

**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 16, 2018**

Board: Anna Horstman, David Burkhart, Tony Wobler, Judy Bosch, and Wendie Swary

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

Public: Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF THE FISCAL OFFICER.** Judy Bosch moved to re-appoint Nancy Stauffer as Fiscal Officer for one year and set her annual salary at \$62,046.00, effective January 1 (36 hours per week). Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF THE DEPUTY FISCAL OFFICER.** Anthony Wobler moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- C. **OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, Mike Lammers, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.
- D. **REGULAR MINUTES.** The minutes of the December 19, 2017 meeting were approved by Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote.
- E. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved on motion by Anna Horstman and seconded by Judy Bosch. All voted yes on the roll call vote.

- F. **PETTY CASH REPORT.** The petty cash report for December was presented noting the following revenue: fines and fees \$244.08; meeting room rental \$25.00; copies \$469.60; and miscellaneous revenue \$367.41.
- G. **GIFTS.** Anthony Wobler moved to accept the following donations in December: Memorial Fund \$4,050.00 and Friends of the PCDL \$6,613.29. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December Director's Report (see attached report).

NEW BUSINESS

- I. **DIRECTOR 2018 SALARY.** Motion was made by Judy Bosch and seconded by Wendie Swary to set the Director's 2018 annual salary at \$64,064.00. All voted yes on the roll call vote.
- J. **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 Anthony Wobler. All voted yes on the roll call vote.
- K. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Anthony Wobler nominated David Burkhart to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Judy Bosch. All voted yes on the roll call vote.
- L. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Wendie Swary nominated Diane Bishop to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by David Burkhart. All voted yes on the roll call vote.
- M. **BOARD COMMITTEES.** Judy Bosch made a motion appointing David Burkhart, Diane Bishop, Anthony Wobler, and Wendie Swary to the Personnel Committee and all other committees will be a committee of the whole Board. Anthony Wobler seconded the motion and all voted yes on the roll call vote.

- N. **STAFF RESIGNATION.** Motion was made by Anthony Wobler and seconded by Wendie Swary to accept the resignation of Andy Cass effective December 22, 2017. All voted yes on the roll call vote.
- O. **HIRE PART TIME CUSTODIAN.** Motion was made by Judy Bosch and seconded by David Burkhart to hire Todd Knauss as part time custodian at \$9.46 per hour effective January 17, 2018. All voted yes on the roll call vote.
- P. **ADVANCE.** Motion was made by Judy Bosch and seconded by Anthony Wobler 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.
- Q. **REPORT OF BRANCHES AND FRIENDS:** Judy Ruen reported that there were 57 trees on display at this year's Christmas Tree Festival. The Friends of the PCDL book sale is scheduled for the first week of June.
- R. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** David Burkhart welcomed Wendie to the Board.
- S. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:58 p.m., on motion by Judy Bosch. The next regular board meeting will be held on Tuesday, March 20, 2018, 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 20, 2018**

Board: Denny Mumaw, Anna Horstman, David Burkhart, Tony Wobler, Judy Bosch, Diane Bishop, and Wendie Swary

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the January 16, 2018 meeting were approved by Anthony Wobler and seconded by David Burkhart. All voted yes on the roll call vote, except Denny Mumaw, and Diane Bishop who abstained.

Judy Bosch arrived 6:35 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The January receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Judy Bosch and seconded by Anna Horstman. All voted yes on the roll call vote.
- C. **GIFTS.** Anna Horstman moved to accept the following donations in January: Memorial Fund \$275.00. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her 2017 Annual Report and January 2018 Director's Report (see attached report).

NEW BUSINESS

- E. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Judy Bosch and seconded by Wendie Swary to approve a training request from the Fiscal Officer and her administrative assistant to attend the OLC Fiscal Officer's training on March 28th and 29th. The estimated total cost including registration, meals, and lodging is \$500.00. All voted yes on the roll call vote.

