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.

Wendie Sway
Secretary

Judy M. Th Brec
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

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., January 30, 2020

Board: David Burkhart, Judy Bosch, Melanie Stokes, Tony Schroeder, and Tom Liebrecht

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 Court 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 Common Pleas Court Judge, Keith Schierloh, administered the oath of office to Tom Liebrecht. 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? Tom Liebrecht responded I do.

C. **APPOINTMENT OF THE FISCAL OFFICER.** Judy Bosch moved to re-appoint Nancy Stauffer as Fiscal Officer for one effective January 1 (36 hours per week). Tony Schroeder seconded the motion, and all voted yes on the roll call vote.

D. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Tony Schroeder moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.

E. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Common Pleas Court 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.

F. **REGULAR MINUTES.** The minutes of the December 18, 2019 meeting were approved by Judy Bosch and seconded by Tom Liebrecht. All voted yes on the roll call vote.

G. **BILLS AND FINANCIAL REPORTS.** The December receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Tom Liebrecht and seconded by Judy Bosch. All voted yes on the roll call vote.

H. **GIFTS.** Melanie Stokes moved to accept the following donations received in December: Memorial Fund $640.00 and Friends of the PCDL Fund $9,534.67. Tony Schroeder seconded the motion, and all voted yes on the roll call vote.

I. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December 2019 Director's Report (see attached report).

NEW BUSINESS

J. **FISCAL OFFIER 2020 SALARY.** Motion was made by Judy Bosch and seconded by Melanie Stokes to increase the Fiscal Officer's 2020 annual salary by 3% ($67,742.26). All voted yes on the roll call vote.

K. **DIRECTOR 2020 SALARY.** Motion was made by Judy Bosch and seconded by Melanie Stokes to increase the Director's 2020 annual salary by 3% ($69,945.08). All voted yes on the roll call vote.

L. **ADVANCE.** Motion was made by Tony Schroeder and seconded by Tom Liebrecht 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.

M. **INVENTORY DELETIONS.** Motion was made by Judy Bosch and seconded by Tony Schroeder to approve the deletion of the old Fort Jennings book drop (tag# 01571). All voted yes on the roll call vote.

N. **RULES OF CONDUCT POLICY AMENDMENT.** Motion was made by Tony Schroeder and seconded by Judy Bosch to approve amendments to the Rules of Conduct Policy as presented by the Director and modified by the Board. All voted yes on the roll call vote. (See attached policy).

O. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley comment that OGHS building has been reserved for the October 31, 2020 craftshow. She reported that they are planning the June booksale and they are collecting annual membership dues. She also reported that Judy Ruen had filed the annual reports for the Beyond Books PAC.

Tony Schroeder left the meeting at 7:45 p.m.

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

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

R. **EXECUTIVE SESSION.** Motion was may by Melanie Stokes and seconded by Tom Liebrecht to adjourn into executive session at 7:45 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.

S. **EXECUTIVE SESSION.** Motion was made by Judy Bosch and seconded by Tom Liebrecht to come out of executive session at 7:57 pm. All voted yes on the roll call vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 8:03 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, February 18, 2020, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., February 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		15,000
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 Swany
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., 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 Swarey
Secretary

Judy M.W. Beck
President