

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio at 6:30 p.m., January 17, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Tony Wobler, and Judy Bosch

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

Public: Karen Okuley, Judy Ruen, Don Schroeder, and John Love

PLEDGE OF ALLEGIANCE

- A. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, John Love, 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.
- B. **REGULAR MINUTES.** The minutes of the December 13, 2016 meeting were approved by Anna Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved on motion by Paulette Smith and seconded by Judy Bosch. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for December was presented noting the following revenue: fines and fees \$391.69; copies \$427.50; and miscellaneous revenue \$168.73 (Ottoville Mutual Telephone Company Capital Credit).

E. **GIFTS.** David Burkhart moved to accept the following donations in December: Memorial Fund \$687.75 and Friends of the PCDL \$6,673.47. Anna Horstman seconded the motion, and all voted yes on the roll call vote.

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

NEW BUSINESS

G. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** David Burkhart nominated Denny Mumaw to the position of President of the PCDL Board of Trustees, nomination was seconded by Anna Horstman. All voted yes on the roll call vote, except Denny Mumaw who abstained.

H. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Anna Horstman nominated David Burkhart to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Tony Wobler. All voted yes on the roll call vote, except David Burkhart who abstained.

I. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Tony Wobler nominated Paulette Smith to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Denny Mumaw. All voted yes on the roll call vote, except Paulette Smith who abstained.

J. **BOARD COMMITTEES.** Motion was made by Judy Bosch and seconded by Paulette Smith that all Board members would be members of all Board committees. All voted yes on the roll call vote.

K. **STAFF RESIGNATION.** Motion was made by Anna Horstman and seconded by David Burkhart to accept the resignation of Adrienne Kaple effective February 28, 2017. All voted yes on the roll call vote.

L. **ADVANCE.** Motion was made by Paulette Smith and seconded by Judy Bosch to advance \$7,000.00 from the General Fund to the Putnam County Friends of the Library Fund. All voted yes on the roll call vote.

- M. **EXECUTIVE SESSION.** Motion was made by Anna Horstman and seconded by Judy Bosch to adjourn into executive session at 7:42 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.
- N. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw and seconded by Judy Bosch to come out of executive session at 8:16 pm. All voted yes on the roll call vote.
- O. **UNPAID LEAVE OF ABSENCE POLICY (section 8.12 of the PCDL Employee Policy and Procedure Manual).** A motion was made by Tony Wobler and seconded by Paulette Smith to add the following paragraph to section 8.12 of the PCDL Employee Policy and Procedure Manual (after the second paragraph): Exempt salary personnel are eligible for unpaid leave pursuant to the current unpaid leave policy after notification has been made to a PCDL Board Officer. All voted yes on the roll call vote.
- P. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that there were 5 additional trees on display at this year's Christmas Tree Festival. Karen also reported that the next Autumn Harvest Craft show is scheduled for October 28, 2017. Judy Ruen commented that they are accepting 2017 membership dues and they currently have 28 members. Judy also reported that the Beyond Books at the PCDL Levy Committee has a current bank balance of \$2.04. The next PCDL Friends meeting is scheduled for March 6, 2017, and the Friends of the PCDL book sale is scheduled for June 6 and 7.
- Q. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Paulette Smith asked about the memorial bench Jan Crawfis. The Director reported that bench was being built by Glandorf Lumber. David Burkhart asked about the cost and deed restrictions to install a new LED library sign. The Director stated that she would look into the cost and deed restrictions concerning that type of sign. Dave also asked about the status of the bequest made to the Leipsic Edwards-Gamper Memorial Library. The Director commented that the application had been filed but no response has been received. He asked if we offered hot spot service to our patrons. The Director commented that she is currently reviewing a contract from Verizon Wireless.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 8:21 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, February 21, 2017, 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 Putnam County District Library, Ottawa, Ohio at 6:30 p.m., February 21, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Tony Wobler, and Judy Bosch

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

Public: Karen Okuley, Judy Ruen, and Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the January 17, 2017 meeting were approved on motion by Anna Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved on motion by Paulette Smith and seconded by Tony Wobler. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for January was presented noting the following revenue: fines and fees \$462.62; copies \$690.54; and miscellaneous revenue \$860.00 (Teen Think Tank registration fee); \$111.32 refund/reimbursement.
- D. **GIFTS.** Anna Horstman moved to accept the following donations in January: Memorial Fund \$428.90 and Juvenile Summer Reading Club \$500.00. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her January Director's Report (see attached report).

NEW BUSINESS

- F. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Anne Horstman and seconded by Judy Bosch to approve a training request from the Fiscal Officer to attend the OLC Fiscal Officer's training on April 20th and 21st. The estimated total cost including registration, meals, and lodging is approximately \$300.00. All voted yes on the roll call vote.
- G. **OLC NORTHWEST CHAPTER CONFERENCE.** The Director made a request to have 4 staff members attend the OLC Northwest Chapter Conference on May 12, 2017. The Director requested overnight lodging since she will also be attending the Trustee dinner on May 11, 2017. Motion was made by Judy Bosch and seconded by David Burkhart to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$360.00. All voted yes on the roll call vote.
- H. **SEO USERS GROUP MEETING.** Motion was made by Paulette Smith and seconded Denny Mumaw to approve a training request from the Director to attend the SEO Users Group meeting on May 22nd and 23rd. The estimated total cost including registration, meals, and lodging is approximately \$250.00. All voted yes on the roll call vote.
- I. **OLC LEGISLATIVE DAY.** Motion was made by Judy Bosch and seconded Paulette Smith to approve a training request from the Director to attend the OLC Legislative Day on May 29th. The estimated total cost including registration, meals, and lodging is approximately \$200.00. All voted yes on the roll call vote.
- J. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Tony Wobler to hire Amanda Gerten as part time Bilingual Youth Services Assistant effective February 23, 2017 at \$10.82 per hour. All voted yes on the roll call vote.
- K. **HOTSPOT DISCUSSION.** The Director commented she was considering a contract with Verizon Wireless to provide wireless hotspots (wireless access points, providing network and/or Internet access to mobile devices) to our patrons. The service on the devices is \$39 per month per unit for unlimited data. The Director commented that she was considering starting with five devices and there is no cost for the devices. The device would be loaned out in the same

manner as books with an additional agreement in which the patrons would acknowledge replacement costs. Also, the devices could be shut off remotely, if not returned.