- F. **STAFF RESIGNATION.** Motion was made by Anna Horstman and seconded by David Burkhart to accept the resignation of Todd Knauss effective February 1, 2018. All voted yes on the roll call vote.
- G. **STAFF RESIGNATION.** Motion was made by Diane Bishop and seconded by Anthony Wobler to accept the resignation of Christopher Potter effective February 15, 2018. All voted yes on the roll call vote.
- H. **HIRE PART TIME CUSTODIAN.** Motion was made by Judy Bosch and seconded by Anna Horstman to hire Douglas Shaffer as part time custodian at \$9.46 per hour effective February 21, 2018. All voted yes on the roll call vote.
- I. **NATIONAL LIBRARY WORKERS APPRECIATION DAY.** Motion was made by Wendie Swary and seconded by Denny Mumaw to approve an expenditure less than \$300.00 for staff appreciation gifts in honor of National Library Workers Appreciation Day on April 10, 2018. All voted yes on the roll vote.
- J. **CLOSE ALL LIBRARY LOCATIONS.** The Director requested that all library locations be closed to conduct a complete inventory of the library's collection. The Board questioned the length of time requested to be closed and if all library locations needed to be closed at the same time. The Director explained that periodic inventories of a library's material collections are standard and are expected by the SEO consortium. Motion was made by Judy Bosch and seconded by Denny Mumaw to close all library locations beginning April 12, 2018 through April 22, 2018 to inventory the library's material collection with the stipulation to open each location as soon as possible after their inventory is complete. All voted yes on the roll call vote.
- K. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that members of the PCDL Friends group had reviewed the 2017 financial records supplied by Library and had found no issues. Karen also commented that the Friends of the PCDL book sale is scheduled for June 5th and 6th with moving in and set up on June 1st, 2nd, and 4th. Putnam County teachers will be invited to a presale day on June 4th. The next regular Friends meeting is scheduled for March 5th at 4:30 p.m.

- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw read a thank you note from Ann Baransy for the staff breakfast. Denny also commented that an account had been set up at Union Bank for former Board member, Dale Nienberg if anyone wished to make a donation for a headstone.
- M. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:39 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, March 20, 2018, 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., March 20, 2018

Board: Denny Mumaw, Anna Horstman, David Burkhart, Tony Wobler, and Diane Bishop

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 20, 2018 meeting were approved by Anna Horstman and seconded by Anthony Wobler. 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 Anna Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **GIFTS.** Diane Bishop moved to accept the following donations received in February: Memorial Fund \$512.84; Adult Summer Reading Fund 550.00; and Juvenile Summer Reading Program \$1,400.00. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February 2018 Director's Report (see attached report).

NEW BUSINESS

- E. **2018 PERMANENT APPROPRIATIONS. (Resolution 1-2018).** Motion was made by Anna Horstman and seconded by Anthony Wobler to approve the 2018 Permanent Appropriations as presented. All voted yes on the roll call vote.
- F. **HIRE PART TIME EMERGING TECHNOLOGIES SPECIALIST.** Motion was made by Anna Horstman and seconded by David Burkhart to hire Tamara Herrera as Emerging Technologies Specialist at \$11.56 per hour effective March 26, 2018. All voted yes on the roll call vote.

- G. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the Friends of the PCDL's will be meeting on May 7th to discuss the upcoming book sale and the next craftshow committee meeting is scheduled for May 21th. The Friends of the PCDL membership currently stands at 40 members. They are also selling shirts with the Friends logo.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Diane Bishop reported that she attended the OLC Trustee Workshop. David Burkhardt suggested that the Library distribute memorial donation literature to attorneys' offices and the senior center.
- I. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:00 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, April 17, 2018, 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 17, 2018

Board: Denny Mumaw, Anna Horstman, David Burkhart, Tony Wobler, Wendie Swary, and Diane Bishop

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 20, 2018 meeting were approved on motion by Diane Bishop and seconded by David Burkhart. 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 Anthony Wobler and seconded by Wendie Swary. All voted yes on the roll call vote.
- C. **GIFTS.** Anna Horstman moved to accept the following donations received in March: Memorial Fund \$205.00; Adult Summer Reading Fund \$50.00; Juvenile Summer Reading Program \$925.00; and Miscellaneous General Fund \$20.00. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her March 2018 Director's Report (see attached report). The Director also discussed with the Board that she had notified NORWELD that we would not be renewing our annual membership. All were in agreement with the Director's decision.

Fiscal Officer left meeting at 6:55 p.m.

