

January 21, 2013

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., January 21, 2014

Board: Janice Crawfis, Nichol Hohenbrink, Paulette Smith, and Denny Mumaw

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

Public: Donna Laubenthal and Karen Okuley

Guest: Putnam County Commissioner, John Love

PLEDGE OF ALLEGIANCE

Denny Mumaw asked for a moment of silence and prayer for the passing of our Board President, Dale Nienberg. Mr. Nienberg will be greatly missed.

- A. **SPECIAL MINUTES.** The minutes of the November 21, 2013 regular meeting were approved on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote except Nichol Hohenbrink who abstained.
- B. **REGULAR MINUTES.** The minutes of the December 18, 2013 regular meeting were approved on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote except Nichol Hohenbrink who abstained.
- C. **SPECIAL MINUTES.** The minutes of the January 15, 2014 special meeting were approved on motion by Paulette Smith and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- D. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by Paulette Smith. All voted yes on the roll call vote.

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- E. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$645.95; meeting room fees \$25.00; copies \$338.10; miscellaneous \$74.70.
- F. **GIFTS.** Accepted the following donations: General Fund \$260.00; Memorial Fund \$545.00, as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Denny Mumaw. All voted yes on the roll call vote.
- G. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for December (see attached report).

NEW BUSINESS

- H. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Janice Crawfis nominated Denny Mumaw to the position of President of the PCDL Board of Trustees, nomination was seconded by Paulette Smith. All voted yes on the roll call vote.
- I. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Denny Mumaw nominated Beth Myers to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Janice Crawfis. All voted yes on the roll call vote.
- J. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Janice Crawfis nominated Paulette Smith to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- K. **BANK ACCOUNT SIGNATURE AUTHORIZATION.** Motion was made by Janice Crawfis and seconded by Nichol Hohenbrink to reaffirm the Putnam County District Library Resolution No. 20-1987, all Library demand deposit accounts require two signatures, one from a Library Board officer and the other from the Library Fiscal Officer or Deputy Fiscal Officer. The current Board officers are the following: President, Denny Mumaw; Vice President, Beth Myers; and Paulette Smith, Secretary. All voted yes on the roll call vote.

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- L. **BOARD COMMITTEES.** Motion was made by Janice Crawfis and seconded by Paulette Smith that all Board members would be members of all Board committees. All voted yes on the roll call vote.
- M. **REGULAR BOARD MEETING DATE AND TIME.** Motion was made by Nichol Hohenbrink to set the regular monthly Board meeting date and time as the 3rd Tuesday of each month at 6:30 p.m. The motion was seconded by Paulette Smith and all voted yes on the roll call vote.
- N. **STAFF MEMBERSHIP.** Motion was made by Janice Crawfis and seconded by Denny Mumaw to pay half the staff's individual membership costs in the following organizations: Ohio Library Council, Ottawa Kiwanis, and Ottawa Glandorf Rotary. All voted yes on the roll call vote.
- O. **RETIRE-REHIRE POLICY.** The Director presented the Board with a draft Retire-Rehire Policy and a copy of the Putnam County Commissioner's policy. Changes to the draft policy were discussed and the Board asked the Director to make the changes and have the revised policy reviewed by our labor attorney. The issue was tabled until the February regular Board meeting.
- P. **HEALTH INSURANCE POLICY CHANGE.** The Director reported that a recent meeting held by Ohio Library Council and the law firm of Vorys, Sater, Semour and Pease LLP concerning the Affordable Health Care Act noted that we could be making employee's dependents ineligible for the Federal government's Health Insurance Marketplace by simply make health insurance available to them. Motion was made by Paulette Smith and seconded by Nichol Hohenbrink to delete the last sentence of section 5.0 Insurance Benefits of the PCDL Employee Policy and Procedures Manual which read: "If the employee wishes to have a policy that includes members of his/her immediate family, then the employee is responsible for 100% of the additional cost above the single policy." All voted yes on the roll call vote.
- Q. **CONTINUE SALARY SCALE FREEZE.** The Board discussed the current budget situation and the effect payscale step increases would have on the budget. Motion was made by Paulette Smith and seconded by Janice Crawfis to continue the payscale freeze. The Board will revisit the issue at the July 2014 regular Board meeting. All voted yes on the roll call

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REPORT OF BRANCHES AND FRIENDS: Karen Okuley commented that the Friends of the PCDL held a meeting on January 13, 2014. They set the date for the annual craftshow as October 18, 2014. The annual booksale was set for June 3rd and 4th, set up May 31 and June 2nd. The 2014 Christmas Tree Festival is set for 12/6/14 – 1/9/2015. She commented that Beth Myers did a great job creating a new membership flyer. She noted that they will be donating \$50 to the Library in memory of Friend's members or for anyone whose obituary designates PCDL for memorials.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Janice Crawfis commented that flowers had been ordered for Dale Nienberg's funeral from the Board of Trustees. Paulette Smith suggested that a memorial book placed in each of our 8 library locations in Mr. Nienberg's memory. The Board discussed that his interests included gardening, butterfly houses, and acting as Santa at our Christmas programs. Janice Crawfis suggested a tree be planted in his memory in the Spring. Denny Mumaw suggested a butterfly house.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:59 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, February 18, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

January 15, 2014

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., January 15, 2014**

Present: Dale Nienberg, Denny Mumaw, Nichol Hohenbrink, and Paulette Smith

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

Public: None

- A. The Director and Fiscal Officer held a discussion with the Board members concerning past personnel practices and relevant Library history beginning in with the August 2007 flood. No action was taken.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:50 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, January 21, 2014 at 6:30 p.m.

