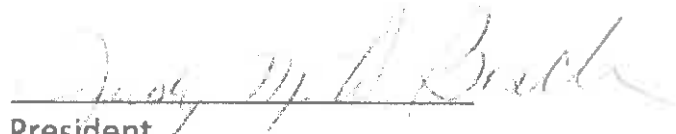
of the gym for the craftshow. There is a possibility that the date and location of the craftshow will have to be changed.

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

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

ADJOURNMENT. There being no further business the meeting was adjourned at 6:56 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, March 16, 2021, 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 virtually using the Zoom Cloud Meeting Application and at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., March 16, 2021

Board: Judy Bosch(in person), Wendie Swary (Zoom), Melanie Stokes (Zoom), Tony Schroeder (Zoom), Tom Liebrecht(in person), Amanda Dettrow (Zoom), and Karl Meyer (Zoom)

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

Public: Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the February 16, 2021 meeting were approved by Melanie Stokes and seconded by Tom Liebrecht. 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 Tom Liebrecht 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 February: Memorial Fund \$678.00, Adult Summer Reading program \$550.00, and Juvenile Summer Reading Club \$930.00. Karl Meyer seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her January 2021 Director's Report (see attached report).

NEW BUSINESS

- E. **INVENTORY DELETIONS.** Motion was made by Tony Schroeder and seconded by Judy Bosch to approve the deletion list as presented. (see attached list). The Director commented that the deleted items would be donated to the Friends of the PCDL. All voted yes on the roll call vote.

F. **2021 PERMANENT APPROPRIATIONS. (Resolution 1-2021).** Motion was made by Karl Meyer and seconded by Wendie Swary to approve the 2021 Permanent Appropriations as presented. All voted yes on the roll vote.

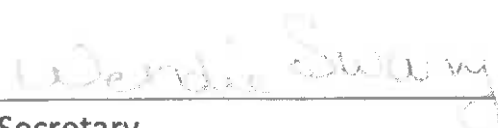
	1000	2001	2002	2004	2005	2007	2008	2011	2012	2018	2019	2020	2801	4001	4002
	General Fund	Stauffer Trust	PCDL Friends	Presbyterian Church of CG	Elsie Bunn Bequest Fund	Memorial	Summer Read Club	Better World Books	Donation Pavers	Kwanis Club of Ottawa	John R. Sewell Request	Jean R. Sewell Request	Coronavirus Relief Fund	Building & Repair	Special Projects
EXPENSES															
Salary	600,000				22,000										
Benefits	254,000														
Purchased Service	185,000	5,000	9,500		1,000										
Library Materials	150,000		4,000	500	500	4,000		250		1,000					
Supplies	28,000		2,500				2,800								
Other Library Services	8,000														
Capital Outlay	27,000			1,000	3,000	2,400			500			10,000	0		
Total Expenses	1,203,000	5,000	10,000	1,500	26,500	6,400	2,800	250	500	1,000	0	10,000	0	0	0

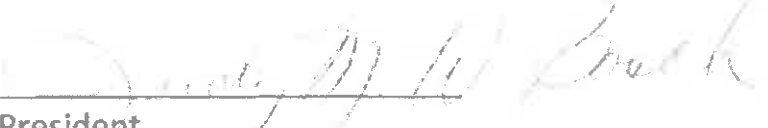
G. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the annual book sale will be held on June 8th and 9th. Karen commented that there is a possibility that the date and location of the craftshow will have to be changed, they should know more by the April Board meeting.

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

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

ADJOURNMENT. There being no further business the meeting was adjourned at 6:58 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, April 20, 2021, 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 virtually using the Zoom Cloud Meeting Application and at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., April 20, 2021

Board: Judy Bosch (in person), Wendie Swary (Zoom), Melanie Stokes (Zoom), Tony Schroeder (Zoom), Tom Liebrecht (Zoom), Amanda Dettrow (Zoom), and Karl Meyer (Zoom).

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the March 16, 2021 meeting were approved by Karl Meyer 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 Tony Schroeder 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 February: Memorial Fund \$575.00, Adult Summer Reading program \$100.00, and Juvenile Summer Reading Club \$950.00. Karl Meyer seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her March 2021 Director's Report (see attached report).

