

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., January 30, 2020**

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

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

**Public:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Common Pleas Court Judge, Keith Schierloh, administered the oath of office to Melanie Stokes. Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Melanie Stokes responded I do.
- B. **BOARD MEMBER OATH OF OFFICE.** Putnam County Common Pleas Court Judge, Keith Schierloh, administered the oath of office to Tom Liebrecht. Do you solemnly affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as a member of the board of trustees of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Tom Liebrecht responded I do.
- C. **APPOINTMENT OF THE FISCAL OFFICER.** Judy Bosch moved to re-appoint Nancy Stauffer as Fiscal Officer for one effective January 1 (36 hours per week). Tony Schroeder seconded the motion, and all voted yes on the roll call vote.
- D. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Tony Schroeder moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.

- E. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Common Pleas Court Judge, Keith Schierloh, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.
- F. **REGULAR MINUTES.** The minutes of the December 18, 2019 meeting were approved by Judy Bosch and seconded by Tom Liebrecht. All voted yes on the roll call vote.
- G. **BILLS AND FINANCIAL REPORTS.** The December receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Tom Liebrecht and seconded by Judy Bosch. All voted yes on the roll call vote.
- H. **GIFTS.** Melanie Stokes moved to accept the following donations received in December: Memorial Fund \$640.00 and Friends of the PCDL Fund \$9,534.67. Tony Schroeder seconded the motion, and all voted yes on the roll call vote.
- I. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December 2019 Director's Report (see attached report).

**NEW BUSINESS**

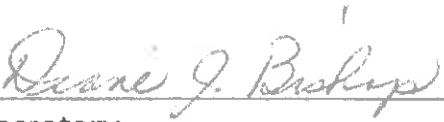
- J. **FISCAL OFFICER 2020 SALARY.** Motion was made by Judy Bosch and seconded by Melanie Stokes to increase the Fiscal Officer's 2020 annual salary by 3% (\$67,742.26). All voted yes on the roll call vote.
- K. **DIRECTOR 2020 SALARY.** Motion was made by Judy Bosch and seconded by Melanie Stokes to increase the Director's 2020 annual salary by 3% (\$69,945.08). All voted yes on the roll call vote.
- L. **ADVANCE.** Motion was made by Tony Schroeder and seconded by Tom Liebrecht to advance \$10,000.00 from the General Fund to the Putnam County Friends of the Library Fund. All voted yes on the roll call vote.


- M. **INVENTORY DELETIONS.** Motion was made by Judy Bosch and seconded by Tony Schroeder to approve the deletion of the old Fort Jennings book drop (tag# 01571). All voted yes on the roll call vote.
- N. **RULES OF CONDUCT POLICY AMENDMENT.** Motion was made by Tony Schroeder and seconded by Judy Bosch to approve amendments to the Rules of Conduct Policy as presented by the Director and modified by the Board. All voted yes on the roll call vote. (See attached policy).
- O. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley comment that OGHS building has been reserved for the October 31, 2020 craftshow. She reported that they are planning the June booksale and they are collecting annual membership dues. She also reported that Judy Ruen had filed the annual reports for the Beyond Books PAC.

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

- P. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- Q. **COMMENTS FROM THE PUBLIC:** None.
- R. **EXECUTIVE SESSION.** Motion was may by Melanie Stokes and seconded by Tom Liebrecht to adjourn into executive session at 7:45 p.m. to consider the appointment, employment, dismissal, discipline, promotion, demotion, or compensation of a public employee or official or to consider the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing. All voted yes on the roll call vote.
- S. **EXECUTIVE SESSION.** Motion was made by Judy Bosch and seconded by Tom Liebrecht to come out of executive session at 7:57 pm. All voted yes on the roll call vote.

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

  
Secretary

  
President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., February 18, 2020**

**Board:** David Burkhart, Diane Bishop, Wendy Swary, Melanie Stokes, Tony Schroeder, and Tom Liebrecht

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

**Public:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the January 30, 2020 meeting were approved by Diane Bishop and seconded by Tony Schroeder. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The January receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Wendie Swary and seconded by Melanie Stokes. All voted yes on the roll call vote.
- C. **GIFTS.** Diane Bishop moved to accept the following donations received in January: Memorial Fund \$481.89 and Summer Reading Club Fund \$75.00. Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her January 2019 Director's Report (see attached report).


**NEW BUSINESS**

- E. **HOT SPOT POLICY AMENDMENT.** The Director presented an amendment to the Hot Spot Policy. After discussion, Diane Bishop moved to amend the Hot Spot Policy as discussed. The motion was seconded by Tony Schroeder, and all voted yes on the roll call vote. (see attached policy)
- F. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Melanie Stokes and seconded by Wendie Swary to approve a training request from the Fiscal Officer to attend the OLC Fiscal Officer's training on April 15<sup>th</sup> and 16<sup>th</sup>. The cost will be

shared with the Ada Public Library. The estimated total cost to PCDL including registration, meals, and lodging is approximately \$400.00. All voted yes on the roll call vote.

- G. **PAYSCALE MODIFICATION.** After discussion a motion was made by Tom Liebrecht and seconded by Diane Bishop to add steps 13 thru 20 to the staff Payscale. All voted yes on the roll call vote. (see attached schedule)
- H. Set Records Retention meeting for March 17, 2020 at 6:15 p.m.
- I. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the Craftshow Committee sent out 300 applications to vendors for the October craftshow. The next regular Friends of the PCDL meeting will be held on March 2, 2020 at 4:30 p.m. And the annual booksale is scheduled for June 2<sup>nd</sup> and 3<sup>rd</sup>. Judy Ruen commented that 25 members have renewed their annual membership.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- K. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:09 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, March 17, 2020, at 6:30 p.m. at the Ottawa Library Location.