- L. **LED SIGN DISCUSSION.** The Director was asked at the prior Board meeting to look into the cost to purchase a LED sign for the Ottawa Library Location. She commented that the current sign was purchased in January 2012 for \$15,575.00. She also obtained a quote to replace that sign with an LED sign for \$14,732.50 plus approximately \$1,500.00 to remove the existing sign. She further commented that the current sign is in good shape and functioning properly. No action was taken.
- M. **SECURITY CAMERA DISCUSSION.** The Director had requested quotes to install security camera in the remained Library locations. Cameras have already been installed in Ottawa, Leipsic and Pandora Library locations. She has received quotes for Continental (\$4,172.00), Fort Jennings (\$3,644.00) and Kalida (\$3,528.00). She is waiting on quotes from Columbus Grove and Ottoville Library locations. Discussions will continue at the next Board meeting.
- N. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the next Autumn Harvest Craft show is scheduled for October 28, 2017 and there will be fewer vendor spaces available for sale this year due the conflict with the high school's ACT testing. She also reported that craft show applications will be sent out in March and they will be setting craft show committee meetings. Karen commented that they are accepting 2017 membership dues and they currently have 39 members. The next PCDL Friends meeting is scheduled for March 6, 2017, and the Friends of the PCDL book sale is scheduled for June 6 and 7. Karen also commented that Susan Mangas will be writing the thank you notes for the memorial donations.
- O. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- P. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:34 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, March 21, 2017, at 6:30 p.m. at the Ottawa Library Location.

511-4
February 21, 2017

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio at 6:30 p.m., March 21, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Tony Wobler, and Judy Bosch

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

Public: Karen Okuley, Judy Ruen, and Don Schroeder

PLEDGE OF ALLEGIANCE

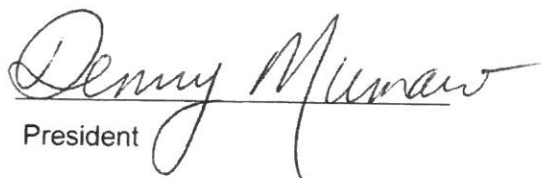
- A. **REGULAR MINUTES.** The minutes of the February 21, 2017 meeting were approved on motion by Anna Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved on motion by Paulette Smith and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for February was presented noting the following revenue: fines and fees \$343.01; copies \$596.70; and miscellaneous revenue \$790.00 (Teen Think Tank registration fee); \$117.50 refund/reimbursement.
- D. **GIFTS.** Anna Horstman moved to accept the following donations in February: General Fund Adult Summer Reading Club donations \$650.00; Memorial Fund \$625.00 and Juvenile Summer Reading Club \$1,160.00. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February Director's Report (see attached report).

NEW BUSINESS

- F. **HOTSPOT POLICY AND AGREEMENT.** The Director presented the new Mobile Hotspot Policy and Loan Agreement. Motion was made by Anne Horstman and seconded by Judy Bosch to approve the Mobile Hotspot Policy and Loan Agreement as presented. All voted yes on the roll call vote.
- G. **2017 PERMANENT APPROPRIATIONS. (Resolution 1-2017).** Motion was made by Anne Horstman and seconded by Judy Bosch to approve the 2017 Permanent Appropriations as presented. All voted yes on the roll vote.
- H. **NATIONAL LIBRARY WORKERS APPRECIATION DAY.** The Director asked the Board to considered presenting all library staff with a gift in honor of National Library Workers Appreciation Day on April 11th. Motion was made by Judy Bosch and seconded by David Burkhart to approve the expenditure of approximately \$5.00 per staff member for a gift in honor of National Library Workers Appreciation Day on April 11th. All voted yes on the roll vote.
- I. **REPORT OF BRANCHES AND FRIENDS.** Judy Ruen reported that the Friends of the PCDL are accepting 2017 membership dues and they currently have 47 members. She also commented that Jan Fuetter had spoken at their last meeting about the Next Chapter Book Club. Karen Okuley reported that the craft show applications will be sent out next week and the next craft show committee will be in May. She also commented that the next PCDL Friends meeting is scheduled for May 1st, and the next book sale committee meeting will be in April.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** David Burkhart commented that he would like the adult programming committee to consider asking a Patent Attorney to speak about patents.
- Paulette Smith commented that her grandson loved the train at the Ottawa location.
- K. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:53 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, April 18, 2017, 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 Putnam County District Library, Ottawa, Ohio at 6:30 p.m., April 18, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, and David Burkhart

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

Public: Karen Okuley, Judy Ruen, and Don Schroeder

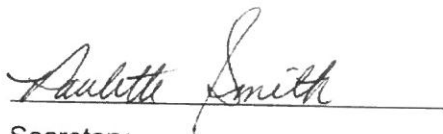
PLEDGE OF ALLEGIANCE

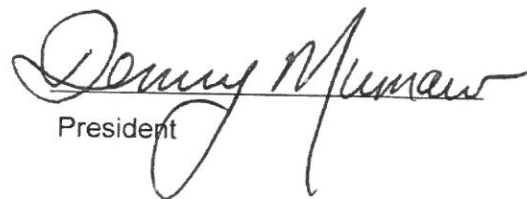
- A. **REGULAR MINUTES.** The minutes of the March 21, 2017 meeting were approved on motion by Anna Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved on motion by Anna Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for March was presented noting the following revenue: fines and fees \$470.06; copies \$531.50; \$11.00 refund/reimbursement; and Paver Fund \$240.00.
- D. **GIFTS.** Paulette Smith moved to accept the following donations in March: General Fund Adult Summer Reading Club donations \$250.00; Memorial Fund \$2,257.78 and Juvenile Summer Reading Club \$375.00. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her March Director's Report including the 2016 Annual Report (see attached reports).

NEW BUSINESS

- F. The Director and Fiscal Officer explained the location of the proposed fence. We are still waiting on a quote from Kuhlman Builders.
- G. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the next book sale committee meeting is scheduled for May 1, 2017 at 1:30 p.m. and the next regular meeting is the same day at 4:30 p.m. She commented that volunteers will be needed to move the books to the Fourth Street gym on June 2nd. The book sale is scheduled for June 6th and 7th with a preview day for teachers on June 5th. They are accepting donated furniture and other small items for the sale. Karen commented that over 300 applications have been sent out for the Autumn Harvest Craftshow and they have already received 20 booth reservations. She also commented that the booth fee was increased from \$45.00 to \$50.00.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- I. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:26 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, May 16, 2017, 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 Putnam County District Library, Ottawa, Ohio at 6:30 p.m., May 16, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, and Diane Bishop

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

Public: Karen Okuley, Judy Ruen, Keith Schierloh, and Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Court of Common Pleas Judge, Keith Schierloh, administered the oath of office to Diane Bishop. 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? Diane Bishop responded I do.
- B. **REGULAR MINUTES.** The minutes of the April 18, 2017 meeting were approved on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote except Anthony Wobler and Judy Bosch who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved on motion by Anna Horstman and seconded by Judy Bosch. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for April was presented noting the following revenue: fines and fees \$417.86; copies \$487.58.
- E. **GIFTS.** Anna Horstman moved to accept the following donations in April: Memorial Fund \$735.00 and Juvenile Summer Reading Club \$200.00. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her April Director's Report (see-attached report).