NEW BUSINESS

- E. **SOCIAL MEDIA/COMPUTER SUPPORT SPECIALIST JOB DESCRIPTION.** Motion was made by Wendie Swary and seconded by Judy Bosch to create the position of the Social Media/Computer Support Specialist and approve the job description as presented. All voted yes on the roll call vote.

- F. **LOCAL HISTORY/IT SUPPORT.** Motion was made by Tom Liebrecht and seconded by Tony Schroeder to delete the position of Local History/IT Support. All voted yes on the roll call vote.
- G. **REFERENCE LIBRARIAN/ LOCAL HISTORY LIBRARIAN.** Motion was made by Melanie Stokes and seconded by Tom Liebrecht to create the position of Reference Librarian/ Local History Librarian and approve the job description as presented. All voted yes on the roll call vote.
- H. **ADULT PROGRAMMING AND COMMUNITY OUTREACH.** Motion was made by Wendie Stokes and seconded by Tom Liebrecht to create the position of Adult Programming/Community Outreach and approve the job description as presented. All voted yes on the roll call vote.
- I. **EXTENTION SERVICES.** Motion was made by Judy Bosch and seconded by Tony Schroeder to delete the position of Extension Service. All voted yes on the roll call vote.
- J. **PAYSCALE MODIFICATION.** The Director presented a modified payscale to include the preceding job changes. After discussion, a motion was made by Tom Liebrecht and seconded by Karl Meyer to delete the positions of Local History/IT Support and Extension Services and include the positions of Social Media/Computer Support Specialist (factor analysis score 125), Reference Librarian/Local History Librarian (factor analysis score 110), and Adult Programming/Community Outreach(factor analysis score 110) positions. All voted yes on the roll call vote. (see attached modified payscale)
- K. **APPOINT RUTH WILHELM TO THE POSITION OF SOCIAL MEDIA/COMPUTER SUPPORT SPECIALIST.** Motion was made by Tony Schroeder and seconded by Judy Bosch to appoint Ruth Wilhelm to the position of Social Media/Computer Support Specialist effective May 1, 2021 at \$19.02 per hour. All voted yes on the roll call vote.
- L. **APPOINT PAT MEYER TO THE POSITION OF ADULT PROGRAMMING/ COMMUNITY OUTREACH.** Motion was made by Tom Liebrecht and seconded by Karl Meyer to appoint Pat Meyer to the position of Adult Programming/ Community Outreach effective May 1, 2021 at \$13.78 per hour. All voted yes on the roll call vote.

- M. **CHANGES IN LIBRARY HOURS.** Motion was made by Tom Leibrecht and seconded by Tony Schroeder to adjust all library locations open hours by remaining open for the whole day without closing for cleaning midway through each day. All voted yes on the roll call vote.
- N. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley announced that the October 2021 craftshow had to be cancelled. They were not able to use the Ottawa Glandorf High School and they looked into and decided against using the Putnam County Fairgrounds. She also commented that the annual book sale will be held on June 8th and 9th at the Fourth Street gym.
- O. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- P. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:27 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, May 18, 2021, 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 virtually using the Zoom Cloud Meeting Application and at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., May 18, 2021

Board: Judy Bosch (in person), Melanie Stokes (Zoom), Tom Liebrecht (Zoom), Amanda Dettrow (Zoom), and Karl Meyer (Zoom).

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the April 20, 2021 meeting were approved by Melanie Stokes and seconded by Karl Meyer. 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 Karl Meyer and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **GIFTS.** Tom Liebrecht moved to accept the following donations received in April: Memorial Fund \$245.00 and Juvenile Summer Reading Club \$50.00. Karl Meyer seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her April 2021 Director's Report (see attached report).

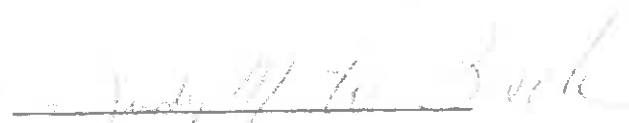
NEW BUSINESS

- E. **REFERENCE LIBRARIAN/ LOCAL HISTORY LIBRARIAN.** Motion was made by Judy Bosch and seconded by Tom Liebrecht to appoint Kelly Schroeder to the part time (26.5 hours per week) position of Reference Librarian/ Local History Librarian at \$12.61 per hour, effective June 1, 2021. All voted yes on the roll call vote.
- F. **INVENTORY DELETIONS.** Motion was made by Karl Meyer and seconded by Amanda Dettrow to approve the deletion list as presented. (see attached list). All voted yes on the roll call vote. (see attached list)