  
Secretary

  
President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., March 16, 2020**

**Board:** David Burkhart, Diane Bishop, Melanie Stokes, Judy Bosch and Tom Liebrecht

**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 18, 2020 meeting were approved by Tom Liebrecht and seconded by David Burkhart. 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 Diane Bishop and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **GIFTS.** Diane Bishop moved to accept the following donations received in February: Memorial Fund \$395.00 and Juvenile Summer Reading Club Fund \$2,015.00 and General Fund Adult Summer Reading Program \$625.00. Tom Liebrecht seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February 2020 Director's Report (see attached report).

**NEW BUSINESS**

- E. **2020 PERMANENT APPROPRIATIONS. (Resolution 1-2020).** Motion was made by Judy Bosch and seconded by Tom Liebrecht to approve the 2020 Permanent Appropriations as presented. All voted yes on the roll vote.
- F. **STAFF RESIGNATION.** Motion was made by Diane Bishop and seconded by Judy Bosch to accept the resignation of Circulation Supervisor, Michelle Johns effective March 19, 2020. All voted yes on the roll call vote.

- G. HIRED CIRCULATION SUPERVISOR.** Motion was made by Judy Bosch and seconded by Diane Bishop to combine the positions of Technical Services Supervisor (Laura Schmitz) and Circulation Supervisor. With the combination for these two supervisory positions, Laura Schmitz will be adding four hours to her weekly schedule, which result in a savings to the library. Due to the uncertainty of the COVID-19 Pandemic, the effective date of the promotion will be determined at a later date. All voted yes on the roll call vote.
- H. PANDEMIC PLAN MODIFICATION.** The Director presented a modified Pandemic Plan for the Board's review. Motion was made by Melanie Stokes approve the proposed modifications to the Pandemic Plan. The motion was seconded by Tom Liebrecht and all voted yes on the roll call vote. (See attached policy)
- I. LIBRARY CLOSING AND SALARY CONTINUATION OF STAFF.** The Board discussed the health and safety risks of the library remaining open during the COVID-19 Pandemic. Diane asked if the Putnam County Health Department had provided any guidance on closing the library. Director commented that they had not provided any guidance to date. The Director recommended that all library locations be closed to the public effective 8:00 p.m. today. She asked that the staff continue working through March 20th with proper social distancing to clean and weed all library locations, while providing curbside service to patrons through March 17<sup>th</sup>, and all staff continue to be paid their regular scheduled hours. Motion was made by Diane Bishop and seconded by Tom Liebrecht to close all library locations effective 8:00 p.m. on March 16, 2020 to protect the health and safety of library staff and patrons during the COVID-19 Pandemic. Staff will continue to work through March 20<sup>th</sup> to clean and weed all library locations as well as provide curbside service to the public through March 17<sup>th</sup>. Staff will continue to be paid their regular schedule hours and accumulate all regular sick leave and vacation leave until the next Board meeting. All voted yes on the roll call vote.
- J. SPECIAL BOARD MEETING.** A special board meeting was set for March 31, 2020 at 3:30 p.m.
- K. REPORT OF BRANCHES AND FRIENDS.** The Friends of the PCDL are hoping to have the June booksale. Their next regular meeting is scheduled for April 21, 2020 at 6:30 p.m.



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

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:10 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, April 21, 2020, at 6:30 p.m. at the Ottawa Library Location.

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Secretary

David A. Burkhart  
President



**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held virtually using the Zoom Cloud Meeting App at 5:30 p.m., March 31, 2020**

**Board:** David Burkhart, Diane Bishop, Melanie Stokes, Judy Bosch, Wendie Swary, Tony Schroeder, and Tom Liebrecht

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

**Public:** Erika Mortimer, Laura Schroeder (Beth Schroeder), Linda Schroeder, Pat Meyer (Trisha's iphone), Kayla Warnecke (Kayla's iphone), Rose Ann Hermiller (419-890-3977), Ruth Wilhelm (419-930-1042), Valerie Laukhuf (419-234-3343), Carrie Hall, and Sue, and Laura's iphone.

**PLEDGE OF ALLEGIANCE**

**NEW BUSINESS**

- A. **LIBRARY CLOSING.** Motion was made by Diane Bishop and seconded by Judy Bosch to keep all library locations closed until the Ohio Governor and the Putnam County Health Department provide guidance on when to reopen. All voted yes on the roll call vote.
- B. **STAFF SALARY CONTINUATION.** Motion was made by Wendie Swary and seconded by Tom Liebrecht to continue paying staff for their regular scheduled hours through April 30, 2020. All voted yes on the roll call vote.
- C. **APRIL REGULAR BOARD MEETING DATE CHANGE.** Motion was made by Judy Bosch and seconded by Wendie Swary to reschedule the April Regular Board Meeting from April 21<sup>st</sup> to April 30<sup>th</sup> at 3:30 p.m. All voted yes on the roll call vote.
- D. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:00 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, April 30, 2020, at 3:30 p.m. virtually using the Zoom Cloud Meeting App.