NEW BUSINESS

- E. **RESIGNATION OF EMERGING TECHNOLOGIES SPECIALIST, TAMERA HERRERA.** Motion was made by Anna Horstman and seconded by Anthony Wobler to approve the resignation of Tamera Herrera effective April 2, 2018. All voted yes on the roll call vote.
- F. **RESIGNATION OF CUSTODIAN, DOUG SHAFFER.** Motion was made by Anna Horstman and seconded by Denny Mumaw to approve the resignation of Doug Shaffer effective April 17, 2018. All voted yes on the roll call vote.
- G. **RESIGNATION OF ASSISTANT CARGO II, ANNA BURWELL.** Motion was made by Diane Bishop and seconded by David Burkhart to approve the resignation of Anna Burwell effective April 19, 2018. All voted yes on the roll call vote.
- H. **RESIGNATION OF REFERENCE LIBRARIAN, JAN FUETTER.** Motion was made by Anna Horstman and seconded by Wendie Swary to approve the resignation of Jan Fuetter effective April 25, 2018. All voted yes on the roll call vote.
- I. **PROMOTION OF PAT MEYER TO REFERENCE LIBRARIAN.** Motion was made by Denny Mumaw and seconded by Anna Horstman to approve the promotion of Pat Meyer to Reference Librarian effective April 23, 2018. All voted yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that the Friends of the PCDL will be meeting on April 30th to discuss the booksale. She also reported that the next craftshow committee meeting will be May 21th.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** David Burkhart commented that the Personnel Committee needs to schedule a meeting around the end of May. Denny Mumaw commented on the increased security in the Putnam County schools and asked the Director to obtain a quote to have a silent alarm/panic button installed.
- L. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:15 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, May 15, 2018, 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 15, 2018**

Board: Denny Mumaw, Anna Horstman, Judy Bosch, Diane Bishop, and Wendie Swary

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

Public: Karen Okuley, Judy Ruen, and Don Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the April 17, 2018 meeting were approved on motion by Anna Horstman and seconded by Diane Bishop. 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 Anna Horstman and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in March: Memorial Fund \$441.00; Juvenile Summer Reading Program \$25.00. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her April 2018 Director's Report (see attached report).

NEW BUSINESS

- E. **2019 REQUEST BUDGET (RESOLUTION 2-2018).** Nancy Stauffer, Fiscal Officer presented the Request Budget Worksheets for 2019. Motion was made by Anna Horstman and seconded by Denny Mumaw to approve the 2019 Request Budget as presented. All voted yes on the roll call vote.

- F. **HIRE PART TIME CIRCULATION ASSISTANT.** Motion was made by Judy Bosch and seconded by Diane Bishop to hire Jenna Bush as Circulation Assistant at \$9.46 per hour effective May 17, 2018. All voted yes on the roll call vote.
- G. **HIRE PART TIME CIRCULATION ASSISTANT.** Motion was made by Diane Bishop and seconded by Denny Mumaw to hire Amanda Mangas as Circulation Assistant at \$9.46 per hour effective May 21, 2018. All voted yes on the roll call vote.
- H. **HIRE PART TIME CUSTODIAN.** Motion was made by Denny Mumaw and seconded by Judy Bosch to hire Christopher Tippie as part time custodian at \$9.46 per hour effective May 21, 2018. All voted yes on the roll call vote.
- I. **INVENTORY DELETIONS.** Motion was made by Anna Horstman and seconded Diane Bishop to approve the deletion list as presented. (see attached list). All voted yes on the roll call vote.
- J. **WEBSITE PRIVACY POLICY.** Motion was made by Wendie Swary and seconded by Judy Bosch to approved the Website Privacy Policy as presented. (see attached.) All voted yes on the roll call vote.
- K. **NOTICE OF INTENT TO WITHDRAW FROM NORWELD.** Motion was made by Diane Bishop and seconded by Denny Mumaw to provide notice to the Northwest Ohio Regional Library System (NORWELD) of our intention to withdraw from the regional library system. Ohio Revised Code Section 3375.93 states that a participation library may withdraw from a regional library system on the first day of July in any year, providing that notice of the withdrawal intention has been given at least eighteen months prior to the date of withdraw. All voted yes on the roll call vote.
- L. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the schedule for the Friends of the PCDL booksale will be: moving books from the library to the Fourth Street Gym on June 1st set up on June 2nd and 4th, and booksale on the June 5th and 6th. They will also be allowing Putnam and Allen County teachers along with PCDL Friends members a preview sale on June 4th. The next craftshow committee meeting will be May 21th. The committee has sold 73 booths to date.
- M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw commented that the July Board meeting will be held in the Kalida Library Location on July 17, 2018 at 6:00 p.m.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:23 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 19, 2018, 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 19, 2018**

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

Administration: Kelly Ward, Director

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **BILLS AND FINANCIAL REPORTS.** The May receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote.
- B. **GIFTS.** Anna Horstman moved to accept the following donations received in May: Memorial Fund \$556.17. Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- C. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May 2018 Director's Report (see attached report).