- G. **2022 REQUEST BUDGET (RESOLUTION 2-2022).** The Fiscal Officer presented the Request Budget Worksheets for 2022. Motion was made by Melanie Stokes and seconded by Judy Bosch to approve the 2022 Request Budget (Resolution 2-2021) as presented. All voted yes on the roll vote.
- H. **OHIO'S COVID 19 HEALTH ORDERS ENDING JUNE 2ND.** The Director and the Board discussed the Ohio Governor's announcement that the COVID 19 Health Orders will end on June 2, 2021. Motion was made by Tom Liebrecht and seconded by Amanda Dettrow to change mask wearing at the library for staff and patrons from mandatory to voluntary effective June 2, 2021. All voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the annual book sale itinerary will be the following:
Friday, June 4th at 12:30 p.m. they will be moving the books to the Fourth Street Gym, they are looking for trucks, drivers, and carts.
Saturday, June 5th 9 a.m. to 12:00 p.m. unpacking and sorting boxes of books.
Monday, June 7th 9 a.m. to 12:00 p.m. unpacking and sorting boxes of books.
The book sale will be Tuesday, June 8th and Wednesday June 9th. Also, Modern Woodman will be providing box lunches to all workers.
Thursday, June 10th volunteers will box and return unsold books to the library.
- Judy Ruen commented that they currently have 35 paid 2021 memberships to the Friends of the PCDL.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- K. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:03 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, June 15, 2021, 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 virtually using the Zoom Cloud Meeting Application and at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., June 15, 2021

Board: Judy Bosch (in person), Wendie Swary (in person), Tom Liebrecht (Zoom), and Karl Meyer (Zoom).

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the May 18, 2021 meeting were approved by Tom Liebrecht and seconded by Karl Meyer. 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 Karl Meyer 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 \$1,109.63, Adult Summer Reading Club (General Fund) \$30.00, and Juvenile Summer Reading Club \$25.00. Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May 2021 Director's Report (see attached report). Additionally, Ann Mallen with The Cream Literary Alliance will be presenting a check for \$2,000.00 in memory of RoseAnn Giesken on July 8, 2021 at 4:00 p.m.

NEW BUSINESS

- E. **HIRE PART TIME CUSTODIAN.** Motion was made by Judy Bosch and seconded by Tom Liebrecht to hire Cynthia Schnipke to the part time custodian position (14 hours per week) at \$9.99 per hour, effective June 21, 2021. All voted yes on the roll call vote.

F. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the annual book sale was very successful. They had a lot of volunteers and they had a profit of \$3,865.00.

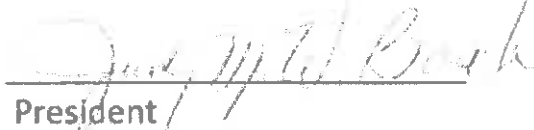
Judy Ruen commented that they currently have 44 paid 2021 memberships to the Friends of the PCDL.

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

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:04 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, July 20, 2021, 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., July 20, 2021

Board: Judy Bosch, Wendie Swary, Tom Liebrecht, Tony Schroeder, Melanie Stokes, and Karl Meyer.

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the June 15, 2021 meeting were approved by Tom Liebrecht and seconded by Wendie Swary. 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 Judy Bosch 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 June: Memorial Fund \$1,305.00, Local History (General Fund) \$20.00, and Juvenile Summer Reading Club \$250.00. Karl Meyer seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her June 2021 Director's Report (see attached report).

NEW BUSINESS

- E. **JUNETEENTH HOLIDAY 2022.** Motion was made by Wendie Swary and seconded by Tony Schroder to add Juneteenth to the list of paid holidays in the PCDL Employee Policy and Procedure Manual section 8.1 effective 2022. All voted yes on the roll call vote.

F. **2021 APPROPRIATIONS MODIFICATIONS.** Judy Bosch moved to adopt Resolution 3-2021 approving the following 2021 Appropriations Modifications

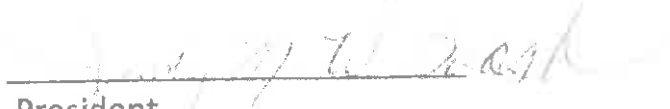
Friends of the PCDL Fund	
Materials	(-) \$2,000.00
Supplies	(+) \$2,000.00
Jean Sewell Trust Fund	
Capital Outlay	(+) \$5,000.00
Memorial Fund	
Materials	(+) \$4,000.00

Tom Liebricht seconded and all voted yes on the roll call vote.