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Secretary

  
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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at virtually using the Zoom Cloud Meeting Application at 3:30 p.m., April 30, 2020**

**Board:** David Burkhart, Diane Bishop, Wendie Swary, Melanie Stokes, Judy Bosch, Tony Schroeder and Tom Liebrecht

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

**Public:** Erika Mortimer, Laura Schroeder (Laura's iphone), Linda Schroeder, Pat Meyer, Kayla Warnecke, Rose Ann Hermiller, Ruth Wilhelm, Valerie Laukhuf, Sue Bryan, Linda Hermiller, Ann Baransy (Paul Baransy), Heather Kuhlman, Missy Ellerbrock, Marsha Parys (419-235-6078).

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the March 16, 2020 meeting were approved by Judy Bosch and seconded by Wendie Swary. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the March 31, 2020 meeting were approved by Tom Liebrecht and seconded by Melonie Stokes. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The Fiscal Officer presented the March receipts, payments, income and expense statement, and bank reconciliation reports. Additionally, the Fiscal Officer commented that the State is estimating around a 25% reduction in PLF revenue for CY 2020. A motion was made by Wendie Swary and seconded by Judy Bosch to approve the bills and financial reports as presented. All voted yes on the roll call vote.
- D. **GIFTS.** Tony Schroeder moved to accept the following donations received in February: Memorial Fund \$360.00 and Juvenile Summer Reading Club Fund \$350.00 and General Fund Adult Summer Reading Program \$100.00. Diane Bishop seconded the motion, and all voted yes on the roll call vote.

- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her March 2020 Director's Report (see attached report). The Director also discussed current procedures for the quarantining of returned materials. Discussed opening to the public for curbside service the week of the May 12, 2020. She commented that we are searching for cleaning supplies and PPE from many sources. We have some masks on order but not sure of delivery date. We are waiting on the Governor to provide guidance on when to reopen. Tony Schroeder commented that of the Boards in which he serves, the Director seems to be far more proactive in her plans to reopen.

**NEW BUSINESS**

- F. **TEMPORARY FAMILY MEDICAL LEAVE ACT (FFCRA) POLICY.** The Director presented the Temporary Family Medical Leave Act (FFCRA) Policy for the Board's review. Motion was made by Judy Bosch approve the proposed the Temporary Family Medical Leave Act (FFCRA) Policy. The motion was seconded by Diane Bishop and all voted yes on the roll call vote. (See attached policy)
- G. **TEMPORARY EMERGENCY PAID SICK LEAVE POLICY.** The Director presented the Temporary Emergency Paid Sick Leave Policy for the Board's review. Motion was made by Wendie Swary approve the proposed the Temporary Emergency Paid Sick Leave Policy. The motion was seconded by Melanie Stokes and all voted yes on the roll call vote. (See attached policy)
- H. **PANDEMIC PLAN MODIFICATION.** The Director presented a modified Pandemic Plan for the Board's review. Motion was made by Wendie Swary approve the proposed modifications to the Pandemic Plan. The motion was seconded by Melanie Stokes and all voted yes on the roll call vote. (See attached policy)
- I. **PCDL EMPLOYEE POLICY AND PROCEDURE MANUAL 8.3 VACATION POLICY REVIEW.** At the request of a staff member, the Director presented the Board with the current 8.3 Vacation Policy. Board members commented that the policy has been in place for many years, it is fair, easily understood, and seems very generous. Motion was made by Diane Bishop and seconded by Judy Bosch to maintain the current 8.3 Vacation Policy. All voted yes on the roll call vote.

- J. **SALARY CONTINUATION OF STAFF.** The Fiscal Officer expressed concerns about continuing to pay the staff while the library is closed. She recently attended an online meeting with State Auditor Faber, which raised questions about our authority to pay the staff while they are working from home. Motion was made by Judy Bosch and seconded by Melanie Stokes to continue to pay the staff their regular schedule hours and accumulate all regular sick leave and vacation leave while they are working from home until the next Special Board meeting on May 8, 2020, while we gather additional information. All voted yes on the roll call vote.
- K. **REOPENING LIBRARY SYSTEM.** Motion was made Wendie Swary and seconded by Tony Schroeder to allow the Director to open the book drops at all library locations on May 5, 2020. The Branch Coordinators will be working at their branch locations to finish cleaning and open up the book drops. Cleaning supplies are available at all locations and only one person will be in each location at a time. All voted yes on the roll call vote.
- L. **SPECIAL MEETING DATE.** Motion was made by Melanie Stokes and seconded by Tom Liebrecht to set a Special Board meeting for May 8, 2020 at 12:00 p.m. All voted yes on the roll vote.
- M. **REPORT OF BRANCHES AND FRIENDS.** None
- N. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** The Board complemented the Director on her exemplary performance during the COVID 19 Pandemic.
- O. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 5:05 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, May 8, 2020, at 6:30 p.m. at the Ottawa Library Location.

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Secretary

  
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President





**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held virtually using the Zoom Cloud Meeting Application at 12:00 p.m., May 8, 2020**

**Board:** David Burkhart, Diane Bishop, Wendie Swary, Melanie Stokes, Judy Bosch, Tony Schroeder and Tom Liebrecht

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

**Public:** Erika Mortimer, Laura Schroeder (Laura's iphone), Linda Schroeder, Kayla Warnecke, Pat Meyer, Rose Ann Hermiller, Ruth Wilhelm, Valerie Laukhuf, Sue Bryan, Linda Hermiller, Ann Baransy (Paul Baransy), Heather Kuhlman, Missy Ellerbrock, Marsha Parys (419-235-6078), Roger Mansfield, Karen Okuley, and Judy Ruen.