NEW BUSINESS

- D. **INVENTORY DELETIONS.** Motion was made by Anna Horstman and seconded Judy Bosch to approve the following of furniture and equipment from the PDCL inventory: tag #00773 television and tag #01147 desk. All voted yes on the roll call vote.
- E. **CRIMINAL BACKGROUND CHECK POLICY.** Policy was tabled until the July Board meeting until the full Board is available.
- F. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the profit at the annual book sale was \$3,782.17. The next craftshow committee meeting will be August 13th at 1:30. The committee has sold 90 booths to date. The next regular Friends meeting will be September 10th

at 4:30 p.m. Judy Ruen commented that she had filed the required annual report for the Beyond Books Levy PAC.

G. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Judy Bosch asked if we serve nursing homes and preschools. The Director responded that we serve several nursing homes and preschools in the county.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:33 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, July 17, 2018, at 6:00 p.m. at the 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, Kalida, Ohio at 6:30 p.m., July 17, 2018

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

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

Public: Karen Okuley, Judy Ruen, and Kathy Burkhart

PLEDGE OF ALLEGIANCE

- A. **BILLS AND FINANCIAL REPORTS.** The June receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Judy Bosch and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **GIFTS.** Diane Bishop moved to accept the following donations received in June: Memorial Fund \$25.00 and Eloise Bunn Fund \$23,138.12. Anthony Wobler seconded the motion, and all voted yes on the roll call vote.
- C. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her June 2018 Director's Report (see attached report).

NEW BUSINESS

- D. **OLC CHAPTER CONFERENCE.** The Director made a request to have four staff members attend the OLC Chapter Conference in October 2018 estimated cost of \$1,800.00 for registration, lodging, meals, and mileage. Motion was made by Judy Bosch and seconded by Denny Mumaw to approve the request as presented. All voted yes on the roll call vote.

Wendie Swary arrived 6:25 p.m.

- E. **REGULAR MINUTES.** The minutes of the May 15, 2018 meeting were approved on motion by Judy Bosch and seconded by Wendie Swary. All voted yes on the roll call vote, except David Burkhart and Anthony Wobler who abstained.
- F. **DRUG-FREE WORKPLACE POLICY (18.3) MODIFICATION.** Tabled until August meeting for additional information.

- G. **CRIMINAL BACKGROUND CHECK POLICY MODIFICATION.** Judy Bosch moved to approve the Criminal Background Check policy (3.2) to the following:

3.2 Criminal Background Investigation

Prior to extending an offer of employment, the library will conduct a detailed reference and criminal background investigation. All new employees hired after August 1, 2018 will be reimbursed the cost of the criminal background investigation after 90 days of employment.

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

- H. **APPROPRIATIONS MODIFICATIONS.** Anthony Wobler moved to adopt Resolution 3-2018 approving the 2018 Appropriations Modifications increasing appropriations in the Eloise Bunn Fund: Salary by \$6,000.00, Materials by \$1,000.00, and Capital Outlay by \$1,000.00. Diane Bishop seconded and all voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented they have sold 102 craftshow booths.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** David Burkhart asked if we have ever had a program about General Putnam. The Director commented that she would asked the local history librarian, Ruth Wilhem and get back to him. Denny Mumaw commented that they have raised approximately \$1,500.00 of the \$2,700.00 needed for a head stone for former Board President, Dale Nienburg.
- K. **COMMENTS FROM THE PUBLIC:** None.

