

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 18, 2022

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

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

Public: Karen Okuley and Judy Ruen

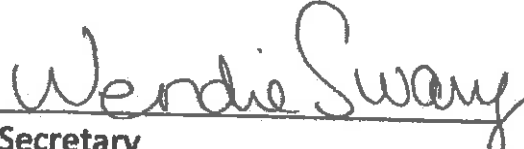
PLEDGE OF ALLEGIANCE

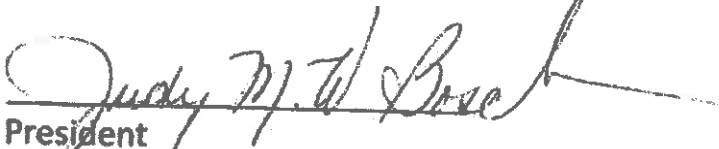
- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Common Pleas Judge, Keith Schierloh, administered the oath of office to Melanie Lauth and Beth Breece-Recker. Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you 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 Lauth and Beth Breece-Recker responded I do.
- B. **BILLS AND FINANCIAL REPORTS.** The December receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Melanie Stokes and seconded by Tony Schroeder. All voted yes on the roll call vote.
- C. **GIFTS.** Tony Schroeder moved to accept the following donations received in December: Memorial Fund \$705.00 and Friends of the PCDL \$5,556.48. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December 2021 Director's Report (see attached report).

NEW BUSINESS

- E. **DIRECTOR AND FISCAL OFFICER 2022 SALARIES.** Motion was made by Tony Schroeder and seconded by Melanie Stocks to increase the Director's and Fiscal Officer's 2022 annual salaries to \$77,447.52 (40 hours per week) and \$58,664.44 (29 hours per week) respectively. All voted yes on the roll call vote.
- F. **ADVANCE.** Motion was made by Melanie Lauth and seconded by Beth Breece-Recker 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. **HIRE CIRCULATION ASSISTANT.** Motion was made by Tony Schroeder and seconded by Melanie Lauth to hire Jessica Apple as part time Circulation Assistant effective January 19, 2022 at \$13.00 per hour. All voted yes on the roll call vote.
- H. **HIRE CIRCULATION ASSISTANT.** Motion was made by Melanie Stokes and seconded by Beth Breece-Recker to hire Sara Bennett as part time Circulation Assistant effective January 19, 2022 at \$13.00 per hour. All voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the Friends of the PCDL had cancelled the Spring 2022 craftshow because of the COVID 19 pandemic. She also announced that they will be hosting a chicken barbeque the Sunday after the June booksale. Additionally, she commented there were 37 trees on display at this year's annual Christmas Tree Festival.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Tony Schroeder welcomed the new Board members.
- K. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:28 p.m., on motion by Tony Schroeder. The next regular board meeting will be held on Tuesday, February 15, 2022, at 6:30 p.m. at the Ottawa Library Location.


Secretary


President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 11:30 a.m., January 24, 2022

Board: Wendie Swary, Melanie Stokes, Tony Schroeder, and Karl Meyer

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

Public: None

- A. **HIRE CIRCULATION ASSISTANT.** Motion was made by Melanie Stokes and seconded by Tony Schroeder to hire Cassidy Jackson as part time Circulation Assistant effective January 26, 2022 at \$13.00 per hour. All voted yes on the roll call vote.
- B. **TERMINATION OF CIRCULATION ASSISTANT.** Motion was made by Tony Schroeder and seconded by Karl Meyer to terminate Jessica Apple as part time Circulation Assistant effective today, January 24, 2022. All voted yes on the roll call vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 11:45 a.m., on motion by Tony Schroeder. The next regular board meeting will be held on Tuesday, February 15, 2022, at 6:30 p.m. at the Ottawa Library Location.