NEW BUSINESS

- G. **RETIREMENT OF DONALD SCHROEDER.** Motion was made by Judy Bosch and seconded by Paulette Smith accept the retirement of Donald Schroeder effective June 30, 2017 with regrets and great appreciation for his many years of service. All voted yes on the roll call vote.

- H. **INVENTORY DELETIONS.** Motion was made by Anna Horstman and seconded by Anthony Wobler to approve the deletion list as presented. (see attached list). All voted yes on the roll call vote.
- I. **EMERGING TECHNOLOGIES SPECIALIST JOB DESCRIPTION and EMPLOYEE PAYSCALE MODIFICATION.** Motion was made by Judy Bosch and seconded by Anna Horstman to approve the Emerging Technology Specialist job description as presented and to add the job title to job category 55 on the Employee Salary Schedule. All voted yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that volunteers are needed to move the books to the Fourth Street gym on June 2nd. The book sale is scheduled for June 6th and 7th with a preview day for teachers on June 5th. Karen commented that the next Autumn Harvest Craft show committee meeting is scheduled for May 22, 2017 at 1:00 p.m. Karen also reported that the Friends of the Hamler Library will be touring six or seven of our library locations on June 29, 2017.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.**
Diane Bishop offered her help for the book sale. Judy Bosch asked for a list of services we provide to the public. Denny Mumaw commented that the quote for a new fence came in at \$56,000 and that he felt that it was not feasible to spend that much on a fence.

Denny commented that he would like to gain a better understanding of the duties of all library staff. He asked the Director to provide the Board with updated job descriptions, updated policies, and a list of services we provide. He would like the Director to ask staff to attend the Board meetings so the Board can meet the staff and discuss their duties. A better understand of the library will make the Board members better advocates for the library. He commented that he would like to start the evaluation process for the administrative staff after gaining a better understanding of our positions and setting some goals and expectations.

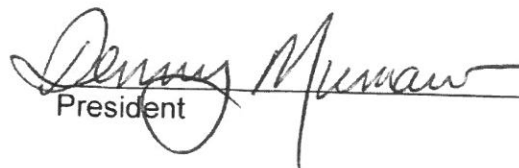
Anthony Wobler commented that the goals set need to be work related, achievable, and realistic. He suggested that they ask the recipient what goals they want to achieve.

David Burkhart commented that the Board needs to be careful that the goals are achievable and in the best interest of the whole organization.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:51 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 20, 2017, 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 Putnam County District Library, Ottawa, Ohio at 6:30 p.m., June 20, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, Anthony Wobler, and Diane Bishop

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

Public: Karen Okuley, Judy Ruen, and Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **PRESENTATION FROM STAFF.** Laura Schmitz, Technical Services Supervisor, provided the Board with an overview of her job duties. Laura explained that she orders books and other materials after the Director, Youth Services Coordinator, and Reference Librarian have selected them. After the materials are delivered, she processes all materials except DVDs. The materials are recorded in the computer system, labels are created and attached, and covers are made. She processes 75 to 100 books per day. She also receives and evaluates donated books. Some donated items are processed and put into the library's collection, and others are stored for the book sale. Annually the library collection is weeded and approximately 3000 to 4000 items are removed from the collection. Deleted items are selected by the Director and Youth Services Coordinator, pulled from the shelf and given to Laura. She removes them from the computer system, stamps them as cancelled and boxes them for the PCDL Friends of the Library annual book sale. Additionally, other projects have included relabeling all non-fiction books when the library moved away from the standard Dewey Decimal System, and a new project of relabeling all picture books. Questions from various Board members revealed that Laura works 36 hours per week, that two staff members are enough to efficiently run her department and that Marsha Parys also works in the processing department and her job is similar to Laura's, therefore, there is some cross training.

Valerie Laukhuf, Youth Services Coordinator, also provided the Board with an overview of her job duties. Valerie explained that she currently has one assistant, Katy Stephens, and they plan storytimes for all library locations using the Ready to Read format. They provide afterschool programs to four Putnam County schools. They provide two sessions to two age groups per month during the school year. Ottawa Elementary brings all classes in grades 1 thru 8 to the library once per month. Valerie and Katy present books and authors to the students as well as provide assistance in selected books. Next school year the Pre-Kindergarten and Kindergarten students at Ottawa Elementary will also be coming to the Library. Additionally, they are looking into provided services to the special needs classrooms. They offer teacher collections to all teachers in the County and four or five teachers use that service regularly. They host a monthly Family Fun night, which includes things like a family movie, bingo, or a performer. They have a Teen Club for grades 65 and up that meet and have events monthly. They also have a Volunteer Program and those kids help at the family fun events, clean kid toys, and cut out crafts from library events. Valerie and Katy plan and

execute the Summer Reading Club program each summer. Valerie is also involved with annual weeding of materials. She is a member of several outside committees, which include Early Childhood Collaborative, Task Force for Youth, Teen Think Tank, Take Five Program, and NW Ohio SRC workshop. Valerie commented that they get a lot of their program and craft ideas through networking, training, conferences and Pinterest. Questions from various Board members revealed that Valerie has an Associate Degree in Early Childhood Development, that most first graders in the County are given a library card when they visit the library in April or May each year, and that letters are sent to all schools each fall listing all services we provide including teacher collections. Board members commented that they both seem to love their jobs and we are very fortunate to have employees like them and thanked them for coming to the meeting.

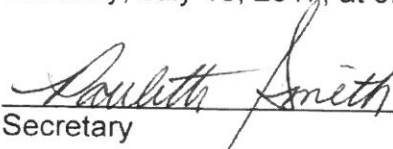
- B. **REGULAR MINUTES.** The minutes of the May 16, 2017 meeting were approved on motion by Anna Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved on motion by Anthony Wobler and seconded by Paulette Smith. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for May was presented noting the following revenue: fines and fees \$599.71 and copies \$465.55.
- E. **GIFTS.** Paulette Smith moved to accept the following donations in May: Memorial Fund \$3,003.85 and Juvenile Summer Reading Club \$250.00. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May Director's Report (see-attached report).