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, August 21, 2018, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., August 21, 2018

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

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 June 19, 2018 meeting were approved by Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote, except Denny Mumaw, Diane Bishop, and Wendie Swary who abstained.
- B. **REGULAR MINUTES.** The minutes of the July 17, 2018 meeting were approved by Denny Mumaw and seconded by Judy Bosch. All voted yes on the roll call vote, except Anna Horstman who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The July receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Diane Bishop and seconded by David Burkhart. All voted yes on the roll call vote.
- D. **GIFTS.** Anna Horstman moved to accept the following donations received in July: Memorial Fund \$667.00. Anthony Wobler seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her July 2018 Director's Report (see attached report).

OLD BUSINESS

- F. **DRUG-FREE WORKPLACE POLICY (18.3) MODIFICATION.** After discussion, no change was made to the Drug-Free Workplace Policy (18.3).

NEW BUSINESS

- G. **DELIVERY DRIVER JOB DESCRIPTION.** The Director presented the job description for Delivery Driver. Motion was made by Anna Horstman and seconded by Diane Bishop to approve the Delivery Driver job description as presented. All voted yes on the roll call vote.
- H. **PART TIME HOUSEKEEPER.** The Director presented the job description for Part Time Housekeeper. Motion was made by Diane Bishop and seconded by Wendie Swary to approve the Part Time Housekeeper job description as presented. All voted yes on the roll call vote.
- I. **OLC CHAPTER CONFERENCE.** The Director requested an increase in the total cost to attend the annual OLC Chapter Conference in October 2018 by approximately \$300.00, for an additional hotel room. Motion was made by Anna Horstman and seconded by Judy Bosch to approve the request as presented. All voted yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the next craftshow meeting is scheduled for October 4th at 1:30 p.m. and the next regular Friends of the PCDL meeting is September 10th at 4:30 p.m. They have sold 113 craftshow booths.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Denny Mumaw commented that they have collected \$2,500.00 for a head stone for former Board President, Dale Nienburg. The headstone should be installed in September or October.
- L. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:41 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, September 18, 2018, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., September 18, 2018

Board: Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, Judy Bosch, and Wendie Swary

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

Public: Karen Okuley, Judy Ruen, and Pam Eickhold (Modern Wordman)

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the August 21, 2018 meeting were approved by Anna Horstman and seconded by Judy Bosch. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The August receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Anthony Wobler and seconded by Wendie Swary. All voted yes on the roll call vote.
- C. **GIFTS.** Denny Mumaw moved to accept the following donations received in August: Memorial Fund \$545.59. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her August 2018 Director's Report (see attached report).

NEW BUSINESS

- E. **PART TIME DELIVERY DRIVER.** Motion was made by David Burkhart and seconded by Judy Bosch to hire Roger Mansfield as part time Delivery Driver effective September 19, 2018 at \$9.46 per hour. All voted yes on the roll call vote.
- F. **LSTA GUIDING OHIO ONLINE GRANT TRAINER.** Motion was made by Judy Bosch to approve the contract with Mark Warman to provide technology training services for the period 10/1/2018 – 9/30/2019 funded by the LSTA Guiding Ohio Online Grant. Anthony Wobler seconded the motion and all voted yes on the roll call vote.

- G. **INCREASE PAYSCALE.** The Fiscal Officer presented the Board with five payscale modification scenarios. After discussion, a motion was made by Judy Bosch and seconded by David Burkhart to approve scenario #4 with modifications. Scenario 4, included a 5% increase in hourly rate on steps 2, 6, 11 with a 2% increase on all other steps for all classifications with no change to the base rate (average staff increase of 6%), effective January 1, 2019. The Director and Fiscal Officer to receive a 6% salary increase January 1, 2019. All voted yes on the roll call vote. (see attached schedule).
- H. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the next craftshow meeting is scheduled for October 4th at 1:30 p.m. She also commented that all craftshow booths have been sold on main floor along with five booths in balcony. Modern Woodman will match bakesale proceeds.
- I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Denny Mumaw commented that his term on the Board will be ending December 31, 2018 and he will not be seeking reappointment. David Burkhart asked that the Personnel Committee set a meeting to discuss the evaluation process for the Director and Fiscal Officer. Dave also commented that he would like to have a program on General Israel Putnam.
- J. **COMMENTS FROM THE PUBLIC:** Pam Eickholt from Modern Woodmen presented the Friends of the PCDL with their Hometown Hero award, which included a \$100 donation.