Wendie Swary
Secretary

Tony M. W. Schroeder
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 15, 2022

Board: Judy Bosch, Wendie Swary, Tony Schroeder, Melanie Lauth, and Beth Breece-Recker

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the December 24, 2021 meeting were approved by Tony Schroeder and seconded by Judy Bosch. All voted yes on the roll call vote.
- B. **REGULAR MINUTES.** The minutes of the January 18, 2022 meeting were approved by Tony Schroeder and seconded by Wendie Swary. All voted yes on the roll call vote.
- C. **SPECIAL MINUTES.** The minutes of the January 24, 2022 meeting were approved by Tony Schroeder and seconded by Wendie Swary. All voted yes on the roll call vote.
- D. **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 Lauth. All voted yes on the roll call vote.
- E. **GIFTS.** Judy Bosch moved to accept the following donations received in December: Memorial Fund \$1,000.38, Summer Reading Club \$970.00, and Adult Summer Reading Program (General Fund) \$500.00. Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her January 2022 Director's Report (see attached report).

NEW BUSINESS

- G. **INVENTORY DELETIONS.** Motion was made by Wendie Swary and seconded by Judy Bosch to approve the attached deletions from the PCDL inventory (see attached list). All voted yes on the roll call vote.
- H. **RECORDS DESTRUCTION LIST.** The Fiscal Officer presented a list of records proposed for destruction. Motion was made by Tony Schroeder and seconded by Melanie Lauth to approve the records disposal list as presented. (see attached list). All voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the June booksale will be held at Ottawa Elementary School on June 7th and 8th. She also reported that they will be hosting a chicken barbeque on June 12th at the Ottawa Library location.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- K. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:14 p.m., on motion by Tony Schroeder. The next regular board meeting will be held on Tuesday, March 15, 2022, at 6:30 p.m. at the Ottawa Library Location.

Wendie Swary
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 15, 2022

Board: Wendie Swary, 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 February 15, 2022 meeting were approved by Wendie Swary and seconded by Tony Schroeder. 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 Melanie Stokes and seconded by Karl Meyer. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in February: Memorial Fund \$340.00 and Summer Reading Club \$725.00. Tony Schroeder seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February 2022 Director's Report (see attached report).

NEW BUSINESS

- E. **2022 PERMANENT APPROPRIATIONS. (Resolution 1-2022).** Motion was made by Wendie Swary and seconded by Tony Schroeder to approve the 2022 Permanent Appropriations as presented. All voted yes on the roll vote.

	GENERAL FUND	STAUFFER TRUST FUND	PCDL FRIENDS FUND	PRESBYTERIAN CHURCH OF CG FUND	ELOISE BUNN BEQUEST FUND	MEMORIAL FUND	SUMMER READING CLUB FUND	BETTER WORLD BOOKS FUND	DONATION PAVERS FUND	KIWANIS CLUB OF OTTAWA FUND	JEAN R SEWELL BEQUEST FUND
Salaries	695,000				22,000						
Employee Fringe Benefits	201,078										
Purchased Service	193,777	5,000	3,500		1,000						
Library Materials	155,402		2,000	500	500	10,000		250		1,000	
Supplies	24,500		4,500				2,800				
Other Financing Uses	7,500										
Capital Outlay	27,000				3,000	1,000			500		
Total Expenses	1,304,257	5,000	10,000	500	26,500	11,000	2,800	250	500	1,000	15,000

F. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the June booksale will be held at Ottawa Elementary School on June 7th and 8th. She also reported that they will be hosting a chicken barbeque on June 12th at the Ottawa Library location.

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

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:10p.m., on motion by Melanie Stokes. The next regular board meeting will be held on Tuesday, April 19, 2022, at 6:30 p.m. at the Ottawa Library Location.

Wendie Swamy Secretary
Judy M. W. Birch 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 19, 2022

BOARD: Judy Bosch, Tony Schroeder, Melanie Stokes, Karl Meyer, and Beth Breece-Recker.

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 15, 2022 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 March 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.** Beth Breece-Recker moved to accept the following donations received in March: Memorial Fund \$5,275.00 and General Fund (Adult Summer Reading \$200.00). Karl Meyer seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her March 2022 Director's Report (see attached report).