- G. **OLC CONVENTION AND EXPO.** The Director requested approval for herself and two other staff members to attend the OLC Conference to be held in Columbus on October 13, 14, and 15, 2021. Motion was made by Wendie Swary and seconded by Karl Meyer to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$2,000.00. All voted yes on the roll call vote.
- H. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented Friends of the PCDL is planning a chicken barbeque fund raiser.
- I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- J. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:05 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, August 17, 2021, 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., August 17, 2021

Board: Judy Bosch, Wendie Swary, Tom Liebrecht, Tony Schroeder, Melanie Stokes, Amanda Dettrow, and Karl Meyer.

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

Public: Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the July 20, 2021 meeting were approved by Karl Meyer and seconded by Wendie Swary. 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 Tony Schroeder and seconded by Tom Liebrecht. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in June: Memorial Fund \$2,557.72. Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her July 2021 Director's Report (see attached report).

NEW BUSINESS

- E. **2021 APPROPRIATIONS MODIFICATIONS.** Tom Liebrecht moved to adopt Resolution 5-2021 approving the following 2021 Appropriations Modifications

Memorial Fund	
Library Materials and Information	(+) \$2,000.00
Furniture and Equipment	(+) \$3,000.00

Wendie Swary seconded and all voted yes on the roll call vote.

- F. **MASK MANDATE DISCUSSION.** The Director and Board discussed whether or not to ask the teachers and children who come to the library for class visits to wear masks. The Board concluded that the library would recommend, but not mandated that teachers and children who visit the library for class visits to wear masks.
- G. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the Friends of the PCDL chicken barbeque fund raiser will be held on September 26th from 11:00 am to 1:00 pm.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- I. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:20 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, September 21, 2021, 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., September 28, 2021

Board: Judy Bosch, Tony Schroeder, Melanie Stokes, and Karl Meyer.

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

Public: Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the August 17, 2021 meeting were approved by Tony Schroeder and seconded by Karl Meyer. 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 Tony Schroeder. All voted yes on the roll call vote.
- C. **GIFTS.** Judy Bosch moved to accept the following donations received in August: Memorial Fund \$820.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her August 2021 Director's Report (see attached report).

NEW BUSINESS

- E. **BOOK MEMORIAL FOR FORMER BOARD MEMBER LARRY BRACKEN.** Motion was made by Judy Bosch and seconded by Karl Meyer to approve the purchase of \$50.00 in book memorials in memory of former board member Larry Bracken. All voted yes on the roll call vote.

F. **2021 APPROPRIATIONS MODIFICATIONS.** Judy Bosch moved to adopt Resolution 5-2021 approving the following 2021 Appropriations Modifications

General Fund	
Maintenance and Repair on Facility	(+) \$5,000.00
Coronavirus Relief Fund	
Supplies	(+) \$67.64

Melanie Stokes seconded and all voted yes on the roll call vote.

G. **MASK MANDATE DISCUSSION.** The Director and Board discussed whether or not the library should require that all staff and patrons wear masks while inside the library locations. The Board concluded that the library would recommend, but not mandated that staff and patrons wear masks while inside the library locations. The Library Board will consider reinstating this requirement if the area schools return to a mask mandate.


H. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the Friends of the PCDL's chicken barbeque fund raiser that held on September 26th was a huge success with a profit of \$1,400.00. She thanks all volunteers for their help.

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

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:33 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, October 19, 2021, 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., October 19, 2021

Board: Judy Bosch, Wendy Swary, Melanie Stokes, Amanda Dettrow, and Karl Meyer.

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 28, 2021 meeting were approved by Melanie Stokes and seconded by Karl Meyer. 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 Judy Bosch. All voted yes on the roll call vote.
- C. **GIFTS.** Karl Meyer moved to accept the following donations received in September: Memorial Fund \$910.00. Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her September 2021 Director's Report (see attached report).