Secretary

President

February 4, 2014

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., February 4, 2014**

Present: Denny Mumaw, Janice Crawfis, Beth Myers, and Paulette Smith

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

Public: None

- A. **Inclement Weather Policy.** Motion was made by Beth Myers and seconded by Paulette Smith to modify the Inclement Weather Policy. All voted yes on the roll call vote. (see the attached policy)

ADJOURNMENT. There being no further business the meeting was adjourned at 6:43 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, February 18, 2014 at 6:30 p.m.

Secretary

President

February 18, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., February 18, 2014

Board: Janice Crawfis, Nichol Hohenbrink, Paulette Smith, and Denny Mumaw

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 21, 2014 regular meeting were approved on motion by Janice Crawfis and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the February 4, 2014 special meeting were approved on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote except Nichol Hohenbrink who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for January was presented noting the following revenue: fines and fees \$376.48; meeting room fees \$25.00; copies \$325.50; reimbursement from Defiance College \$924.00.
- E. **GIFTS.** Accepted the following donations: Memorial Fund \$814.00; Summer Reading Club \$945.00; Better World Books \$181.06, as listed on the petty cash reports, on motion by Denny Mumaw and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for January (see attached report).

NEW BUSINESS

- G. **OLC CHAPTER CONFERENCE.** The Director made a request to have 4 staff members attend the OLC Chapter Conference on April 11, 2014. The Director requested overnight lodging since she will also be attending the Trustee dinner on April 10th. Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the training as presented. The estimated total cost including registration, mileage, meals, and lodging is \$525.00. All voted yes on the roll call vote.
- H. **RETIREMENT OF RITA MORMAN.** Motion was made by Denny Mumaw and seconded by Paulette Smith accept the retirement of Rita Morman effective March 31, 2014 with reluctance and great appreciation for her many years of service. All voted yes on the roll call vote.
- I. **ADVANCE.** Motion was made by Paulette Smith and seconded by Nichol Hohenbrink to advance \$2,000.00 from the General Fund to the Putnam County Friends of the Library Fund. All voted yes on the roll call vote.
- J. **COMPUTER SERVICES CONTRACT.** Motion was made by Janice Crawfis and seconded by Denny Mumaw to approve the contract with Rarey Roth for 50 hours of computer services at a total cost of \$5,950.00. All voted yes on the roll call vote.
- K. **HIRE CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to hire Anne Schroeder as part time Circulation Assistant effective February 20, 2014 at \$9.00 per hour. All voted yes on the roll call vote.
- L. **HIRE CIRCULATION ASSISTANT.** Motion was made by Janice Crawfis and seconded by Nichol Hohenbrink to hire Ashley Brown as part time Circulation Assistant effective February 24, 2014 at \$9.00 per hour. All voted yes on the roll call vote.
- M. **RETIRE-REHIRE POLICY.** The Director presented the Board with the revised Retire-Rehire Policy. Motion was made by Paulette Smith and seconded by Denny Mumaw at approve the policy as presented. All voted yes on the roll call vote.

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- N. On December 18, 2013 Pat Meyer provided a copy of a letter to each Board member detailing her concerns with the Library's current pay scale and her hourly rate of pay. The Board discussed the issue and the instability of our financial position and decided to take no action at this time.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley commented that the Friends of the PCDL's next meeting will be March 3, 2014 at 4:30 pm. They will be discussing the book sale and craftshow. They had a craftshow meeting in January. They are working on job descriptions for the committee chairs and Board officers. Judy Ruen reported that they currently have 34 Friends members.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Paulette Smith asked about the memorial books for Dale Nienberg. The Director reported that she had ordered books for each library location and the topics included butterflies, gardening and OSU. Nichol Hohenbrink commented on a problem she had at the Leipsic Library concerning the returning of books in the exterior bookdrop. The Director commented that she would look into the situation.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:58 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, March 18, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

March 18, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., March 18, 2014

Board: Janice Crawfis, Nichol Hohenbrink, Paulette Smith, Denny Mumaw, Beth Myers, and David Burkhart

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

Public: Karen Okuley and Putnam County Commissioner, Vince Schroeder

PLEDGE OF ALLEGIANCE

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Vince Schroeder, administered the oath of office to David Burkhart. 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? David Burkhart responded I do.
- B. **REGULAR MINUTES.** The minutes of the February 18, 2014 regular meeting were approved on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote except Beth Myers and David Burkhart who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by Beth Myers. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for February was presented noting the following revenue: fines and fees \$807.60; copies \$480.70.
- E. **GIFTS.** Accepted the following donations: General Fund for Adult Summer Reading program \$500.00; Memorial Fund \$603.64; Summer Reading Club \$1,020.00 as listed on the petty cash

March 18, 2014

reports, on motion by David Burkhart and seconded by Paulette Smith. All voted yes on the roll call vote.

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

NEW BUSINESS

- G. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Janice Crawfis and seconded by Beth Myers to approve a training request from the Fiscal Officer to attend the OLC Fiscal Officer's training on April 24th and 25th. The estimated total cost including registration, mileage, meals, and lodging is \$500.00. All voted yes on the roll call vote.
- H. **RETIREMENT AND REQUEST FOR RE-EMPLOYMENT OF LAURA SCHMITZ.** Motion was made by Paulette Smith and seconded by Denny Mumaw accept the retirement and request for re-employment of Laura Schmitz effective May 31, 2014. 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.
- I. **PCDL SUNSHINE LAW POLICY CHANGE.** Motion was made by Beth Myers and seconded by Janice Crawfis to approve the modified PCDL Sunshine Laws Policy as presented. The only change was the time of the regular Board meeting from 4:30 p.m. to 6:30 p.m. All voted yes on the roll call vote.
- J. **2014 PERMANENT APPROPRIATIONS. (Resolution 1-2014).** Motion was made by Nichol Hohenbrink and seconded by Paulette Smith to approve the 2014 Permanent Appropriations as presented. All voted yes on the roll vote.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that they currently have 48 Friends members. The PCDL Friends Treasurer and another member met with the PCDL Fiscal Officer to review 2013 receipts and expenditures. No problems were noted. They have completed some of the job descriptions for the committee chairs and Board officers. The PCDL Friends' next meeting will be May 3, 2014 at 4:30 pm.