NEW BUSINESS

- E. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the June booksale will be held at Ottawa Elementary School on June 7th and 8th. She also reported that they will be hosting a chicken barbeque on June 12th at the Ottawa Library location.
- F. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- G. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:20 p.m., on motion by Melanie Stokes. The next regular board meeting will be held on Tuesday, May 17, 2022, at 6:30 p.m. at the Ottawa Library Location.

Wendie Swamy
Secretary

Judy M. W. Bosch
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 17, 2022

BOARD: Judy Bosch, Wendie Swary, Melanie Lauth, Karl Meyer, and Beth Breece-Recker.

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 19, 2022 meeting were approved by Karl Meyer and seconded by Beth Breece-Recker. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The April receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Wendie Swary and seconded by Melanie Lauth. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in April: Memorial Fund \$482.98 and Juvenile Summer Reading \$100.00. Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her April 2022 Director's Report (see attached report).

NEW BUSINESS

- E. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the June booksale will be held at Ottawa Elementary School on June 7th and 8th. She also reported that they will be hosting a chicken barbeque on June 12th at the Ottawa Library location.
- F. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Melanie Lauth commented that a patron had asked her why we limit the number of e-books on HOOPLA. The

Director responded that we pay a fee per item borrowed, therefore, we set limits per person and a total dollar amount per month. The Director also commented that patrons can also rent an unlimited number of e-books on Libby.

G. COMMENTS FROM THE PUBLIC: None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:24 p.m., on motion by Melanie Stokes. The next regular board meeting will be held on Tuesday, June 21, 2022, 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 21, 2022

BOARD: Judy Bosch, Melanie Stokes, Melanie Lauth, Karl Meyer, and Beth Breece-Recker.

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

PUBLIC: Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the May 17, 2022 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 May receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Judy Bosch and seconded by Melanie Lauth. All voted yes on the roll call vote.
- C. **GIFTS.** Beth Breece-Recker moved to accept the following donations received in May: Memorial Fund \$787.97 and Juvenile Summer Reading \$200.00. Karl Meyer seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May 2022 Director's Report (see attached report).

NEW BUSINESS

- E. **EXECUTIVE SESSION.** Motion was made by Judy Bosch and seconded by Melanie Lauth to adjourn into executive session at 6:50 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.

- F. **EXECUTIVE SESSION.** Motion was made by Karl Meyer and seconded by Melanie Stokes to come out of executive session at 7:19 pm. All voted yes on the roll call vote.
- G. **REPORT OF BRANCHES AND FRIENDS.** Judy Ruen reported that that they sold 425 tickets at the chicken barbeque held on June 12th.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Judy Bosch noted that a paved walking path had been installed in the Ottoville Park and suggested that we install a Storywalk. Beth Breece-Recker asked that we updated the minutes on the library website.
- I. **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, July 19, 2022, at 6:30 p.m. at the Ottawa Library Location.

Wendie Swamy
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 19, 2022

BOARD: Wendie Swary, Melanie Stokes, Melanie Lauth, 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 21, 2022 meeting were approved by Wendie Swary and seconded by Melanie Lauth. 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 Karl Meyer 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 \$248.44, Eloise Bunn Fund \$23,138.12 and Juvenile Summer Reading \$100.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her June 2022 Director's Report (see attached report).

NEW BUSINESS

- E. **ADULT PROGRAMS AND OUTREACH COORDINATOR POSITION.** Motion was made by Wendie Swary and seconded by Karl Meyer to promote Corey Deepe effective August 16, 2022 to full time Adult Programs and Outreach Coordinator. (salary scale factor analysis score 110, step 1 \$15.61 per hour). All voted yes on the roll call vote.