NEW BUSINESS

- G. **RESIGNATION OF HELEN DOBOZE.** Motion was made by Anthony Wobler and seconded by Anna Horstman to accept the resignation of Helen Doboze effective June 30, 2017. All voted yes on the roll call vote.
- H. **HIRED PART TIME CUSTODIAN.** Motion was made by Diane Bishop and seconded by Paulette Smith to hire Gerald Husted as part time Custodian effective June 22, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- I. **HIRED PART TIME YOUTH SERVICE ASSISTANT.** Motion was made by Denny Mumaw and seconded by Anna Horstman to hire Heather Kuhlman as part time Youth Services Assistant effective June 22, 2017 at \$10.82 per hour. All voted yes on the roll call vote.

- J. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to hire Melody Morris as part time Circulation Assistant effective June 22, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- K. **HIRED MAINTENANCE SUPERVISOR.** Motion was made by Denny Mumaw and seconded by Paulette Smith to hire Jean Meyer as Maintenance Supervisor effective July 1, 2017 at \$12.36 per hour. All voted yes on the roll call vote.
- L. **EMPLOYEE Payscale MODIFICATION.** Motion was made by Anna Horstman and seconded by Anthony Wobler to delete the Children's Librarian and Youth Services Librarian, and Maintenance Assistant job title to job category 110, 110 and 80 respectively on the Employee Salary Schedule. All voted yes on the roll call vote.
- M. **2017 APPROPRIATIONS MODIFICATIONS.** Anna Horstman moved to adopt Resolution 2-2017 approving the 2017 Appropriations Modifications increasing Presbyterian Church Fund, Materials by \$1,000.00. Denny Mumaw seconded and all voted yes on the roll call vote.
- N. **2018 REQUEST BUDGET (RESOLUTION 3-2017).** Nancy Stauffer, Fiscal Officer presented the Request Budget Worksheets for 2018. Motion was made by Anna Horstman and seconded by Paulette Smith to approve the 2018 Request Budget as presented. All voted yes on the roll call vote.
- O. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that gross sales for the book sale was \$4,010.25 and net was \$3,394.30 (\$600 lower than last year). Karen also reported that the Friends of the Hamler Library would be touring six or seven of our library locations on June 29, 2017.
- P. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.**
Paulette Smith commented that it was nice to hear from staff. Diane Bishop thanked the Director for spending two hours with her explaining the library's daily operations. Denny commented that he would like to have the August 15th meeting at the Kalida Library Location at 6:00 p.m. Director commented that we would inform the public of the change.
- Q. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:55 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, July 18, 2017, 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 Putnam County District Library, Ottawa, Ohio at 6:30 p.m., June 20, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, Anthony Wobler, and Diane Bishop

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

Public: Karen Okuley, Judy Ruen, and Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **PRESENTATION FROM STAFF.** Laura Schmitz, Technical Services Supervisor, provided the Board with an overview of her job duties. Laura explained that she orders books and other materials after the Director, Youth Services Coordinator, and Reference Librarian have selected them. After the materials are delivered, she processes all materials except DVDs. The materials are recorded in the computer system, labels are created and attached, and covers are made. She processes 75 to 100 books per day. She also receives and evaluates donated books. Some donated items are processed and put into the library's collection, and others are stored for the book sale. Annually the library collection is weeded and approximately 3000 to 4000 items are removed from the collection. Deleted items are selected by the Director and Youth Services Coordinator, pulled from the shelf and given to Laura. She removes them from the computer system, stamps them as cancelled and boxes them for the PCDL Friends of the Library annual book sale. Additionally, other projects have included relabeling all non-fiction books when the library moved away from the standard Dewey Decimal System, and a new project of relabeling all picture books. Questions from various Board members revealed that Laura works 36 hours per week, that two staff members are enough to efficiently run her department and that Marsha Parys also works in the processing department and her job is similar to Laura's, therefore, there is some cross training.

Valerie Laukhuf, Youth Services Coordinator, also provided the Board with an overview of her job duties. Valerie explained that she currently has one assistant, Katy Stephens, and they plan storytimes for all library locations using the Ready to Read format. They provide afterschool programs to four Putnam County schools. They provide two sessions to two age groups per month during the school year. Ottawa Elementary brings all classes in grades 1 thru 8 to the library once per month. Valerie and Katy present books and authors to the students as well as provide assistance in selected books. Next school year the Pre-Kindergarten and Kindergarten students at Ottawa Elementary will also be coming to the Library. Additionally, they are looking into provided services to the special needs classrooms. They offer teacher collections to all teachers in the County and four or five teachers use that service regularly. They host a monthly Family Fun night, which includes things like a family movie, bingo, or a performer. They have a Teen Club for grades 65 and up that meet and have events monthly. They also have a Volunteer Program and those kids help at the family fun events, clean kid toys, and cut out crafts from library events. Valerie and Katy plan and

execute the Summer Reading Club program each summer. Valerie is also involved with annual weeding of materials. She is a member of several outside committees, which include Early Childhood Collaborative, Task Force for Youth, Teen Think Tank, Take Five Program, and NW Ohio SRC workshop. Valerie commented that they get a lot of their program and craft ideas through networking, training, conferences and Pinterest. Questions from various Board members revealed that Valerie has an Associate Degree in Early Childhood Development, that most first graders in the County are given a library card when they visit the library in April or May each year, and that letters are sent to all schools each fall listing all services we provide including teacher collections. Board members commented that they both seem to love their jobs and we are very fortunate to have employees like them and thanked them for coming to the meeting.

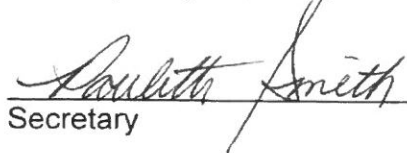
- B. **REGULAR MINUTES.** The minutes of the May 16, 2017 meeting were approved on motion by Anna Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved on motion by Anthony Wobler and seconded by Paulette Smith. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for May was presented noting the following revenue: fines and fees \$599.71 and copies \$465.55.
- E. **GIFTS.** Paulette Smith moved to accept the following donations in May: Memorial Fund \$3,003.85 and Juvenile Summer Reading Club \$250.00. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May Director's Report (see-attached report).

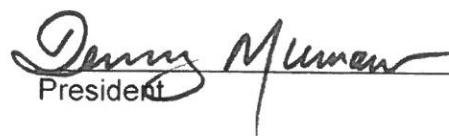
NEW BUSINESS

- G. **RESIGNATION OF HELEN DOBOZE.** Motion was made by Anthony Wobler and seconded by Anna Horstman to accept the resignation of Helen Doboze effective June 30, 2017. All voted yes on the roll call vote.
- H. **HIRED PART TIME CUSTODIAN.** Motion was made by Diane Bishop and seconded by Paulette Smith to hire Gerald Husted as part time Custodian effective June 22, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- I. **HIRED PART TIME YOUTH SERVICE ASSISTANT.** Motion was made by Denny Mumaw and seconded by Anna Horstman to hire Heather Kuhlman as part time Youth Services Assistant effective June 22, 2017 at \$10.82 per hour. All voted yes on the roll call vote.