March 18, 2014

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Janice Crawfis provided the Board members with a draft copy of the PCDL Trustee ByLaws for review. She asked that the Board members review the document and provide feedback at the April Board meeting. Denny Mumaw extended a welcome to our newest Board member David Burkhardt and congratulations to Nichol Hohenbrink on the birth of her son. Denny also commented that he would like to resume the Branch library visits once the weather improves. The remaining Branch library locations are Kalida, Leipsic, Fort Jennings, and Ottoville.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:44 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, April 15, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

April 15, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., April 15, 2014

Board: Janice Crawfis, Nichol Hohenbrink, Paulette Smith, Denny Mumaw, Beth Myers, Donna Wolke Laubenthal, and David Burkhardt

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

Public: Karen Okuley, Judy Ruen, Donald Schroeder, and Putnam County Commissioner, Vince Schroeder

PLEDGE OF ALLEGIANCE

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Vince Schroeder, administered the oath of office to Donna Wolke-Laubenthal. 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? Donna Wolke-Laubenthal responded I do.
- B. **REGULAR MINUTES.** The minutes of the March 18, 2014 regular meeting were approved on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote except Donna Wolke-Laubenthal who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Janice Crawfis and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for March was presented noting the following revenue: fines and fees \$696.00; copies \$541.70; reimbursements \$94.42.

April 15, 2014

- E. **GIFTS.** Accepted the following donations: General Fund for Adult Summer Reading program \$100.00; Friends of the PCDL \$947.60; Memorial Fund \$851.48; Summer Reading Club \$400.00 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for March (see attached report). Additionally she commented that the Public Library Fund (PLF) currently receives 1.66% of the General Fund revenue. Ohio Library Council is lobbying the legislature to return the PLF to the 2.2% level.

NEW BUSINESS

- G. **TRAINING.** Motion was made by Nichol Hohenbrink and seconded by Beth Myers to approve a training request for the Ruth Wilhelm to attend conference on May 7th. The estimated total cost including registration, mileage, meals, and lodging is \$350.00. All voted yes on the roll call vote.
- H. **LANDSCAPE MAINTANENCE CONTRACT.** Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the landscape maintenance contract presented by Croy Mowing. All voted yes on the roll call vote.
- I. **HIRE INTERN.** Motion was made by Denny Mumaw and seconded by Beth Myers to rehire Katherine Stephens for the position of Assistant Children's Librarian – Intermittent Summer position effective May 6, 2014 at \$7.95 per hour for approximately 16 hours per week. Defiance College will reimburse the Library \$3.85 per hour up to 10 hours per week through their Defiance College Partnership for Jobs program. A portion of Katie's hours will be working with the Read To Me Program funded with donations from Melida Bockrath. All voted yes on the roll call vote.
- J. **JEAN SEWELL TRUST.** Director presented the Board with a list of proposed purchases to be made from the Jean Sewell Trust Fund. Motion was made by Donna Wolke-Laubenthal and seconded by Beth Myers to approve the list as presented. (see attached list) All voted yes on the roll call vote.

April 15, 2014

- K. **2014 APPROPRIATIONS MODIFICATIONS (RESOLUTION 2-2014).** Motion was made by Paulette Smith and seconded by David Burkhart to approve the 2014 Appropriations Modifications of an increase to General Fund, Library Materials account by \$5,000.00 and Capital Outlay account by \$2,300.00. All voted yes on the roll call vote.
- L. **PCDL TRUSTEE BY LAWS.** The Board tabled the discussion concerned the draft PCDL Trustee By Laws for additional changes.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported the 2014 craftshow has been set for October 18th. She reported that the book sale will be June 3rd and 4th and set up is May 31st and June 2nd. They are in need of volunteers, trucks and drivers to move the books from the Library to the gym. She also reported that they have completed some of the job descriptions. Judy Ruen reported that they currently have 50 PCDL Friends members. The PCDL Friends' next meeting will be May 5, 2014 at 4:30 pm.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Paulette Smith commented that the Master Gardeners would like to donate a tree in memory of Dale Nienberg. Denny Mumaw extended a welcome to our newest Board member Donna Wolke-Laubenthal and thanked Janice Crawfis for her work the PCDL Trustee ByLaws. Denny also talked briefly about the Federal Straight A grant. We have agreed to partner with the Putnam County Educational Service Center and member schools.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:15 p.m., on motion by Paulette Smith. The next regular board meeting will be held on Tuesday, May 20, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., May 6, 2014

Present: Denny Mumaw, Janice Crawfis, Paulette Smith, Nichol Hohenbrink, David Burkhardt, and Donna Wolke-Laubenthal

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

Public: Laura Schmitz, Karen Okuley, Donald Schroeder, Sue Barnhart, Bev Ricker, and Rose Ellerbrock

- A. **PUTNAM COUNTY FAMILY CARE COVENANT WAIVER REQUEST.** The Director explained that the Putnam County Family Care facility at 102 Putnam Parkway is requesting a waiver from the Putnam Parkway covenants to install a sign that is larger than allowed by the Village of Ottawa. The Board held a lengthy discussion concerning the proposed size of the sign. Several Board members had concerns that the proposed sign was too large and would be out of proportion with the other signs on Putnam Parkway. The Director attempted to contact Sean Lyons with questions but was unable to reach him by phone. The Board asked the Director to contact the Village of Ottawa and other land owners on Putnam Parkway to discuss their concerns. The discussion was tabled until the May 20, 2014 regular Board meeting.
- B. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw and seconded by Paulette Smith to adjourn into executive session at 6:43 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.
- C. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Nichol Hohenbrink to come out of executive session at 7:13 pm. All voted yes on the roll call vote.