- F. **MELISSA ELLERBROCK CHANGE IN STAFF POSITION.** Motion was made by Melanie Stokes and seconded by Wendie Swary to allow Melissa Ellerbrock to change positions, at her request, from full time Adult Programs and Outreach to part time Circulation Assistant. Her pay rate will change from factor analysis score 110, step 1 (\$15.61) to factor analysis score 45, step 5 (\$14.07) effective August 16, 2022 (her former step prior to her promotion to Adult Programs and Outreach). Furthermore, she acknowledged that she will no longer be eligible for library group health insurance coverage. All voted yes on the roll call vote.
- G. **INCREASE MILEAGE REIMBURSEMENT RATE.** Motion was made by Melanie Lauth and seconded by Karl Meyer to increase the mileage reimbursement rate to the current federal rate of \$.625 per mile. All voted yes on the roll call vote.
- H. **2022 APPROPRIATIONS MODIFICATIONS.** Wendie Swary moved to adopt Resolution 1-2022 approving the 2022 Appropriations Modifications increasing General Fund, Library Materials \$15,000.00 and Purchased Services by \$5,750.00 respectively. Melanie Stokes seconded and all voted yes on the roll call vote.
- I. **INVENTORY DELETIONS.** Motion was made by Melanie Lauth and seconded by Melanie Stokes to approve the deletion list as presented. (see attached list). All voted yes on the roll call vote.
- J. **MARKETING PLAN AND NEW LIBRARY LOGO.** Motion was made Karl Meyer and seconded by Wendie Swary to approve the contract with Marketing Quarterback Consulting for a new library logo and marketing plan. All voted yes on the roll call vote.
- K. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the booksale profit was \$3,584.50 and the chicken dinner sale profit was \$1,615.00 plus \$500.00 match from Modern Woodman.
- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- M. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:33 p.m., on motion by Melanie Stokes. The next regular board meeting will be held on Tuesday, September 20, 2022, at 6:30 p.m. at the Ottawa Library Location.

Wendie Swary


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 20, 2022

BOARD: Judy Bosch, Wendie Swary, Tony Schroeder, Melanie Stokes, Melanie Lauth, Karl Meyer, and Beth Breece-Recker.

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

PUBLIC: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the July 19, 2022 meeting were approved by Karl Meyer and seconded by Beth Breece-Recker. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The July and August receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Wendie Swary 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 July and August: Memorial Fund \$75.00 and \$253.00 respectively. Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her July and August 2022 Director's Report (see attached report).

NEW BUSINESS

- E. **2023 REQUEST BUDGET. (RESOLUTION 2-2022).** The Fiscal Officer presented the Request Budget Worksheets for 2023. Motion was made by Melanie Lauth and seconded by Beth Breece-Recker to approve the 2023 Request Budget. All voted yes on the roll call vote.

- F. **2022 APPROPRIATIONS MODIFICATIONS.** Judy Bosch moved to adopt Resolution 3-2022 approving the 2022 Appropriations Modifications increasing General Fund - Purchased Service \$30,000.00, Supplies \$5,000.00 and Capital Outlay \$6,000.00 respectively. Melanie Lauth seconded and all voted yes on the roll call vote. Friends Fund – Purchases Services (-) \$1,500.00 and (+) \$1,500.00. Memorial Fund – Materials \$3,000.00. All voted on the roll call vote.
- G. **STAFF RESIGNATION (CASSIDY JACKSON).** Motion was made by Wendie Swary and seconded by Tony Schroder to accept the resignation of Cassidy Jackson effective August 23, 2022. All voted yes on the roll call vote.
- H. **STAFF RESIGNATION (COURTNEY WENDLE).** Motion was made by Judy Bosch and seconded by Melanie Lauth to accept the resignation of Courtney Wendle effective September 21, 2022. All voted yes on the roll call vote.
- I. **HIRED PART TIME CIRCULATION ASSISTANT (MISTY DULING).** Motion was made by Wendie Swary and seconded by Karl Meyer to hire Misty Duling as part time Circulation Assistant effective October 2, 2022 at \$13.00 per hour. All voted yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the 3rd annual chicken dinner will be held on 9/25/2022.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Karl Meyer donated a book authored by his daughter and grandson.
- L. **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, October 18, 2022, 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., October 18, 2022

BOARD: Judy Bosch, Tony Schroeder, Karl Meyer, Melanie Lauth, and Beth Breece-Recker.