ADJOURNMENT. There being no further business the meeting was adjourned at 8:08 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, October 16, 2018, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., October 16, 2018

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

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 18, 2018 meeting were approved by Anthony Wobler and seconded by Judy Bosch. All voted yes on the roll call vote, except Diane Bishop who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The September receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Diane Bishop and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **GIFTS.** David Burkhart moved to accept the following donations received in September: Memorial Fund \$220.00. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her September 2018 Director's Report (see attached report).

NEW BUSINESS

- E. **ADVANCE.** Motion was made by Wendie Swary and seconded by Judy Bosch to advance \$3,000.00 from the General Fund to the Putnam County Friends of the Library Fund. All voted yes on the roll call vote.

Anne Horstman arrived.

- F. **2018 APPROPRIATIONS MODIFICATIONS.** Anthony Wobler moved to adopt Resolution 4-2018 approving the following 2018 Appropriations Modifications:

General Fund

Purchased and Contract Service	(+) 7,212.00
Supplies	(+) 700.00

Friends of the PCDL Fund

Purchased and Contract Service	(+) 710.00
Supplies	(+) 680.00
Capital Outlay	(+) 1,610.00

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

- G. **STAFF RESIGNATION.** Motion was made by Diane Bishop and seconded by Anna Horstman to accept the resignation of Christopher Tippie effective September 20, 2018. All voted yes on the roll call vote.
- H. **ANNUAL INSERVICE DAY.** Motion was made by Judy Bosch and seconded by Wendie Swary to approve the purchase of lunch for the staff for the November 12, 2018 in service meeting at a cost not to exceed \$650.00. All voted yes on the roll call vote.
- I. **DISCUSSION OF MOLD PROBLEM AT OTTOVILLE-MONTEREY TOWNSHIP LIBRARY LOCATION.** The Fiscal Officer reported that we had received notice from Monterey Township's insurance company, Public Entity Risk Services of Ohio, that they had determined there to be no liability on Monterey Township's part for the damages to library books and materials, and they were respectfully denying our claim. David Burkhart recommended that we contact the Ohio Department of Insurance to see if they could help with the claim. The Director recommended that we set a meeting with the Monterey Township Trustees to discuss the mold problem. We need to stress to them that we need to work together to reopen a safe library location for our patrons as soon as possible. That we need to be able to control, the temperature and humidity in order to have a mold free building. We are requesting another air quality test from J & K Environmental as well as an updated quote to clean the space.
- J. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the next regular meeting is scheduled for November 5th at 4:30 p.m. She also commented that all craftshow booths have been sold on main floor and the balcony. The Christmas Tree Festival set up is scheduled for November 30th and the reception is December 1st.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** David Burkhart commented that the Personnel Committee has met twice and will meet one more time before presenting their recommendations to the full Board.

L. COMMENTS FROM THE PUBLIC: None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:43 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 20, 2018, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., November 20, 2018

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

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

Public: Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the October 16, 2018 meeting were approved by David Burkhart and seconded by Diane Bishop. 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 Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote.
- C. **GIFTS.** Anna Horstman moved to accept the following donations received in October: Memorial Fund \$184.70. Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October 2018 Director's Report (see attached report).

NEW BUSINESS

- E. **PART TIME CIRCULATION ASSISTANT.** Motion was made by David Burkhart and seconded by Diane Bishop to hire Gina Meyer as part time Circulation Assistant effective November 27, 2018 at \$9.46 per hour. All voted yes on the roll call vote.
- F. **STAFF RESIGNATION.** Motion was made by Wendie Swary and seconded by Anthony Wobler to accept the resignation of Jenna Bush effective November 3, 2018. All voted yes on the roll call vote.

G. DISCUSSION OF MOLD PROBLEM AT OTTOVILLE-MONTEREY TOWNSHIP LIBRARY

LOCATION. The Board held a lengthy discussion concerning the mold issue at Ottoville-Monterey Township Library Location. It was noted that the Director, Fiscal Officer, Denny Mumaw, David Burkhart, and Diane Bishop met with Steve Hilvers, and Virgil Miller from Monterey Township on October 23, 2018. J & K Environmental conducted a second air quality test and the spore count has come down to approximately 17,000 from 71,000. Several Board members expressed concerns about reopening the location even if we have the building professionally cleaned. They are concerned that our lack of control over the operation of the heating and air conditioning system could impede our ability to prevent mold growth in the future. They expressed concerns about liability and the safety of our staff and patrons. The Board asked Denny Mumaw to contact the Ottoville LSD Superintendent to explore the possibility of moving the library to the school. We also discussed contacting the Mayor of the Village of Ottoville to inquire about any space they might have available for the library.