May 6, 2014

- D. **REHIRE TECHNICAL PROCESSING SUPERVISOR, LAURA SCHMITZ.** Motion was made by Paulette Smith that after careful consideration and serious discussion among the Board to rehire Laura Schmitz as Technical Processing Supervisor in accordance with the Library's Retire/Rehire Policy at a rate of \$14.00 per hour effective June 1, 2014. The motion was seconded by Donna Wolke-Laubenthal and all voted yes on the roll call vote.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: None

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:16 p.m., on motion by Nichol Hohenbrink. The next regular board meeting will be held on Tuesday, May 20, 2014 at 6:30 p.m.

Secretary

President

May 20, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., May 20, 2014

Board: Janice Crawfis, Paulette Smith, Denny Mumaw, Beth Myers, Donna Laubenthal, and David Burkhart

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

Public: Karen Okuley and Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the April 15, 2014 regular meeting were approved on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the May 6, 2014 regular meeting were approved on motion by Denny Mumaw and seconded by Janice Crawfis. All voted yes on the roll call vote except Beth Myers who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved, on motion by Janice Crawfis and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for April was presented noting the following revenue: fines and fees \$593.59; meeting room rental \$25.00; copies \$473.55; reimbursements \$76.74; and Better World Books \$62.10
- E. **GIFTS.** Accepted the following donations: General Fund for Adult Summer Reading program \$100.00; Friends of the PCDL \$2,640.00; Memorial Fund \$505.00; Summer Reading Club \$30.00 as listed on the petty cash reports, on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.

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

NEW BUSINESS

- G. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw to adjourn into executive session at 7:03 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. Motion was seconded by Beth Myers and all voted yes on the roll call vote.
- H. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by David Burkhart to come out of executive session at 7:41 pm. All voted yes on the roll call vote.
- I. **HIRE CIRCULATION ASSISTANT.** Motion was made by Paulette Smith and seconded by Donna Laubenthal to hire Brenda Bruce as part time Circulation Assistant effective May 27, 2014 at \$9.00 per hour. All voted yes on the roll call vote.
- J. **INVENTORY DELETIONS.** Motion was made by Donna Laubenthal and seconded by Beth Myers to approve the inventory deletions list as presented (see attached list). All voted yes on the roll call vote.
- K. **PCDL TRUSTEE BY LAWS.** Motion was made by Denny Mumaw and seconded by David Burkhart to approve the draft PCDL Trustee By Laws as presented with minor changes to section III Membership to include that one Trustee term expires each year, section VII 8C reorder sentences, section XI change to first sentence to read affirmative vote of the full membership and to include an effective date of May 20, 2014 to the document. All voted yes on the roll call vote.

May 20, 2014

- L. **2015 REQUEST BUDGET (RESOLUTION 3-2014).** Nancy Stauffer presented the Request Budget Worksheets for 2015. The Request Budget for 2015 has to be submitted to the County Auditor by the end of May 2014. Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the 2015 Request Budget (See attached report). All voted yes on the roll call vote.
- M. **PUTNAM COUNTY FAMILY CARE COVENANT WAIVER REQUEST.** Putnam County Family Care requested a Putnam Parkway Covenant variance for a larger sign with dimensions of 14'8" wide by 9'6" high. The Village of Ottawa Planning Commission had already approved a sign with the dimensions of 12'2" wide by 7' high. Motion was made by David Burkhart and seconded by Paulette Smith to approve the sign dimensions of 12'2" wide by 7' high for the Putnam County Family Care facility. All voted yes on the roll call vote.
- N. **PAVERS.** Motion was made by Beth Myers and seconded by Denny Mumaw to offer the PCDL Pavers for a reduced price of \$100.00 for the months of June and July. All voted yes on the roll call vote.
- O. **MEMORIAL TREE FOR DALE NIENBERG.** Discussion was tabled until the June meeting to obtain prices on trees and bushes.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported they are getting ready for the book sale which will be June 3rd and 4th. They are in need of volunteers, trucks and drivers to move the books from the Library to the gym.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Denny Mumaw commented that he would like to set dates for the Board to visit branch library locations. The Kalida Library location branch visit was scheduled for July 22, 2014 at 5:30 p.m. Suggestions were made to visit the Leipsic Library location in September and the Ottoville and Fort Jennings Library locations in October.