NEW BUSINESS

- E. **STAFF RESIGNATION (Erika Mortimer).** Motion was made by Judy Bosch and seconded by Melanie Stokes to accept the resignation of Erika Mortimer effective October 28, 2021. All voted yes on the roll call vote.
- F. **ANNUAL INSERVICE DAY.** Motion was made by Amanda Dettrow and seconded by Melanie Stokes to approve the purchase of lunch for the staff for the November 11, 2021 in service meeting at a cost not to exceed \$700.00. All voted yes on the roll call vote.

- G. **RETIREMENT OF PATRICIA MEYER.** Motion was made by Judy Bosch and seconded by Wendie Swary accept the retirement of Patricia Meyer effective November 15, 2021 with great appreciation for her many years of service. All voted yes on the roll call vote.
- H. **HIRE ADULT PROGRAMS AND OUTREACH COORDINATOR.** Motion was made by Karl Meyer and seconded by Wendie Swary to promote Melissa Ellerbrock as Adult Programs and Outreach Coordinator effective November 1, 2021 at \$12.61 per hour. All voted yes on the roll call vote.
- I. **FINES AND FEE MODIFICATIONS.** Judy Bosch moved to approve the following fines and fees:


DESCRIPTION	FEE
late books, magazines, music CD's, DVD, and books on CD	No Fee
copies of Driver's license; Temporary Driver's Permit; or State ID Card	No Fee per HB 110, Section 3375.011
printed or copied pages (both black & white and color)	\$0.25 per page
Fax	\$0.25 per page
Button Maker	\$.50 per button
Lamination Machine	\$2.00 per linear foot

Wendie Swary seconded and all voted yes on the roll call vote.

- J. **PAYSCALE MODIFICATION.** Tabled until November Board meeting for additional information.
- K. **RECORDS RETENTION MEETING.** Set Records Retention meeting for November 16, 2021 at 6:00 p.m.
- L. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the Friends annual Christmas Tree Festival will be held from December 4th thru January 3rd. The Spring Fling Craft Show will be held April 9, 2022 at OGHS.
- M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- N. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:33 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, November 16, 2021, 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., November 16, 2021**

Board: Judy Bosch, Wendy Swary, Tony Schroeder, Melanie Stokes, Tom Liebrecht, Amanda Dettrow, and Karl Meyer.

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the October 19, 2021 meeting were approved by Judy Bosch and seconded by Melonie 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 Tom Liebrecht and seconded by Wendie Swary. All voted yes on the roll call vote.
- C. **GIFTS.** Karl Meyer moved to accept the following donations received in October: Memorial Fund \$465.00. Tony Schroeder seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October 2021 Director's Report (see attached report).

NEW BUSINESS

- E. **HIRE CIRCULATION ASSISTANT.** Motion was made by Wendie Swary and seconded by Karl Meyer to hire Anna Dietering as part time Circulation Assistant effective December 4, 2021 at \$9.99 per hour. All voted yes on the roll call vote.
- F. **PAYSCALE MODIFICATION.** Tabled until December Board meeting for additional information.

G. 2021 APPROPRIATIONS MODIFICATIONS. Tony Schroeder moved to adopt Resolution 6-2021 approving the following 2021 Appropriations Modifications

General Fund	
Materials	(+) \$5,000.00
Supplies	(-) \$5,000.00
Memorial Fund	
Materials	(+) \$2,500.00
Furniture and Equipment	(-) \$2,500.00

Judy Bosch seconded and all voted yes on the roll call.


H. REPORT OF BRANCHES AND FRIENDS. Karen Okuley commented that the Friends annual Christmas Tree Festival will be held from December 4th thru January 3rd.


I. COMMENTS FROM INDIVIDUAL BOARD MEMBERS. Tom Liebrecht commented that his Board term will be ending 12/31/2021 and he will not be seeking reappointment because he will be moving out of Putnam County. Amanda Dettrow commented that she will be resigning from the Board effective 12/31/2021. Karl Meyer commented that he will not be able to attend Board meetings from December thru February for medical reasons. Wendie Swary commented that she will not be able to attend the December Board meeting for medical reasons.

J. BOARD MEETING DATE CHANGE. Due to a potential lack of quorum for the December 21, 2021 Board meeting the Board has decided to change the meeting to December 14, 2021 at 6:30 p.m.

K. COMMENTS FROM THE PUBLIC: None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:35 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, December 14, 2021, 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 14, 2021

Board: Judy Bosch, Wendy Swary, Tony Schroeder, Melanie Stokes, and Tom Liebrecht.