**PLEDGE OF ALLEGIANCE**

**NEW BUSINESS**

- A. **GUIDING OHIO ONLINE FY 2021 GRANT APPLICATION.** The Director presented the Guiding Ohio Online FY 2021 grant application for the Board's review. Motion was made by Judy Bosch and seconded by Wendie Swary to approve Guiding Ohio Online FY 2021 grant application as presented. All voted yes on the roll call vote.
- B. **TEMPORARY FURLOUGH OF EMPLOYEES POLICY.** The Director presented the Temporary Furlough of Employees Policy for the Board's review. Motion was made by Melanie Stokes to approve the proposed Temporary Furlough of Employees Policy. The motion was seconded by Tom Liebrecht and all voted yes on the roll call vote. (See attached policy)
- C. **BUDGET REDUCTION DISCUSSION.** The Fiscal Officer and Director discussed the potential loss of PLF revenue from the State and effect that would have on the Library's budget. Ohio Library Council has been estimating that we could see a 10% to 25% reduction in PLF revenue for calendar year 2020. A twenty-five percent reduction in PLF would equal \$290,500 in lost revenue to the General Fund. The Fiscal Officer presented several payroll reduction scenarios. We also discussed moving some material and capital outlay expenditures from the General Fund to the Sewell Trust Fund.

We also discussed the possibility of reopening the Library Locations for curbside service only with a reduction of each Library Location's open hours. This would include installing plexi-glass barriers, wearing masks, extra cleaning and disinfecting of surfaces, and social distancing.

- D. MODIFICATION TO LIBRARY LOCATION OPEN HOURS OF OPERATION.** The Director presented a schedule of modified open hours of operation for each Library Location. Motion was made by Judy Bosch and seconded by Tony Schroeder to approve the following open hours of operation schedule presented by the Director.

Ottawa	12 pm to 6 pm	M, T, W, Th	10 am to 2 pm	Sat
Columbus Grove	1 pm to 6 pm	Tues, Thurs	10 am to 2 pm	Sat
Continental	1 pm to 6 pm	Mon, Wed	10 am to 2 pm	Sat
Fort Jennings	1 pm to 6 pm	Tues, Thurs	10 am to 2 pm	Sat
Kalida	1 pm to 6 pm	Mon, Thurs	10 am to 2 pm	Sat
Leipsic	1 pm to 6 pm	Tues, Thurs	10 am to 2 pm	Sat
Ottoville	1 pm to 6 pm	Mon, Wed	10 am to 2 pm	Sat
Pandora	1 pm to 6 pm	Mon, Wed	10 am to 2 pm	Sat

All voted yes on the roll call vote.

- E. REOPENING OF LIBRARY LOCATIONS.** Motion was made by Judy Bosch and seconded by Wendie Swary to reopen on library locations to the public for curbside service only effective the week of May 18, 2020. All voted yes on the roll call vote.
- F. SHAREDWORK OHIO PROGRAM.** Motion was made by Diane Bishop and seconded by Tom Liebrecht to authorize the Fiscal Officer to submit an application to ODJFS to participate in the ShareWork Ohio Program. The application included two work units, Supervisors and Non-Supervisor/Non-Custodial. The Supervisor unit's weekly hours were reduced by 25% and the Non-Supervisor/Non-Custodial unit's weekly hours were reduced by 35%. All voted yes on the roll call vote.

G. **SALARY CONTINUATION OF STAFF.** Motion was made by Melanie Stokes and seconded by Tom Liebrecht to continue to pay the staff their regular schedule hours and accumulate all regular sick leave and vacation leave while they are continuing to work from home through May 15, 2020. Pending ODJFS approval of the SharedWork Ohio application, beginning May 16, 2020 all staff will be working a reduced schedule as specified in the application. All voted yes on the roll call vote.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 1:18 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, May 19, 2020, at 6:30 p.m. at the Ottawa Library Location.

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Secretary

  
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President



**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held virtually using the Zoom Cloud Meeting Application at 6:30 p.m., May 19, 2020**

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

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

**Public:** Judy Ruen, Karen Okuley, Ruth Wilhelm, Valerie Laukhuf, Rose Ann Hermiller, and Nancy Kline.

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the April 30, 2020 meeting were approved by Judy Bosch and seconded by Melanie Stokes. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The Fiscal Officer presented the April receipts, payments, income and expense statement, and bank reconciliation reports. A motion was made by Wendie Swary and seconded by Tony Schroeder to approve the bills and financial reports as presented. All voted yes on the roll call vote.
- C. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her April 2020 Director's Report (see attached report).

**NEW BUSINESS**

- D. **2021 REQUEST BUDGET (RESOLUTION 2-2020).** The Fiscal Officer presented the Request Budget Worksheets for 2021. Motion was made by Tony Schroeder and seconded by Tom Liebrecht to approve the 2021 Request Budget (Resolution 2-2020) as presented. All voted yes on the roll vote.
- E. **BOARD MEMBER, DIANE BISHOP, RESIGNATION.** Motion was made by Judy Bosch and seconded by Wendie Swary to accept Board member, Diane Bishop's resignation with regrets effective May 11, 2020. The Board expressed their thanks to Diane for her years of service to the Library. All voted yes on the roll vote.

- F. **PATRON COMPUTER USE AND INTERNET POLICY MODIFICATION.** The Director presented a modified Patron Computer Use and Internet Policy for the Board's review. A motion was made by Tom Liebrecht and seconded by Melanie Stokes to approve the modified Patron Computer Use and Internet Policy as presented. All voted yes on the roll call vote.
- G. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported the cancellation of their June book sale and their June 4<sup>th</sup> regular meeting. The Craftshow committee will be meeting to consider cancelling the annual craftshow. And the next PCDL Friends' meeting is scheduled for July 27, 2020.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- I. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:21 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, June 16, 2020, at 6:30 p.m. at the Ottawa Library Location.