- J. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to hire Melody Morris as part time Circulation Assistant effective June 22, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- K. **HIRED MAINTENANCE SUPERVISOR.** Motion was made by Denny Mumaw and seconded by Paulette Smith to hire Jean Meyer as Maintenance Supervisor effective July 1, 2017 at \$12.36 per hour. All voted yes on the roll call vote.
- L. **EMPLOYEE Payscale MODIFICATION.** Motion was made by Anna Horstman and seconded by Anthony Wobler to delete the Children's Librarian and Youth Services Librarian, and Maintenance Assistant job title to job category 110, 110 and 80 respectively on the Employee Salary Schedule. All voted yes on the roll call vote.
- M. **2017 APPROPRIATIONS MODIFICATIONS.** Anna Horstman moved to adopt Resolution 2-2017 approving the 2017 Appropriations Modifications increasing Presbyterian Church Fund, Materials by \$1,000.00. Denny Mumaw seconded and all voted yes on the roll call vote.
- N. **2018 REQUEST BUDGET (RESOLUTION 3-2017).** Nancy Stauffer, Fiscal Officer presented the Request Budget Worksheets for 2018. Motion was made by Anna Horstman and seconded by Paulette Smith to approve the 2018 Request Budget as presented. All voted yes on the roll call vote.
- O. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that gross sales for the book sale was \$4,010.25 and net was \$3,394.30 (\$600 lower than last year). Karen also reported that the Friends of the Hamler Library would be touring six or seven of our library locations on June 29, 2017.
- P. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.**
Paulette Smith commented that it was nice to hear from staff. Diane Bishop thanked the Director for spending two hours with her explaining the library's daily operations. Denny commented that he would like to have the August 15th meeting at the Kalida Library Location at 6:00 p.m. Director commented that we would inform the public of the change.
- Q. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:55 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, July 18, 2017, 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 Putnam County District Library, Ottawa, Ohio at 6:30 p.m., July 18, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, and Judy Bosch

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 20, 2017 meeting were approved on motion by Anna Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote, except David Burkhart and Judy Bosch who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved on motion by Anna Horstman and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for June was presented noting the following revenue: fines and fees \$553.14 and copies \$409.65.
- D. **GIFTS.** Paulette Smith moved to accept the following donations in June: Memorial Fund \$3,003.85 and donation of Eloise Bunn \$15,425.41. Anthony Wobler seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her June Director's Report (see-attached report).

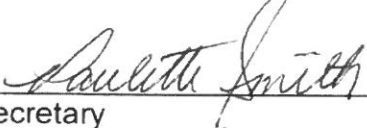
NEW BUSINESS

- F. **NEW FUND (ELOISE BUNN BEQUEST FUND).** Motion was made by Denny Mumaw and seconded by Judy Bosch to create the new fund Eloise Bunn Bequest Fund to account for an annual bequest of \$15,425.41 through June 2025. All voted yes on the roll call vote.
- G. **2017 APPROPRIATIONS MODIFICATIONS.** Anna Horstman moved to adopt Resolution 4-2017 approving the 2017 Appropriations Modifications establishing appropriations in the Eloise Bunn Bequest Fund, Salaries and Capital Outlay by \$7,000.00 and \$3,000.00 respectively. Paulette Smith seconded and all voted yes on the roll call vote.
- H. **OLC CONVENTION AND EXPO.** The Director requested approval to have herself and four other staff members attend the OLC Convention and Expo October 4th - 6th. Motion was made by Judy Bosch and seconded by Anthony Wobler to approve the

training as presented. The estimated total cost including registration, meals, and lodging is \$1,800.00. All voted yes on the roll call vote.

- I. **RESIGNATION OF KATHERINE STEPHENS.** Motion was made by Anna Horstman and seconded by Paulette Smith to accept the resignation of Katherine Stephens effective August 1, 2017. All voted yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that twelve members of the Hamler Friends group toured our library locations on June 29, 2017. The PCDL Friends will be touring the Henry County library locations on August 3, 2017. There will be a craft show committee meeting on August 14, 2017.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.**
Denny Mumaw commented that the August Board meeting will be held at the Kalida Library Location at 6:00 p.m.
- L. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:07 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, August 15, 2017, at 6:00 p.m. at the Kalida Library Location.


Secretary


President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:00 p.m., July 25, 2017

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

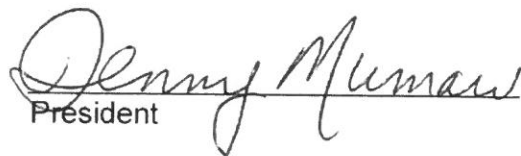
Administration: Kelly Ward, Director

PLEDGE OF ALLEGIANCE

- A. **HIRE PART TIME YOUTH SERVICES ASSISTANT.** Motion was made by Judy Bosch and seconded by David Burkhart to hire Melody Morris as part time Youth Service Assistant effective July 26, 2017 at \$10.82 per hour. All voted yes on the roll call vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:02 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, August 15, 2017, at 6:00 p.m. at Kalida Library Location.


Secretary


President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Kalida Library Location of the Putnam County District Library, Kalida, Ohio at 6:00 p.m., August 15, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, Judy Bosch, and Diane Bishop

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

Public: Karen Okuley, Judy Ruen, Melvin Smith, and Kathy Burkhart

PLEDGE OF ALLEGIANCE


- A. **PRESENTATION FROM STAFF.** Ann Schroeder, Branch Coordinator, provided the Board with an overview of her job duties. Ann explained that she was Branch Coordinator for the Kalida, Ottoville, and Fort Jennings Library Locations. She said her main job was to listen to the patrons and provide the best customers service possible. She is responsible for the training of her staff and the daily operation of the branches. Daily operations could include checking materials in and out, placing material holds, shelving books, shelf reading, cleaning, staff training, patron concerns, etc. She observes and reports any safety concerns regarding the buildings to administrative staff. Questions from various Board members revealed that students from Kalida Local School District visit the Kalida Library Location regularly and Ann works with the school district librarian to obtain materials that the school district does not have in their collection. Denny Mumaw commented that the Board appreciated her hard work and thanked her for the presentation.
- B. **REGULAR MINUTES.** The minutes of the July 18, 2017 meeting were approved on motion by Anna Horstman and seconded by Judy Bosch. All voted yes on the roll call vote, except Diane Bishop who abstained.
- C. **SPECIAL MINUTES.** The minutes of the July 25, 2017 meeting were approved on motion by Denny Mumaw and seconded by David Burkhart. All voted yes on the roll call vote, except Paulette Smith who abstained.
- D. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved on motion by Paulette Smith and seconded by Diane Bishop. All voted yes on the roll call vote.
- E. **PETTY CASH REPORT.** The petty cash report for July was presented noting the following revenue: fines and fees \$760.81, copies \$603.00, and Refunds/reimbursements \$1,009.14.
- F. **GIFTS.** Diane Bishop moved to accept the following donations in July: Memorial Fund \$670.29. Judy Bosch seconded the motion, and all voted yes on the roll call vote.