H. REPORT OF BRANCHES AND FRIENDS. Karen Okuley thanked everyone for helping at the craftshow and noted that the estimate net profit is about \$9,000.00. Modern Woodman will be matching the proceeds from the bake sale. The Christmas Tree Festival set up is scheduled for November 30th and the reception is December 1st.

I. COMMENTS FROM INDIVIDUAL BOARD MEMBERS. David Burkhart commented that he thinks the Board should start making preliminary plans to place a levy on the ballot.

J. COMMENTS FROM THE PUBLIC: None.

ADJOURNMENT. There being no further business the meeting was adjourned at 8:00 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, December 18, 2018, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President

**Minutes of a Regular Meeting of the Board of Trustees of
Putnam County District Library held at Ottawa Library
Location, Ottawa, Ohio at 6:30 p.m., December 18, 2018**

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

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the November 20, 2018 meeting were approved by Anna Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote, except Judy Bosch who abstained
- B. **BILLS AND FINANCIAL REPORTS.** The November receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Anthony Wobler and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in November: Memorial Fund \$316.71. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her November 2018 Director's Report (see attached report).

NEW BUSINESS

- E. **STAFF RESIGNATION.** Motion was made by Anna Horstman and seconded by Judy Bosch to accept the resignation of Gina Meyer effective December 6, 2018. All voted yes on the roll call vote.
- F. **RESOLUTION TO PAY BILLS.** Diane Bishop moved to adopt Resolution 5-2018 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. Wendie Swary seconded the motion, and all voted yes on the roll call vote.

- G. **STAFF ORGANIZATIONAL MEMBERSHIP.** Motion was made by David Burkholder 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.
- H. **2019 TEMPORARY APPROPRIATIONS.** Anna Horstman moved to adopt Resolution 6-2018 approving the 2019 temporary appropriations as presented. Wendie Swary seconded, and all voted yes on the roll call vote.
- I. **RETURN OF ADVANCE.** Motion was made by Anna Horstman and seconded by Judy Bosch 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.
- J. **FEDERAL MENTAL HEALTH FIRST AID GRANT.** Motion was made by David Burkhart and seconded by Anthony Wobler to accept the Federal Mental Health First Aid Grant awarded by the State Library of Ohio. The federal share of the grant is \$5,000.00 and the local match is \$1.00. The grant is intended to bridge mental health services between local mental health professionals and local government officials and employees. All voted yes on the roll call vote.
- K. **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.
- L. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Anthony Wobler nominated David Burkhart to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Wendie Swary. All voted yes on the roll call vote, except David Burkhart who abstained.
- M. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Anthony Wobler nominated Diane Bishop to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Wendie Swary. All voted yes on the roll call vote, except Diane Bishop who abstained.
- N. **BOARD COMMITTEES.** Motion was made by Denny Mumaw and seconded by David Burkhart that all Board members would be members of all Board committees, except the Personnel Committee. All voted yes on the roll call vote.
- O. **PERSONNEL COMMITTEE.** Motion was made by Anthony Wobler and seconded by Judy Bosch to appoint David Burkhart, Anthony Wobler, and Wendie Swary to the Personnel Committee. All voted yes on the roll call vote.

P. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley noted that the net profit from the craftshow was \$9,785.63 which included a \$900 matching donation from Modern Woodman. It was noted that the Fiscal Officer had presented the Friends with a report of 2018 expenditures totaling \$7,514.75. The Friends of the PCDL donated the same amount to the Library. Karen reported that they had 51 trees for the 2018 Christmas Tree Festival. Karen also commented that she would like to see the Mary L. Sheeley portrait, painted by local artist Bruce Stowe, displayed in the Local History Department.

Q. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** David Burkhart commented that the audit report included a recommendation to establish an audit committee. Board discussion concluded that the Board should meet each June for a more detailed review on the library's financial reports. Dave also inquired about the program he requested on General Israel Putnam. The Director responded that a program was being planned by the Local History Department.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 8:01 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, January 15, 2019, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President