COMMENTS FROM THE PUBLIC: None

May 20, 2014

ADJOURNMENT. There being no further business the meeting was adjourned at 9:13 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 17, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., June 4, 2014

Present: Janice Crawfis, Paulette Smith, Nichol Hohenbrink, David Burkhart, Beth Myers,
and Donna Laubenthal

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

Public: None

- A. **LEAVE WITHOUT PAY.** Susan Bryan has requested 5.75 hours of leave without pay for personal reasons. A motion was made by Donna Laubenthal and seconded by David Burkhart to approve Susan Bryan's request for leave without pay of 5.75 hours (June 10th and 11th). All voted yes on the roll call vote.
- B. **LEAVE WITHOUT PAY.** Brenda Bruce requested 9 hours of leave without pay for personal reasons. A motion was made by Paulette Smith and seconded by Janice Crawfis to approve Brenda Bruce's request for leave without pay of 9 hours (June 30th and July 2nd). All voted yes on the roll call vote.
- C. **LEAVE WITHOUT PAY.** Anne Schroeder has requested 10.5 hours of leave without pay for personal reasons. A motion was made by Nichol Hohenbrink and seconded by Paulette Smith to approve Anne Schroeder's request for leave without pay of 10.5 hours (August 11th and 13th). All voted yes on the roll call vote.
- D. **LEAVE WITHOUT PAY.** Paula Thomas has requested 12.25 hours of leave without pay for personal reasons. A motion was made by Donna Laubenthal and seconded by David Burkhart to approve Paula Thomas' request for leave without pay of 12.25 hours (August 6th and 7th). All voted yes on the roll call vote.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Janice Crawfis and Paulette Smith asked the Director to look into a policy revision that would allow the Director the discretion to

June 4, 2014

consider and approve any leave without pay requests that were less than or equal to an employee's regular scheduled week.

Paulette Smith commented that she had spoken to her master gardener's club about a memorial tree for Dale Nienberg and they had not set a specific price for a tree.

Kelly Ward reported that the stone bench and wicker furniture at the Leipsic Library location had been stolen and that Branch Coordinator, Laura Schroeder, had filed a report with the Village of Leipsic Police Department.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:30 p.m., on motion by Donna Laubenthal. The next regular board meeting will be held on Tuesday, June 17, 2014 at 6:30 p.m.

Secretary

President

June 17, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., June 17, 2014

Board: Janice Crawfis, Paulette Smith, Denny Mumaw, Beth Myers, Donna Laubenthal, Nichol Hohenbrink, and David Burkhart

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the May 20, 2014 regular meeting were approved with corrections on motion by Beth Myers and seconded by Janice Crawfis. All voted yes on the roll call vote except Nichol Hohenbrink who abstained.
- B. **SPECIAL MINUTES.** The minutes of the June 4, 2014 regular meeting were approved with corrections on motion by Nichol Hohenbrink and seconded by Janice Crawfis. All voted yes on the roll call vote except Denny Mumaw who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Denny Mumaw and seconded by David Burkhart. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for May was presented noting the following revenue: fines and fees \$692.36; copies \$401.10; reimbursements \$43.26.
- E. **GIFTS.** Accepted the following donations: Friends of the PCDL \$1,265.00; Memorial Fund \$145.00; Summer Reading Club \$100.00 as listed on the petty cash reports, on motion by Beth Myers and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for May (see attached report).

Nichol Hohenbrink left at 7:20 p.m.

NEW BUSINESS

- G. **UNPAID LEAVE OF ABSENCE POLICY MODIFICATION.** Motion was made by Denny Mumaw and seconded by Donna Laubenthal to approve a modification to section 8.12 Absence Policy of the Employee Policy and Procedure Manual. The modification changed the second paragraph to read "Employees who have exhausted all paid sick leave and vacation leave may request a personal leave of absence without pay. The Director has the sole discretion to approve leave without pay for a period up to and including one (1) regularly scheduled week. If possible, leave without pay should be scheduled at least a month in advance in order to facilitate scheduling. Exceptions will be made only if an unusual situation makes a shorter notice necessary. Leaves longer than one (1) regularly scheduled week may be granted without pay for a period not to exceed six (6) months with the Board of Trustees approval". All voted yes on the roll call vote.
- H. **DISCIPLINE POLICY MODIFICATION.** Motion was made by David Burkhart and seconded by Paulette Smith to approve a modification to section 11.0 Employee Response to Discipline Policy of the Employee Policy and Procedure Manual. The policy modification added a final paragraph which reads "In instances of an employee suspension, the employee shall submit in writing suggested corrective measure(s) they believe will ensure misconduct will not reoccur. Submission of such a letter does not alter the fact that what, if any, corrective measures are taken is within the sole discretion of the Director and/or Board". All voted yes on the roll call vote.
- I. **MEMORIAL TREE FOR DALE NIENBERG.** Discussion was tabled until the July meeting to determine the amount to be donated by the Putnam County Master Gardner's.
- J. The annual Records Retention meeting was set for August 19, 2014 at 6:00 p.m.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that the book sale made \$1,882.15, which was approximately \$250.00 higher than last year.

June 17, 2014

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: The Board discussed moving the regular July 15, 2014 meeting to July 22, 2014 at 5:30 p.m. at the Kalida Library location. The Director commented that she would make proper notice for the meeting change.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:10 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, July 22, 2014, at 5:30 p.m. at Kalida Library Location.

Secretary

President

July 22, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Kalida Location, Kalida, Ohio 5:30 p.m., July 22, 2014

Board: Janice Crawfis, Paulette Smith, Denny Mumaw, Beth Myers, Nichol Hohenbrink, and David Burkhart

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

Public: Kathy Burkhart, Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the June 17, 2014 regular meeting were approved with corrections on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- B. Nichol Hohenbrink arrived at 6:00 p.m.
- C. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by Denny Mumaw and seconded by Janice Crawfis. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for June was presented noting the following revenue: fines and fees \$926.70; copies \$440.75; reimbursements (Defiance College) \$693.00.
- E. **GIFTS.** Accepted the following donations: Memorial Fund \$694.67; Kiwanis Club of Ottawa \$1,000.00 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Beth Myers. All voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for June (see attached report).