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Secretary

  
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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held virtually using the Zoom Cloud Meeting Application at 6:30 p.m., June 16, 2020**

**Board:** David Burkhart, Wendie Swary, Melanie Stokes, Judy Bosch, Tony Schroeder, Tom Liebrecht, and Amanda Dettrow

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

**Public:** Judy Ruen, Karen Okuley, and Judge Keith Schierloh

**PLEDGE OF ALLEGIANCE**

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Common Pleas Court Judge, Keith Schierloh, administered the oath of office to Amanda Dettrow. 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? Amanda Dettrow responded I do.
- B. **SPECIAL MINUTES.** The minutes of the May 8, 2020 meeting were approved by Tom Liebrecht and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **REGULAR MINUTES.** The minutes of the May 19, 2020 meeting were approved by Tony Schroeder and seconded by Tom Liebrecht with corrections. All voted yes on the roll call vote.
- D. **BILLS AND FINANCIAL REPORTS.** The Fiscal Officer presented the May receipts, payments, income and expense statement, and bank reconciliation reports. A motion was made by Tony Schroeder and seconded by Judy Bosch to approve the bills and financial reports as presented. All voted yes on the roll call vote.
- E. **GIFTS.** Tom Liebrecht moved to accept the following donations received in May: Memorial Fund \$394.00 and Summer Reading Club Fund \$50.00. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.

- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May 2020 Director's Report (see attached report).

**NEW BUSINESS**

- G. **REOPENING PLAN.** The Director presented the Reopening Plan. The Board discuss included the following topics: whether patrons should be required to wear of masks, keeping the family restroom open to the public, cleaning and sanitizing checklists, floor and door signage concerning social distancing, the use of plexiglass barriers for staff protection, and each library location's new open hours of operation. Motion was made by Tom Liebrecht and seconded by Judy Bosch to approve the Reopening Plan as presented (see attached). All voted yes on the roll vote.
- H. **LEVY COMMITTEE DISCUSSION.** The Director suggested that we start the process of planning a library levy. The first step would be to form a levy committee. The Fiscal Officer commented that 95% of the PCDL's annual General Fund revenue comes from the Public Library Fund (PLF). The PLF receives a percentage of the State's General Fund revenue. Since we do not have a local levy, we are nearly completely dependent upon State General Fund revenues. The decline in the economy with the COVID 19 Pandemic could resulted in a significant reduction in our General Fund revenue. Several Board members expressed interest in being part of the levy committee.
- I. **RETIREMENT OF THE FISCAL OFFICER.** The Fiscal Officer commented that she has recently become eligible to retire from OPERS. She commented that she is considering retiring and seeking to be rehired by the Library.
- J. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley and Judy Ruen commented they would like to be part of the levy committee. Judy Ruen reported that she had filed the annual reports related to the levy PAC. Their current bank account balance is \$2.04. Karen also commented that she would ask the Friends of the PCDL Board if they would donate to the levy committee.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Board members welcomed Amanda to the Board. Board members also thanked the library administration for



the extra time and leadership that has been needed to get the Library system functioning under the new pandemic safety guidelines.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:05 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, July 21, 2020, at 6:30 p.m. at the Ottawa Library Location.

\_\_\_\_\_

Secretary

David Burkhart

President



**Meeting of the Board of Trustees of Putnam County District Library held virtually using the Zoom Cloud Meeting Application at 6:30 p.m., August 12, 2020**

**Board:** David Burkhart, Wendie Swary, Judy Bosch, Tony Schroeder, and Tom Liebrecht.

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

**Public:** Judy Ruen and Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the June 16, 2020 meeting were approved on motion by Judy Bosch and seconded by Tony Schroeder. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The Fiscal Officer presented the June and July receipts, payments, income and expense statement, and bank reconciliation reports. A motion was made by Tom Liebrecht and seconded by Wendie Swary to approve the bills and financial reports as presented. All voted yes on the roll call vote.
- C. **GIFTS.** Tom Liebrecht moved to accept the following donations received in June (Memorial Fund \$720.00) and July (Memorial Fund \$300.00). David Burkhart seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her June/July 2020 Director's Report (see attached report).

**NEW BUSINESS**

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

- F. **MEETING ROOM POLICY REVIEW.** The Director presented the Meeting Room Policy for review. No modifications were made.
- G. **TEACHER LOAN POLICY REVIEW.** The Director presented the Teach Loan Policy for review. No modifications were made.
- H. **PATRON COMPUTER USE AND INTERNET POLICY MODIFICATION.** The Director presented a modified Patron Computer Use and Internet Policy for the Board's review. A motion was made by Judy Bosch and seconded by Tony Schroeder to approve the modified Patron Computer Use and Internet Policy as presented. All voted yes on the roll call vote.
- I. A levy committee meeting was set for September 23, 2020.
- J. **REPORT OF BRANCHES AND FRIEND.** Karen Okuley commented that the Friends of the PCDL voted to cancel the annual craftshow. Karen commented that the next Friends of PCDL regular meeting will be September 24, 2020.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- L. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:16 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, September 15, 2020, at 6:30 p.m. at the Ottawa Library Location.