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

NEW BUSINESS

- H. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Anna Horstman to hire Kayla Wischmeyer as part time Circulation Assistant effective August 17, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- I. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Judy Bosch and seconded by Diane Bishop to hire Sara Boecker as part time Circulation Assistant effective August 21, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- J. **HIRED PART TIME EMERGING TECHNOLOGIES SPECIALIST.** Motion was made by Denny Mumaw and seconded by Anthony Wobler to hire Christopher Potter as part time Emerging Technologies Specialist effective August 21, 2017 at \$11.33 per hour. All voted yes on the roll call vote.
- K. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that five members of the PCDL Friends toured the Henry County library locations on August 3, 2017. There will be a craft show committee meeting on August 14, 2017.
- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Dave Burkhart commented that many of the adult programs appear to be geared toward women and he would like to see more things for men. He suggested programs on Astronomy and stargazing, Taxidermy, and local sports authors. Dave also asked that flyers for the Patent Attorney program be distributed to Putnam Farm Service Agency and Putnam County Extension Services.
- M. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:51 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, September 19, 2017, 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 Putnam County District Library, Ottawa, Ohio 7:00 p.m., August 25, 2017

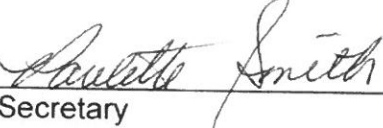
Board: Paulette Smith, Denny Mumaw, Anna Horstman, Anthony Wobler, and Diane Bishop

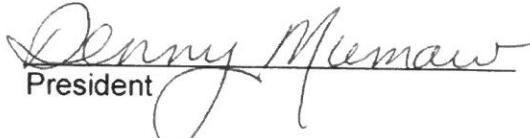
Administration: Kelly Ward, Director

PLEDGE OF ALLEGIANCE

- A. **HIRE PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to hire Patrick Blasius as part time Circulation Assistant effective August 29, 2017 at \$9.27 per hour. All voted yes on the roll call vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:03 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, September 19, 2017, 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 Putnam County District Library, Ottawa, Ohio, at 6:30 p.m., September 19, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, and Judy Bosch

Administration: Nancy Stauffer, Fiscal Officer

Public: Karen Okuley

PLEDGE OF ALLEGIANCE


- A. **REGULAR MINUTES.** The minutes of the August 15, 2017 meeting were approved on motion by Anna Horstman and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the August 25, 2017 meeting were approved on motion by Denny Mumaw and seconded by Anna Horstman. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The August bills and financial reports were approved on motion by Judy Bosch and seconded by Paulette Smith. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for August was presented noting the following revenue: fines and fees \$386.17, copies \$473.50, and Refunds/reimbursements \$6.25.
- E. **GIFTS.** Anthony Wobler moved to accept the following donations in August: Memorial Fund \$750.00. Anna Horstman seconded the motion, and all voted yes on the roll call vote.

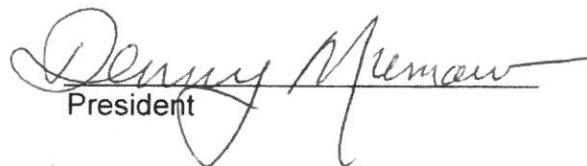
NEW BUSINESS

- F. **STAFF RESIGNATION.** Motion was made by Paulette Smith and seconded by Denny Mumaw to accept the resignation of Audrey Kimmet effective August 16, 2017. All voted yes on the roll call vote.
- G. **ANNUAL INSERVICE DAY.** Motion was made by David Burkhart and seconded by Judy Bosch to approve the purchase of lunch for the staff for the November 9, 2017 in service meeting at a cost not to exceed \$600.00. All voted yes on the roll call vote.

- H. **CLOSE THE LIBRARY SYSTEM.** Motion was made by Anna Horstman and seconded by Judy Bosch to close the Library system on November 9 for the annual staff in-service meeting and on November 11, 2017 in observation of Veterans Day. All voted yes on the roll call vote.
- I. **NEW CAMERA SYSTEM FOR OTTAWA LOCATION.** Item tabled until the September 19, 2017 meeting to gather additional information.
- J. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that there will be a craft show committee meeting on October 10, 2017 at 1:00 p.m. She commented that there are 13 balcony and 8 outside vendor booth available. Karen commented that Beth Myers is preparing Christmas Tree Festival. Set up will be December 1st with an open house on December 2nd and take down is scheduled for January 5th.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Dave Burkhart commented that he attended Patent Attorney program along with three other patrons. Judy Bosch commented on how much she like HOOPLA and commented that she would like learn more about the library's services.
- L. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:13 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 21, 2017, 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 Putnam County District Library, Ottawa, Ohio, at 6:30 p.m., October 17, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, Judy Bosch, and Diane Bishop

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the September 19, 2017 meeting were approved on motion by Anna Horstman and seconded by Paulette Smith. All voted yes on the roll call vote, except Judy Bishop who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved on motion by Judy Bosch and seconded by Anthony Wobler. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for September was presented noting the following revenue: fines and fees \$202.50 and copies \$345.37.
- D. **GIFTS.** Paulette Smith moved to accept the following donations in September: Memorial Fund \$609.52. Anna Horstman seconded the motion, and all voted yes on the roll call vote.

NEW BUSINESS

- E. **STAFF RESIGNATION.** Motion was made by Anna Horstman and seconded by Judy Bosch to accept the resignation of Gerald Husted effective October 16, 2017. All voted yes on the roll call vote.
- F. **HIRED PART TIME CUSTODIAN.** Motion was made by Denny Mumaw and seconded by Anna Horstman to hire Andy Cass as part time Custodian effective October 19, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- G. **NEW CAMERA SYSTEM FOR OTTAWA LOCATION.** The Director presented the Board with a quote from The AME Group to replace all interior security cameras and DVR. Motion was made by Denny Mumaw and seconded by Anthony Wobler to approve the purchase of sixteen interior cameras, one DVR and one monitor at a cost of \$9,095.00 to be paid from the Jean Sewell Trust Fund. All voted yes on the roll call vote.