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 20, 2022 meeting were approved by Tony Schroeder and seconded by Melanie Lauth. 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 Karl Meyer and seconded by Beth Breece-Recker. All voted yes on the roll call vote.
- C. **GIFTS.** Judy Bosch moved to accept the following donations received in September: Memorial Fund \$125.00. Melanie Lauth seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her September 2022 Director's Report (see attached report).

NEW BUSINESS

- E. **HIRED PART TIME CIRCULATION ASSISTANT (DESTINEY FIELY).** Motion was made by Judy Bosch and seconded by Karl Meyer to hire Destiney Fiely as part time Circulation Assistant effective October 24, 2022 at \$13.00 per hour. All voted yes on the roll call vote.

F. **ANNUAL INSERVICE DAY.** Motion was made by Tony Schroder and seconded by Melanie Lauth to approve the purchase of lunch for the staff for the November 10, 2022 in service meeting at a cost not to exceed \$700.00. All voted yes on the roll call vote.

G. **MODIFY FEE SCHEDULE TO INCLUDE FLASH DRIVES.** Motion was made by Judy Bosch and Karl Meyer to approve the modified fee schedule to include the sale of flash drive for \$1.00. All voted yes on the roll call vote.

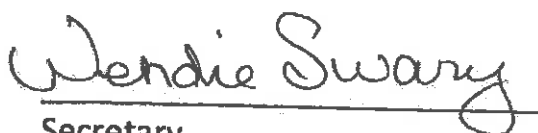
DESCRIPTION	FEE
late books, magazines, music CD's, DVD, and books on CD	No Fee
copies of Driver's license; Temporary Driver's Permit; or State ID Card	No Fee per HB 110, Section 3375.011
printed or copied pages (both black & white and color)	\$0.25 per page
Fax	\$0.25 per page
Button Maker	\$.50 per button
Lamination Machine	\$2.00 per linear ft.
Flash Drive	\$1.00 each

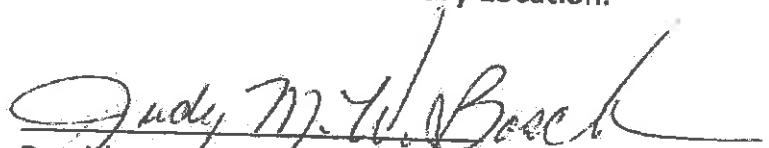
H. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the 3rd annual chicken dinner was a profit of \$1,762.50 from the sale of 425 chicken halves. Karen also commented that this week is National Friends of the Library week and the annual Christmas Tree Festival will start on December 1, 2022.

I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Karl Meyer donated a book authored by his daughter and grandson.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:25 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, November 15, 2022, 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 15, 2022

BOARD: Judy Bosch, Wendie Swary, Melanie Stokes, Karl Meyer, and Melanie Lauth.

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 18, 2022 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 October receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Melanie Lauth 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 September: Memorial Fund \$668.83. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October 2022 Director's Report (see attached report).

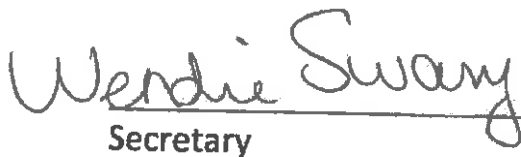
NEW BUSINESS

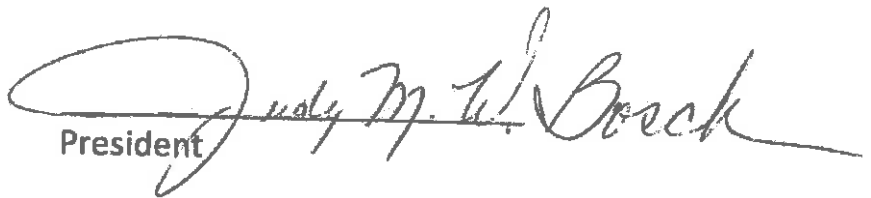
- E. **2023 EMPLOYEE WAGE INCREASES.** Discussion was tabled until the December board meeting.
- F. **TRAVEL POLICY MODIFICATION.** Discussion was tabled until the December board meeting.
- G. **2022 APPROPRIATIONS MODIFICATIONS.** Judy Bosch moved to adopt Resolution 6-2022 approving the 2022 Appropriations Modifications increasing

Friends Fund - Purchased Service \$-500.00, Library Materials \$-845.00 and Supplies \$1,345.00. Wendie Swary seconded and all voted yes on the roll call vote.