\_\_\_\_\_  
Secretary

David A. Burkhart  
President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held held virtually using the Zoom Cloud Meeting Application and at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., September 15, 2020**

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

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

**Public:** Judy Ruen and Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the August 12, 2020 meeting were approved on motion by Judy Bosch and seconded by Wendie Swary. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The Fiscal Officer presented the August receipts, payments, income and expense statement, and bank reconciliation reports. A motion was made by Wendie Swary and seconded by Tony Schroeder to approve the bills and financial reports as presented. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept the following donations received in August Memorial Fund (\$220.00). Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her August 2020 Director's Report (see attached report).

**NEW BUSINESS**

- E. **INVENTORY DELETIONS.** Motion was made by Tom Liebrecht and seconded by Judy Bosch to approve the deletion of the following inventory items: 01721 DVD player, 01720 television, 01734 office chair, 01740 and 02607 book tapers, and 02673 plastic display. All voted yes on the roll call vote.

- F. RETIREMENT AND REQUEST FOR RE-EMPLOYMENT OF NANCY STAUFFER.** Motion was made by Judy Bosch and seconded by Melanie Stocks to accept the retirement and request for re-employment of Nancy Stauffer effective December 1, 2020. Consideration for re-employment will follow the guidelines set forth in the Board's Retire-Rehire Policy. All voted yes on the roll call vote.
- G. STAFF RESIGNATION (Lita Siefker).** Motion was made by Wendie Swary and seconded by Tom Liebrecht to accept the resignation of Lita Siefker effective August 31, 2020. All voted yes on the roll call vote.
- H. STAFF RESIGNATION (Sara Alcott).** Motion was made by Tom Liebrecht and seconded by Tony Schroeder to accept the resignation of Sara Alcott effective September 7, 2020. All voted yes on the roll call vote.
- I. NEW FUND- CORONAVIRUS RELIEF FUND #2801.** Motion was made by Judy Bosch and seconded by Wendie Swary to approve the creation of a new fund: #2801-Coronavirus Relief Fund (CRF) effective August 15, 2020. All voted yes on the roll call vote.
- J. 2020 APPROPRIATIONS MODIFICATIONS.** Judy Bosch moved to adopt Resolution 3-2020 approving the 2020 Appropriations Modifications increasing Coronavirus Relief Fund, Supplies and Capital Outlay by \$25,250.00 and \$175,000.00 respectively. Melanie Stokes seconded and all voted yes on the roll call vote.
- K. REPORT OF BRANCHES AND FRIEND.** Karen Okuley commented that the Friends of the PCDL Board held their first Zoom meeting since the pandemic began and approved requests from Library as well as a donations to the library levy committee. Karen commented that they are still planning on having the annual Christmas Tree Festival, but without a reception. Karen commented that the next Friends of PCDL regular meeting will be November 2, 2020.
- L. COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.

**M. COMMENTS FROM THE PUBLIC:** Library patron, Debra Cotton expressed concern about the Board's reopening plan, which limits the amount of time patrons can spend in the library during the pandemic to one hour. The Putnam County Health Department provided guidance, reviewed, and approved our reopening plan. The patron also expressed concern that we did not have proper signage informing her of the time limitation and she felt the staff member who informed her that she had reached that limit was too brusque.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:27 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, October 20, 2020, at 6:30 p.m. at the Ottawa Library Location.

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Secretary

David A Burkhart  
President





**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held virtually using the Zoom Cloud Meeting Application at 8:00 p.m., October 12, 2020**

**Board:** David Burkhart (in person), Judy Bosch (Zoom), Wendie Swary (Zoom), Melanie Stokes (Zoom), Tom Liebrecht (Zoom), and Amanda Dettrow (Zoom)

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

**Public:** Kayla Warnecke, Pat Meyer, Carrie Hall, and Missy Ellerbrock

**NEW BUSINESS**

- A. **STAFF RETIREMENT (Ann Baransy).** Motion was made by Wendie Swary and seconded by Judy Bosch to accept the retirement of Ann Baransy effective November 1, 2020. All voted yes on the roll call vote.
- B. **STAFF RESIGNATION (Susan Bryan).** Motion was made by Wendie Swary and seconded by Melanie Stokes to accept the resignation of Susan Bryan effective October 31, 2020. All voted yes on the roll call vote.
- C. **STAFF RETIREMENT (Jean Meyer).** Motion was made by Tom Liebrecht and seconded by Judy Bosch to accept the retirement of Jean Meyer effective November 4, 2020. All voted yes on the roll call vote.
- D. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Melanie Stokes and seconded by Judy Bosch to hire Corey Deepe as part time Circulation Assistant effective October 15, 2020 at \$9.99 per hour. All voted yes on the roll call vote.
- E. **LSTA GUIDING OHIO ONLINE GRANT TRAINER.** Motion was made by Judy Bosch to approve the contract with Addy Kaple to provide technology training services on a part-time basis for the period 10/15/2020 – 9/30/2021 funded by the LSTA Guiding Ohio Online Grant. Wendie Swary seconded the motion and all votes yes on the roll call vote.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:09 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, October 20, 2020, at 6:30 p.m. at the Ottawa Library Location.

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Secretary

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President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held virtually using the Zoom Cloud Meeting Application and at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., October 20, 2020**

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

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

**Public:** Judy Ruen and Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MEETING MINUTES.** The minutes of the September 15, 2020 regular meeting were approved on motion by Melanie Stokes and seconded by Wendie Swary. All voted yes on the roll call vote.
- B. **SPECIAL MEETING MINUTES.** The minutes of the October 12, 2020 special meeting were approved on motion by Tom Liebrecht and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The Fiscal Officer presented the September receipts, payments, income and expense statement, and bank reconciliation reports. A motion was made by Wendie Swary and seconded by Tony Schroeder to approve the bills and financial reports as presented. All voted yes on the roll call vote.
- D. **GIFTS.** Tom Liebrecht moved to accept \$690.00 in Memorial Fund donations received in September. Judy Bosch seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her September 2020 Director's Report (see attached report).