- H. **CLOSE THE LIBRARY SYSTEM.** Motion was made by Judy Bosch and seconded by Anna Horstman to approve the closing of the library system on December 23, 2017. All voted yes on the roll call vote.

- I. **2017 APPROPRIATIONS MODIFICATIONS.** Paulette Smith moved to adopt Resolution 5-2017 approving the following 2017 Appropriations Modifications:

Jean R. Sewell Trust Fund

Capital Outlay (+) \$9,100.00

Friends of the PCDL Fund

Supplies (+) \$1,000.00

Materials (-) \$1,000.00

Memorial Fund

Materials (+) \$5,000.00

Capital Outlay (+) \$3,000.00

David Burkhart seconded and all voted yes on the roll call vote.

- J. **DISCUSSION.** The Board discussed that they would be hosting the annual staff Christmas breakfast on December 11, 2017. They also discussed that Paulette Smith was not going to seek reappointment to the Board at the end of her term, which expires December 31, 2017. Denny Mumaw asked for input from all Board members concerning administrative staff evaluations. Denny Mumaw commented that he thinks the Board needs to gain a better understanding of the duties of the Director and Fiscal Officer. He requested that they track what they do and how much time they spend on daily tasks. He also would like them to review their current job descriptions and give feedback. Tony commented that the Board needs to evaluate the job descriptions and establish goals.

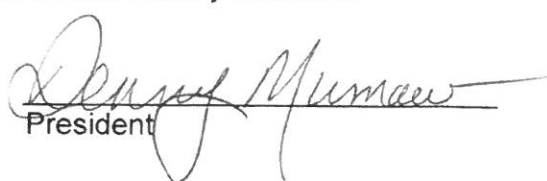
- K. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that they need help at the October 28th craft show. She commented that all inside booths are sold and only 10 outside booths are available. The Christmas Tree Festival set up will be December 1st with an open house on December 2nd and take down is scheduled for January 5th.

- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Judy Bosch commented on how much she likes HOOPLA and she was interested in having a program on stained glass. Denny Mumaw commented that former Board President, Dale Nienberg, does not have a headstone on his grave. He is talking to the community groups and former employers of Dale's to raise awareness and possible funds to purchase a headstone.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:38 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 21, 2017, 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 Putnam County District Library, Ottawa, Ohio, at 6:30 p.m., October 17, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, Judy Bosch, and Diane Bishop

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE


- A. **REGULAR MINUTES.** The minutes of the September 19, 2017 meeting were approved on motion by Anna Horstman and seconded by Paulette Smith. All voted yes on the roll call vote, except Judy Bishop who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved on motion by Judy Bosch and seconded by Anthony Wobler. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for September was presented noting the following revenue: fines and fees \$202.50 and copies \$345.37.
- D. **GIFTS.** Paulette Smith moved to accept the following donations in September: Memorial Fund \$609.52. Anna Horstman seconded the motion, and all voted yes on the roll call vote.

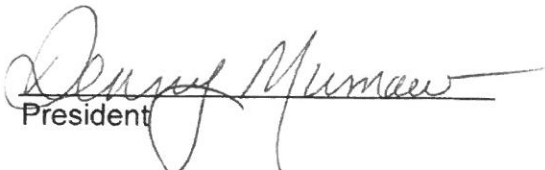
NEW BUSINESS

- E. **STAFF RESIGNATION.** Motion was made by Anna Horstman and seconded by Judy Bosch to accept the resignation of Gerald Husted effective October 16, 2017. All voted yes on the roll call vote.
- F. **HIRED PART TIME CUSTODIAN.** Motion was made by Denny Mumaw and seconded by Anna Horstman to hire Andy Cass as part time Custodian effective October 19, 2017 at \$9.27 per hour. All voted yes on the roll call vote.
- G. **NEW CAMERA SYSTEM FOR OTTAWA LOCATION.** The Director presented the Board with a quote from The AME Group to replace all interior security cameras and DVR. Motion was made by Denny Mumaw and seconded by Anthony Wobler to approve the purchase of sixteen interior cameras, one DVR and one monitor at a cost of \$9,095.00 to be paid from the Jean Sewell Trust Fund. All voted yes on the roll call vote.

- H. **CLOSE THE LIBRARY SYSTEM.** Motion was made by Judy Bosch and seconded by Anna Horstman to approve the closing of the library system on December 23, 2017. All voted yes on the roll call vote.
- I. **2017 APPROPRIATIONS MODIFICATIONS.** Paulette Smith moved to adopt Resolution 5-2017 approving the following 2017 Appropriations Modifications:
- | | |
|---|----------------|
| <u>Jean R. Sewell Trust Fund</u> | |
| Capital Outlay | (+) \$9,100.00 |
| <u>Friends of the PCDL Fund</u> | |
| Supplies | (+) \$1,000.00 |
| Materials | (-) \$1,000.00 |
| <u>Memorial Fund</u> | |
| Materials | (+) \$5,000.00 |
| Capital Outlay | (+) \$3,000.00 |
- David Burkhart seconded and all voted yes on the roll call vote.
- J. **DISCUSSION.** The Board discussed that they would be hosting the annual staff Christmas breakfast on December 11, 2017. They also discussed that Paulette Smith was not going to seek reappointment to the Board at the end of her term, which expires December 31, 2017. Denny Mumaw asked for input from all Board members concerning administrative staff evaluations. Denny Mumaw commented that he thinks the Board needs to gain a better understanding of the duties of the Director and Fiscal Officer. He requested that they track what they do and how much time they spend on daily tasks. He also would like them to review their current job descriptions and give feedback. Tony commented that the Board needs to evaluate the job descriptions and establish goals.
- K. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that they need help at the October 28th craft show. She commented that all inside booths are sold and only 10 outside booths are available. The Christmas Tree Festival set up will be December 1st with an open house on December 2nd and take down is scheduled for January 5th.
- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Judy Bosch commented on how much she likes HOOPLA and she was interested in having a program on stained glass. Denny Mumaw commented that former Board President, Dale Nienberg, does not have a headstone on his grave. He is talking to the community groups and former employers of Dale's to raise awareness and possible funds to purchase a headstone.
- M. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:38 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 21, 2017, 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 Putnam County District Library, Ottawa, Ohio, at 6:30 p.m., November 21, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, and Diane Bishop

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

Public: Karen Okuley

PLEDGE OF ALLEGIANCE


- A. **REGULAR MINUTES.** The minutes of the October 17, 2017 meeting were approved on motion by Anna Horstman and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved on motion by Diane Bishop and seconded by Anthony Wobler. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for October was presented noting the following revenue: fines and fees \$311.31 copies \$428.00; and Better World Books \$50.43.
- D. **GIFTS.** Paulette Smith moved to accept the following donations in October: Memorial Fund \$1,030.00 and Kiwanis Club of Ottawa \$1,000.00. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October Director's Report (see-attached report).