July 22, 2014

NEW BUSINESS

- G. **INVENTORY DELETIONS.** Motion was made by Nichol Hohenbrink and seconded by Denny Mumaw to approve the following inventory deletions: 00102 rocker, 00924 shelf, 00923 shelf, 01432 wicker loveseat, and 03337 display. All voted yes on the roll call vote.
- H. **SMOKING AND TOBACCO USE POLICY.** Motion was made by David Burkhart and seconded by Paulette Smith to approve the Smoking and Tobacco Use Policy as modified (see attached policy). All voted yes on the roll call vote.
- I. **PUTNAM COUNTY DISTRICT LIBRARY TAXING DISTRICT CHANGE.** Senate Bill 321 allows the State Library of Ohio to reset Library boundaries to eliminate overlapping public library districts. There are several Putnam County residents who reside within the boundaries of both the Putnam County District Library and the Patrick Henry School District Public Library. These residents could potentially be double taxed for public library services. A motion was made by Denny Mumaw and seconded by Beth Myers to inform the Patrick Henry School District Public Library of our desire to exclude those residents from our library district and leave them with the Patrick Henry School District Public Library. These residents would most likely be more closely associated with the Patrick Henry School District Public Library and we would like to encourage that already established partnership. All voted yes on the roll call vote. The Director will convey our wishes to the Patrick Henry School District Public Library.
- J. **MEMORIAL TREE FOR DALE NIENBERG.** Motion was made by Paulette Smith and seconded by Janice Crawfis to approve the quote from Cranberry Creek of \$875.00 for trees and bushes to be planted in honor of Dale Nienberg. The Putnam County Master Gardeners Association has agreed to contribute to the project. All voted yes on the roll call vote.
- K. The annual Records Retention meeting was set for August 19, 2014 at 6:00 p.m.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that there is a craft show committee meeting met on June 23rd and that they currently have 75 booths rented.

July 22, 2014

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: David Burkhart asked if we had made the repairs to the Ottawa Library location bookdrop. The Fiscal Officer commented that the repair had not been made yet. A discuss also concluded that we should look at the current directional signage for the bookdrop and make changes where appropriate.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:38 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, August 19, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

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August 19, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa Location, Ottawa, Ohio 6:30 p.m., August 19, 2014

Board: Janice Crawfis, Paulette Smith, Denny Mumaw, Beth Myers, Nichol Hohenbrink, Donna Laubenthal, and David Burkhart

Administration: Kelly Ward, Director

Public: Don Schroeder, Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the July 22, 2014 regular meeting were approved with corrections on motion by Janice Crawfis and seconded by Nichol Hohenbrink. All voted yes on the roll call vote except Donna Laubenthal who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Beth Myers and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for July was presented noting the following revenue: fines and fees \$761.53 and copies \$542.55.
- D. **GIFTS.** Accepted the following donations: General Fund \$35.00; Memorial Fund \$327.41; Better World Books Fund \$61.60 as listed on the petty cash reports, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for July (see attached report). Donna Laubenthal asked about the increase in circulation numbers in the Continental Library location, the Director commented that it was due to an increase in Music CD circulation.

NEW BUSINESS

- F. **OLC FALL CHAPTER CONFERENCE.** The Director made a request to have three staff members attend the OLC Fall Chapter Conference. Motion was made by Janice Crawfis and seconded by Donna Laubenthal to approve the training as presented. The estimated total cost including registration, mileage, meals, and lodging is \$1,600.00. All voted yes on the roll call.
- G. **RETIREMENT AND REQUEST FOR RE-EMPLOYMENT OF DONALD SCHROEDER.** Motion was made by Denny Mumaw and seconded by Paulette Smith to accept the retirement and request for re-employment of Donald Schroeder effective November 28, 2014. 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.
- H. **PUTNAM COUNTY DISTRICT LIBRARY TAXING DISTRICT CHANGE.** The Director explained that she will be working with the Director from the Patrick Henry School District Public Library to create respective resolutions defining the boundaries of both library districts. The resolution will be presented to the Board at the September Board meeting. She also explained that each resolution would then be submitted to the State Library for approval.
- I. **MEMORIAL TREE FOR DALE NIENBERG.** After a lengthy discussion a motion was made by Paulette Smith and seconded by Donna Laubenthal to place the memorial tree, a 6 foot Blue Spruce, for Dale Nienberg directly behind the double door on the north side of the building. The landscaping mound will also include Wine and Roses Spirea bushes. Cranberry Creek will plant the tree and bushes. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that they currently have 86 booths rented for the craftshow and there will be a craftshow meeting Monday, August 25th at 1:00 pm. She also noted that the regular Friends of the PCDL meeting will be September 8th at 1:00 pm.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Denny Mumaw asked if the September regular Board meeting could be move to Monday, September 15th at 6:30 pm. All Board

August 19, 2014

members were in agreement to move the meeting date for September. Janice Crawfis commented that she will not be available for the September meeting as she will be out of town.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:36 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Monday, September 15, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

September 15, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa Location, Ottawa, Ohio 6:30 p.m., September 15, 2014

Board: Paulette Smith, Denny Mumaw, Beth Myers, Nichol Hohenbrink, Donna Laubenthal, and David Burkhart

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

Public: Don Schroeder, Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the August 19, 2014 regular meeting were approved with corrections on motion by Beth Myers and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The August bills and financial reports were approved, on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for August was presented noting the following revenue: fines and fees \$629.89, meeting room rental \$25.00, and copies \$520.91.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$425.00 as listed on the petty cash reports, on motion by Denny Mumaw and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for August (see attached report).