**NEW BUSINESS**

- F. **PROMOTION OF TIM ZERKEL.** Motion was made by Judy Bosch and seconded by Melanie Stokes to promote Time Zerkel to Maintenance Supervisor effective November 1, 2020 at \$12.61 per hour. All voted yes on the roll call vote.
- G. **HIRED PART TIME CUSTODIAN.** Motion was made by Tom Liebrecht and seconded by Tony Schroeder to hire Ethan Myers as part time Custodian effective October 22, 2020 at \$9.99 per hour. All voted yes on the roll call vote.
- H. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Wendie Swary and seconded by Judy Bosch to hire Courtney Wendel as part time Circulation Assistant effective October 23, 2020 at \$9.99 per hour. All voted yes on the roll call vote.
- I. **MODIFICATION TO LIBRARY LOCATION OPEN HOURS OF OPERATION.** The Director presented a schedule of modified open hours of operation for each Library Location. Motion was made by Wendie Swary and seconded by Judy Bosch to approve the following open hours of operation schedule presented by the Director.

	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thur</u>	<u>Sat</u>
Ottawa	10 am to 7 pm	10 am to 7 pm	10 am to 7 pm	10 am to 7 pm	10 am to 2 pm
Columbus Grove	10 am to 6 pm	10 am to 6 pm	closed	1 pm to 7 pm	10 am to 2 pm
Continental	1 pm to 7 pm	closed	10 am to 6 pm	10 am to 6 pm	10 am to 2 pm
Fort Jennings	closed	10 am to 6 pm	closed	1 pm to 7 pm	10 am to 2 pm
Kalida	10 am to 6 pm	10 am to 6 pm	closed	1 pm to 7 pm	10 am to 2 pm
Leipsic	closed	1 pm to 7 pm	10 am to 6 pm	10 am to 6 pm	10 am to 2 pm
Ottoville	1 pm to 7 pm	closed	10 am to 6 pm	closed	10 am to 2 pm
Pandora	1 pm to 7 pm	10 am to 6 pm	10 am to 6 pm	closed	10 am to 2 pm

All voted yes on the roll call vote.

- J. **LIBRARY LOCATION CLOSURE.** Motion was made by Judy Bosch and seconded by Tom Liebrecht to approve closing all library locations on Saturday, December 26, 2020. All voted yes on the roll call vote.
- K. **2020 APPROPRIATIONS MODIFICATIONS.** Tom Liebrecht moved to adopt Resolution 4-2020 approving the 2020 Appropriations Modifications to the Coronavirus Relief Fund – increasing Salaries by \$10,000.00 and decreasing Capital Outlay by \$10,000.00. Tony Schroeder seconded and all voted yes on the roll call vote.

- L. **REPORT OF BRANCHES AND FRIEND.** Karen Okuley commented that the Friends of the PCDL Board held their first Zoom meeting on November 2, 2020. Karen also commented that the annual Christmas Tree Festival will be held at the Ottawa Library Location starting December 5, 2020 and ending December 31, 2020.
- M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- N. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:14 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, November 17, 2020, at 6:30 p.m. at the Ottawa Library Location.

\_\_\_\_\_  
Secretary

David A. Burkhart  
President



**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held virtually using the Zoom Cloud Meeting Application and at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., November 17, 2020**

**Board:** David Burkhart (in person), Wendie Swary (in person), Judy Bosch (Zoom), Melanie Stokes (Zoom), and Tom Liebrecht (Zoom)

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

**Public:** Judy Ruen and Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MEETING MINUTES.** The minutes of the October 20, 2020 regular meeting were approved on motion by Judy Bosch and seconded by Wendie Swary. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The Fiscal Officer presented the October receipts, payments, income and expense statement, and bank reconciliation reports. A motion was made by Tom Liebrecht and seconded by Wendie Swary to approve the bills and financial reports as presented. All voted yes on the roll call vote.
- C. **GIFTS.** Wendie Swary moved to accept \$650.00 in Memorial Fund donations received in September. Melanie Stokes seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October 2020 Director's Report (see attached report).

**NEW BUSINESS**

- E. **REHIRE FISCAL OFFICER, NANCY STAUFFER.** Motion was made by Judy Bosch that to rehire Nancy Stauffer as Fiscal Officer in accordance with the Library's Retire/Rehire Policy at an annual salary of \$55,000.00, working 29 hours per week effective December 2, 2020. The motion was seconded by Tom Liebrecht and all voted yes on the roll call vote.