NEW BUSINESS

- F. **PERSONNEL COMMITTEE.** Denny Mumaw made a motion appointing David Burkhart, Diane Bishop, and Anthony Wobler to the Personnel Committee. Paulette Smith seconded the motion and all voted yes on the roll call vote.
- G. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported 2015 people attended the craftshow and their approximate profit was \$9,514.60. She commented that the Christmas Tree Festival open house is scheduled for December 2, 2017 from 1:00 p.m. to 3:00 p.m. Karen commented that they are accepting 2018 membership dues and their next regular meeting is January 2, 2018.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- I. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:49 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, December 19, 2017, at 6:30 p.m. at the Continental Library Location.


Secretary


President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 6:00 p.m., November 21, 2017

Present: Paulette Smith, Denny Mumaw, Anna Horstman, and David Burkhart


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

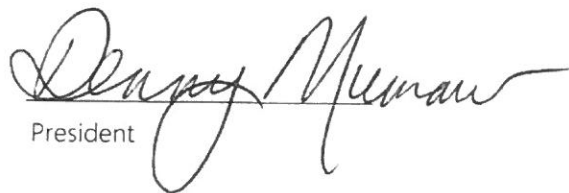
PLEDGE OF ALLEGIANCE

A. **RECORDS DESTRUCTION LIST.** The Fiscal Officer presented a list of records proposed for destruction. Motion was made by Anne Horstman and seconded by Paulette Smith to approve the records disposal list as presented. (see attached list). All voted yes on the roll call vote.

B. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

ADJOURNMENT. There being no further business the meeting was adjourned at 6:04 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 21, 2017 at 6:30 p.m.


Secretary


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RECORDS DESTRUCTION LIST
NOVEMBER 21, 2017

schedule #	item	Retention Period	
08-13	Accident Reports	thru 2012	5 years provided no pending action
08-22	Applications for Employment	2015, 2016	Retain with personnel record if applicant employed; others 1 year
08-32	Board Committee Meeting Notes and Attachments	thru 2012	5 years
08-39	Committee Reports	2015, 2016	1 year
08-51	General Coorespondence	thru 2015	2 years
08-52	Gift Donor Forms	2013	3 years
08-64	Leases - Equipment	2014	2 years after expiration
08-71	Library Publications (Newsletters)	thru 2015	2 years
08-92	Vendor Quotes	thru 2015	2 years
08-102	Permission Forms and Letters	thru 2015	1 year
08-108	Volunteer Files	thru 2013	4 years
08-109	Display/Exhibit Files	2016	1 year

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Continental Library Location, Continental, Ohio, at 6:30 p.m., December 19, 2017

Board: Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, and Judy Bosch

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the November 21, 2017 meeting were approved on motion by Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote, except Judy Bosch who abstained.
- B. **RECORDS RETENTION MEETING MINUTES.** The minutes of the November 21, 2017 Records Retention meeting were approved by Anne Horstman and seconded by Paulette Smith. All voted yes on the roll call vote, except Judy Bosch and Anthony Wobler who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved on motion by Judy Bosch and seconded by David Burkhart. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$258.06 copies \$332.50.
- E. **GIFTS.** Paulette Smith moved to accept the following donations in November: Memorial Fund \$606.75. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her November Director's Report (see-attached report).

NEW BUSINESS

- G. **RESOLUTION TO PAY BILLS.** Denny Mumaw moved to adopt Resolution 6-2017 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. Paulette Smith seconded the motion, and all voted yes on the roll call vote.

- H. **STAFF ORGANIZATIONAL MEMBERSHIP.** Motion was made by Paulette Smith and seconded by Anthony Wobler 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 reimbursement of all meals. All voted yes on the roll call vote.
- I. **2018 TEMPORARY APPROPRIATIONS.** Paulette Smith moved to adopt Resolution 7-2017 approving the 2018 Temporary Appropriations as presented. David Burkhart seconded, and all voted yes on the roll call vote.
- J. **RETURN OF ADVANCE.** Motion was made by Paulette Smith and seconded by Denny Mumaw to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$7,000.00. All voted yes on the roll call vote.
- K. **FINES AND FEES.** Motion was made by Anne Horstman and seconded by Judy Bosch approve the new fee schedule as presented:

FINES AND FEES

Type of Fine or Fee	New
Late <u>adult</u> : books, magazines, music CD's, and books on CD	\$0.25 per day per item
Late <u>juvenile</u> and <u>young adult</u> materials	No fee
Late DVD (juvenile and adult)	\$0.25 per day per item
Printed or copied pages (both black & white and color)	\$0.25 per page
fax	\$0.25 per page
Lamination Machine	\$2.00 per linear foot
Button Maker	\$0.50 per button

All voted yes on the roll call vote.

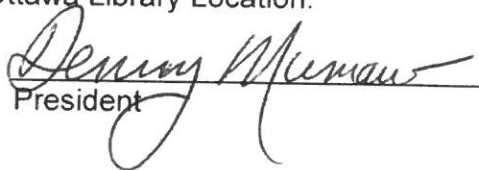
- L. **INCREASE PAYSCALE BY TWO PERCENT.** Motion was made by Anna Horstman and seconded by Denny Mumaw to increase all categories of the PCDL Salary Schedule by two percent. All voted yes on the roll call vote. (see attached schedule)
- M. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that approximately 52 people attended the Christmas Tree Festival open house on December 2, 2017 and 57 trees are on display. Judy Ruen commented that they are accepting 2018 membership dues with 20 paid memberships.
- N. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** David Burkhart commented that the personnel committee has not met yet. He commented that Kelly had provided copies of several libraries administrative evaluations to the committee. He feels that self-evaluations could be good, since the Board of Trustees only see the administrative staff once per month at Board meetings. Anthony Wobler commented that setting goals for the year is a good starting point for evaluations. Denny Mumaw commented that an

account had been set up at the Union Bank in Kalida to receive donations for the purchase of a headstone for former Board member, Dale Nienberg. He also commented that the staff breakfast went well and several staff expressed their thanks to the Board. Denny Mumaw and several other Board members thanked Paulette Smith for her service to the Library Board and commented that she will be missed and wished her well.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:45 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, January 16, 2018, at 6:30 p.m. at the Ottawa Library Location.

Secretary



President