- H. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the annual Christmas Tree Festival will run from 12/3/2022 through 12/29/2022. Set up day is scheduled for 12/2/2022 and tear down is scheduled for 1/2/2023. The Friends of the PCDL will be hiring a Santa and providing snacks for the December family fun night.
- I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- J. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:25 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, November 15, 2022, 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 20, 2022

BOARD: Judy Bosch, Wendie Swary, Tony Schroeder, Melanie Stokes, and Melanie Lauth.

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

PUBLIC: Vince Schroeder, Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF THE FISCAL OFFICER.** Tony Schroeder moved to re-appoint Nancy Stauffer as Fiscal Officer for one-year, effective January 1 (29 hours per week). Judy Bosch 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. Tony Schroeder 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, 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. **REGULAR MINUTES.** The minutes of the November 15, 2022 meeting were approved by Melanie Lauth and seconded by Judy Bosch. 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 Wendie Swary and seconded by Melanie Lauth. All voted yes on the roll call vote.

F. **GIFTS.** Wendie Swary moved to accept the following donations received in November: Memorial Fund \$225.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.

G. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her November 2022 Director's Report (see attached report).

NEW BUSINESS

H. **INVENTORY DELETIONS.** Motion was made by Judy Bosch and seconded by Wendie Swary to approve the deletion list as presented. All voted yes on the roll call vote. (see attached list).

I. **PAYSCALE MODIFICATION.** Motion was made by Judy Bosch and seconded by Tony Schroeder to approve a 5% increase in the pay scale effective January 1, 2023 (see attached pay scale and longevity scales). Additionally, all eligible employees will receive one step increase on the pay scale effective January 1, 2023. All voted yes on the roll call vote.

J. **DIRECTOR AND FISCAL OFFICER 2023 SALARIES.** Motion was made by Judy Bosch and seconded by Tony Schroeder to increase the Director's and Fiscal Officer's 2023 by 7% increasing their annual salaries to \$82,868.85 (40 hours per week) and \$62,770.95 (29 hours per week) respectively. All voted yes on the roll call vote.


K. **RETURN OF ADVANCE.** Motion was made by Tony Schroeder and seconded by Melanie Lauth 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.

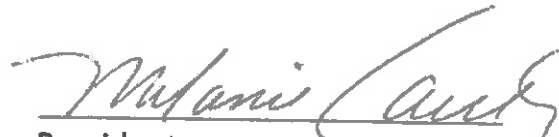
L. **2023 TEMPORARY APPROPRIATIONS.** The Fiscal Officer presented the 2023 Temporary Appropriations for review. Wendy Swary moved to adopt Resolution 7-2022 approving the 2023 temporary appropriations as presented. Melanie Stokes seconded, and all voted yes on the roll call vote.

S. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** The Board discussed a potential new Board member to replace Judy Bosch whose term expires 12/31/2022. The Board expressed thanks to Judy Bosch for her many years of service to the Library.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:31 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, January 17, 2023, at 6:30 p.m. at the Ottawa Library Location.

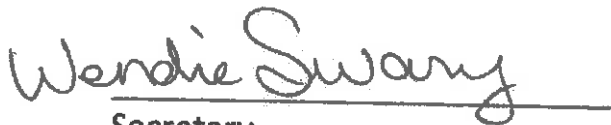

Secretary

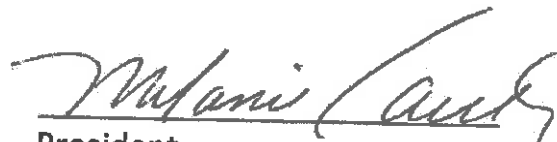

President

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