- F. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Melanie Stokes and seconded by Wendie Swary to hire Jasmine Maag as part time Circulation Assistant effective November 20, 2020 at \$9.99 per hour. All voted yes on the roll call vote.
- G. **2020 APPROPRIATIONS MODIFICATIONS.** Judy Bosch moved to adopt Resolution 5-2020 approving the 2020 Appropriations Modifications to increase General Fund Capital Outlay by \$4,000.00. Melanie Stokes seconded and all voted yes on the roll call vote.
- H. **LEAVE WITHOUT PAY.** Kayla Warnecke has requested leave without pay for medical reasons. A motion was made by Wendie Swary and seconded by Judy Bosch to approve Kayla Warnecke's request for leave without pay for medical reasons with an anticipated return to work date of April 1, 2021. All voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIEND.** Judy Ruen commented that the annual Christmas Tree Festival will be held at the Ottawa Library Location starting December 5, 2020 and ending December 31, 2020 and the outside Christmas decorations will be hung Friday or Monday. Karen Okuley asked about the book locker installation and the 2020 reimbursement report.
- J. **COMMENTS FROM THE PUBLIC:** None.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Dave Burkhart commented that he had read about another Ohio library offering a new service called a Fun Pass. The Fun Pass allows patrons to check out a fitness membership to an area fitness club for a limited amount of time. He compared it to a Hot Spot. Wendie Swary and Judy Bosch commented that they liked the idea. The Director commented that she would look into the idea after January 1. We are currently understaffed due to staff illness and COVID 19 quarantine.



**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:31 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, December 15, 2020, at 6:30 p.m. at the Ottawa Library Location.

\_\_\_\_\_  
Secretary

*David A. Burkhart*  
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President



**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held virtually using the Zoom Cloud Meeting Application and at the Ottawa Library Location, Ottawa, Ohio at 6:30 p.m., December 15, 2020**

**Board:** David Burkhart (in person), Judy Bosch (Zoom), Wendie Swary (in person), Melanie Stokes (Zoom), Tony Schroeder (Zoom), and Tom Liebrecht (in person)

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

**Public:** Karen Okuley and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the November 17, 2020 meeting were approved by Judy Bosch and seconded by Melanie Stokes. All voted yes on the roll call vote.

Wendie Swary arrived 6:40 pm

- B. **BILLS AND FINANCIAL REPORTS.** The November receipts, payments, income and expense statement, and bank reconciliation reports were approved on motion by Tom Liebrecht and seconded by Tony Schroeder. All voted yes on the roll call vote.
- C. **GIFTS.** Judy Bosch moved to accept the following donations received in November: Memorial Fund \$689.94. Wendie Swary seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December 2020 Director's Report (see attached report).

**NEW BUSINESS**

- E. **INVENTORY DELETIONS.** Motion was made by Judy Bosch and seconded by Tom Liebrecht to approve the inventory deletion list as presented. (see attached list). All voted yes on the roll call vote.

- F. **2020 APPROPRIATIONS MODIFICATIONS.** Tom Liebrecht moved to adopt Resolution 6-2020 approving the 2020 Appropriations Modifications in the Coronavirus Relief Fund – decreasing Salaries by \$3,708.44; decreasing Supplies \$10,112.44; and increasing Capital Outlay by \$13,670.88. Tony Schroeder seconded and all voted yes on the roll call vote.
- G. **RETURN OF ADVANCE.** Motion was made by Tom Liebrecht and seconded by Judy Bosch to approve the return of advance from the Friends of the PCDL Fund back to the General Fund in the amount of \$10,000.00. All voted yes on the roll call vote.
- H. **LIBRARY CLOSING.** Motion was made by Wendie Swary and seconded by Melanie Stokes to close the Ottawa Library location to all service except curbside service on December 22nd and December 23<sup>rd</sup>. Contractors will be installing new walls in the public and office areas. All voted yes on the roll call vote.
- I. **2021 TEMPORARY APPROPRIATIONS.** Tom Liebrecht moved to adopt Resolution 7-2020 approving the 2021 temporary appropriations as presented. Judy Bosch seconded, and all voted yes on the roll call vote, except Wendie Swary who abstained.
- J. **RESOLUTION TO PAY BILLS.** Melanie Stocks moved to adopt Resolution 8-2020 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.
- K. **STAFF ORGANIZATIONAL MEMBERSHIP.** Motion was made by Wendie Swary and seconded by Tom Liebrecht to pay half the cost of the annual Ohio Library Council individual member dues for all interested staff. And to also pay 100% of the cost of the annual dues for the Fiscal Officer's membership to the Ottawa/Glandorf Rotary Club and 100% of the cost of the annual dues for the Director's membership to the Ottawa Kiwanis Club and Ottawa Chamber of Commerce as well as reimbursement of all meals. All voted yes on the roll call vote.

- L. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Wendie Swary nominated Judy Bosch to the position of President of the PCDL Board of Trustees, nomination was seconded by Tony Schroeder. All voted yes on the roll call vote, except Judy Bosch who abstained.
- M. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Wendie Swary nominated Tom Liebrecht to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Melanie Stokes. All voted yes on the roll call vote, except Tom Liebrecht who abstained.
- N. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Melanie Stokes nominated Wendie Swary to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Tom Liebrecht. All voted yes on the roll call vote, except Wendy Swary who abstained.
- O. **BOARD COMMITTEES.** Motion was made by Tony Schroeder and seconded by Tom Liebrecht that all Board members would be members of all Board committees. All voted yes on the roll call vote.
- P. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that the outside Christmas decorations were setup and that Beth Meyer is running the 2020 Christmas Tree Festival. She commented that the++
- Q. next Friends of the PCDL meeting will be January 4, 2021 and the 2021 annual craftshow is tentatively scheduled for October 31, 2021.
- R. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Judy Bosch commented that the students and teachers at Ottoville LSD are really enjoying the storytime bookwalk. Board members thanked Dave for his 7 years of service on the Board. All Board members expressed their thanks to the library staff for working through this unusual and tuff year.
- S. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:32 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, January 19, 2021, at 6:30 p.m. at the Ottawa Library Location.

\_\_\_\_\_  
Secretary

  
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President