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF THE FISCAL OFFICER.** Tom Liebrecht moved to re-appoint Nancy Stauffer as Fiscal Officer for one-year, effective January 1 (29 hours per week). Tony Schroeder seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Melanie Stokes moved to appoint Kelly Ward as Deputy Fiscal Officer for one-year, effective January 1. Tom Liebrecht seconded the motion, and all voted yes on the roll call vote.
- C. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Common Pleas Judge, Keith Schierloh, 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. **SPECIAL (RECORDS RETENTION) MINUTES.** The minutes of the November 16, 2021 meeting were approved by Judy Bosch and seconded by Tony Schroeder. All voted yes on the roll call vote.

- E. **REGULAR MINUTES.** The minutes of the November 16, 2021 meeting were approved by Tony Schroeder and seconded by Judy Bosch. All voted yes on the roll call vote.
- F. **BILLS AND FINANCIAL REPORTS.** The November receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Tom Liebrecht and seconded by Wendie Swary. All voted yes on the roll call vote.
- G. **GIFTS.** Judy Bosch moved to accept the following donations received in November: Memorial Fund \$1,110.00. Wendy Swary seconded the motion, and all voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her November 2021 Director's Report (see attached report).


NEW BUSINESS

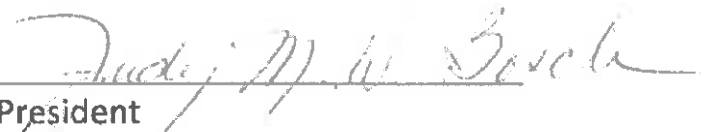
- I. **INVENTORY DELETIONS.** Motion was made by Tony Schroeder and seconded by Tom Liebrecht to approve the attached deletions from the PCDL inventory (see attached list). All voted yes on the roll call vote.
- J. **PAYSCALE MODIFICATION.** Motion was made by Tom Liebrecht and seconded by Wendie Swary to approve the modified pay scale effective January 1, 2022 (see attached pay scale and longevity scales). All voted yes on the roll call vote.
- K. **HIRE YOUTH SERVICES ASSISTANT.** Motion was made by Wendie Swary and seconded by Judy Boch to hire Elyse Schroeder as full time Youth Services Assistant effective January 3, 2022 at \$14.04 per hour (approximately 30 hours per week). All voted yes on the roll call.
- L. **RETURN OF ADVANCE.** Motion was made by Melanie Stokes and seconded by Tony Schroeder 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.

- M. **TRANSFER.** Tom Liebrecht moved to approving a transfer of \$25,000.00 from the General Fund to the Special Projects Fund in anticipation of the need to purchase a new delivery van. Tony Schroeder seconded and all voted yes on the roll call vote.
- N. **2022 TEMPORARY APPROPRIATIONS.** The Fiscal Officer presented the 2022 Temporary Appropriations for review and reported that General Fund estimated revenue was \$1,279,732.00. Wendy Swary moved to adopt Resolution 7-2021 approving the 2022 temporary appropriations as presented. Judy Bosch seconded, and all voted yes on the roll call vote.
- O. **RESOLUTION TO PAY BILLS.** Tony Liebrecht moved to adopt Resolution 8-2021 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. Tony Schroeder seconded the motion, and all voted yes on the roll call vote.
- P. **STAFF ORGANIZATIONAL MEMBERSHIP.** Motion was made by Judy Bosch and seconded by Tom Liebrecht 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.
- Q. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Wendie Swary nominated Judy Bosch 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.
- R. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Wendie Swary nominated Melanie Stokes 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, except Melanie Stokes who abstained.
- S. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Tony Schroeder nominated Wendie Swary to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Tom Liebrecht. All voted yes on the roll call vote, except Wendy Swary who abstained.

- T. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley expressed her thanks to Beth Myers for all her hard work on the 2021 Christmas Tree Festival. And she commented that the PCDL Friends are talking with Ottawa Elementary regarding using their location for the 2022 book sale.
- U. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Tom Liebrecht commented that it had been a pleasure to serve on the Library Board of Trustees. The Board thanked Tom for his service.
- V. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:50 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, January 18, 2022 at 6:30 p.m. at the Ottawa Library Location.


Secretary


President