September 15, 2014

NEW BUSINESS

- F. **RESIGNATION OF BRENDA BRUCE.** Motion was made by Donna Laubenthal and seconded by Paulette Smith to accept the resignation of Brenda Bruce effective 7/31/2014. All voted yes on the roll call.
- G. **RESOLUTION 4-2014 REQUESTING THE REDEFINITION OF THE PCDL BOUNDARIES.**
Denny Mumaw moved to adopt Resolution 4-2014 requesting the redefinition of the Library boundaries of the Putnam County District Library. David Burkhardt seconded the motion and all voted yes on the roll call vote.
- H. **RESOLUTION 5-2014 RESTORE THE PUBLIC LIBRARY FUND (PLF) TO 2.22%.** Beth Myers moved to adopt Resolution 5-2014 to urge the Governor and members of the Ohio General Assembly to restore the PLF to 2.22% of the total General Revenue Fund. Donna Laubenthal seconded the motion and all voted yes on the roll call vote.
- I. **STAFF COMPENSATION.** The Fiscal Officer and Director asked the Board to consider a onetime pay supplement for the staff. A onetime supplement would allow the Board to acknowledge the staff's hard work, without increasing the overall pay scale and impacting future years' budgets. The Board and the administrative staff had a lengthy discussion which included the current year budget and the CY 2015 PLF estimates. Motion was made by Denny Mumaw and seconded by Paulette Smith to approve a onetime pay supplement for all staff equal to two week pay (regularly scheduled average weekly hours times 2 weeks times their hourly rate of pay). All voted yes on the roll call vote.
- J. **MEETING ROOM POLICY CHANGE.** Changes to the Meeting Room Policy were presented to the Board by the Director. The discussion was tabled until the October meeting so that revisions could be made.
- K. **SOCIAL MEDIA POLICY.** The Director provided the Board with a draft Social Media Policy for review. The policy will be revisited at the October Board meeting.

September 15, 2014

- L. **CHANGE OF DATE OF NOVEMBER 2014 REGULAR MEETING.** Motion was made by Beth Myers and seconded by Denny Mumaw to move the regular November Board meeting from November 18th to November 11th. All voted yes on the roll call vote.
- M. **ANNUAL INSERVICE DAY.** Motion was made by Beth Myers and seconded by Paulette Smith to approve the purchase of lunch for the staff for the November 11, 2014 inservice meeting at a cost not to exceed \$500.00. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that the date of the craftshow has been changed to October 25, 2014. She reported that they currently have 91 booths rented and they looking for volunteers to help in the kitchen and to distribute advertisement flyers to businesses around the county.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Beth Myers commented that she had observed and was impressed by high degree of help that a staff member provided to a new library card holder.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:09 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, October 21, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

October 21, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa Location, Ottawa, Ohio 6:30 p.m., October 21, 2014

Board: Paulette Smith, Denny Mumaw, Janice Crawfis, Beth Myers, Nichol Hohenbrink, Donna Laubenthal, and David Burkhart

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

Public: Don Schroeder, Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the September 15, 2014 regular meeting were approved on motion by Beth Myers and seconded by Denny Mumaw. All voted yes on the roll call vote except Janice Crawfis who abstained.

Nichol Hohenbrink arrived 6:35 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved, on motion by Janice Crawfis and seconded by Paulette Smith. All voted yes on the roll call vote.

- C. **PETTY CASH REPORT.** The petty cash report for September was presented noting the following revenue: fines and fees \$704.00, meeting room rental \$100.00, and copies \$548.60.

- D. **GIFTS.** Accepted the following donations: Friends of the PCDL \$1,010.76; Memorial Fund \$414.44; and Local History Fund \$20.00 as listed on the petty cash reports, on motion by Paulette Smith and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.

Donna Laubenthal arrived 6:45 p.m.

October 21, 2014

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

NEW BUSINESS

- F. **RESIGNATION OF ASHLEY BROWN.** Motion was made by Denny Mumaw and seconded by David Burkhart to accept the resignation of Ashley Brown effective 10/31/2014. All voted yes on the roll call.
- G. **2014 APPROPRIATIONS MODIFICATIONS (RESOLUTION 6-2014).** Motion was made by Janice Crawfis and seconded by Donna Laubenthal to approve the following 2014 appropriations modifications:

GENERAL FUND

Purchased Services	(5,250.00)
Library Materials	3,100.00
Supplies	1,750.00
Capital Outlay	400.00
TOTAL	0.00

SPECIAL REVENUE FUNDS:

PUTNAM COUNTY FRIENDS FUND

Purchased Services	400.00
Library Materials	1,300.00
Supplies	1,155.00
TOTAL	2,855.00

JEAN R. SEWELL TRUST FUND

Capital Outlay	12,000.00
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All voted yes on the roll call vote.

- H. **MEETING ROOM POLICY CHANGE.** Changes to the Meeting Room Policy were presented to the Board by the Director. The discussion was tabled until the November meeting so that revisions could be made.

October 21, 2014

- I. **SOCIAL MEDIA POLICY.** Motion was made by Paulette Smith and seconded by David Burkhart to approve the Social Media Policy as presented. (See attached policy) All voted yes on the roll call vote.
- J. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw and seconded by Paulette Smith to adjourn into executive session at 8:07 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.
- K. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Donna Laubenthal to come out of executive session at 8:45 pm. All voted yes on the roll call vote.

No action was taken.

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that they are working hard on the craftshow. They have sold 125 vendor booths, they are distributing flyers and they are looking for volunteers. Judy Ruen commented on the free advertising they had received through the Putnam County Money Savers magazine.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: David Burkhart commented on the tattered flags and the status of the repairs to the minor damage to the bookdrop overhang.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:48 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 11, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

November 11, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa Location, Ottawa, Ohio 6:30 p.m., November 11, 2014

Board: Paulette Smith, Denny Mumaw, Janice Crawfis, Nichol Hohenbrink, and David Burkhart

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

Public: Don Schroeder and Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the October 21, 2014 regular meeting were approved on motion by Janice Crawfis and seconded by David Burkhart. All voted yes on the roll call vote.

Nichol Hohenbrink arrived 6:35 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved, on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for October was presented noting the following revenue: fines and fees \$571.78, meeting room rental \$50.00, and copies \$546.75, refund from Ohio BWC \$2,814.32, and Better World Book \$63.28.
- D. **GIFTS.** Accepted the following donations: Memorial Fund \$83.00 and Jean R Sewell trust final distribution \$7,016.15 as listed on the petty cash reports, on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for October (see attached report).

November 11, 2014

NEW BUSINESS

- F. **EXECUTIVE SESSION.** Motion was made by Paulette Smith and seconded by Nichol Hohenbrink to adjourn into executive session at 7:40 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.
- G. **EXECUTIVE SESSION.** Motion was made by Janice Crawfis and seconded by Paulette Smith to come out of executive session at 8:45 pm. All voted yes on the roll call vote.
- H. **REHIRE MAINTENANCE SUPERVISOR, DONALD SCHROEDER.** Motion was made by Paulette Smith that after careful consideration and serious discussion among the Board to rehire Donald Schroeder as Maintenance Supervisor in accordance with the Library's Retire/Rehire Policy at a rate of \$12.00 per hour effective December 1, 2014. The motion was seconded by Nichol Hohenbrink and all voted yes on the roll call vote.
- I. **HIRE CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Janice Crawfis to hire Helen Doboze as Circulation Assistant at \$9.00 per hour approximately 15.25 hours per week effective 11/14/2014. All voted yes on the roll call vote.
- J. **MEETING ROOM POLICY CHANGE.** Changes to the Meeting Room Policy were presented to the Board by the Director. The discussion was tabled until the December meeting.
- K. **EMPLOYEE PAYSACLE MODIFICATION.** Motion was made by Denny Mumaw and seconded by Paulette Smith to delete job categories 85 and 90, to change the amount of time to move from Step 11 to Step 12 from 5 years to 1 year, and change the percent of step increase on categories 135 and 150 from a 1.5% increase between steps to a 2% increase. All voted yes on the roll call vote.

November 11, 2014

REPORT OF BRANCHES AND FRIENDS: Karen Okuley reported that the craftshow was a huge success with approximately 1,800 attendees, 53 adult volunteers, 32 student volunteers, and 125 booths rented with 112 vendors. There will be a craftshow meeting on November 13th at 1:00 p.m. Karen reported that the Christmas Tree Festival setup is December 5th with the open house on December 6th. She discussed that the Friends of the PCDL would be provided breakfast to all library staff at the December 15th staff meeting.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Nichol Hohenbrink commented that her sons had really enjoyed the bigfoot program.

COMMENTS FROM THE PUBLIC: None

ADJOURNMENT. There being no further business the meeting was adjourned at 8:52 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, December 16, 2014, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

December 16, 2014

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa Location, Ottawa, Ohio 6:30 p.m., December 16, 2014

Board: Paulette Smith, Denny Mumaw, Janice Crawfis, Beth Myers, Donna Laubenthal, and David Burkhart

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

Guest and Public: Vincent Schroeder, Rob Fawcett, Don Schroeder, Judy Ruen, and Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF FISCAL OFFICER.** Janice Crawfis moved to re-appoint Nancy Stauffer as Fiscal Officer for one year at her current salary, effective January 1 (at 36 hours per week). Donna Laubenthal seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF DEPUTY FISCAL OFFICER.** Paulette Smith moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- C. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICES.** Putnam County Commissioner, Vince Schroeder, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.

December 16, 2014

- D. **MEETING ROOM POLICY DISCUSSION.** Rob Fawcett with Fawcett, Lammon, Recker Insurance was present to answer questions and provide guidance related to the Meeting Room Policy. He encouraged the Board to include items in the policy that would help control our risk in the event of an injury. Renters should provide the Library with a certificate of liability insurance with recommended limits of \$300,000 to \$1,000,000. This will help protect the Library in the event of an injury by transferring the risk to the renter.
- E. **REGULAR MINUTES.** The minutes of the November 11, 2014 regular meeting were approved on motion by Denny Mumaw and seconded by David Burkhart. All voted yes on the roll call vote except Beth Myers who abstained.
- F. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved, on motion by Paulette Smith and seconded by Janice Crawfis. All voted yes on the roll call vote.
- G. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$397.92, and copies \$483.55, refund from Defiance College \$376.34, and the Swanton Library \$199.78.
- H. **GIFTS.** Accepted the following donations: Friends of the PCDL \$3,267.01; Memorial Fund \$105.00 as listed on the petty cash reports, on motion by Denny Mumaw and seconded by Paulette Smith. All voted yes on the roll call vote.
- I. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report for November (see attached report).

NEW BUSINESS

- J. **RESOLUTION TO PAY BILLS.** Denny Mumaw moved to adopt Resolution 7-2014 authorizing the Fiscal Officer to pay bills as they become due, within the provisions of approved appropriations, with a report of bills paid to be presented for approval at the following Board meeting. Paulette Smith seconded the motion, and all voted yes on the roll call vote.

December 16, 2014

- K. **OLC STAFF MEMBERSHIP.** Motion was made by Beth Myers and seconded by Donna Laubenthal to pay half the cost of the annual Ohio Library Council individual members to all interested staff. All voted yes on the roll call vote.
- L. **OTTAWA/GLANDORF ROTARY CLUB AND OTTAWA KIWANIS CLUB MEMBERSHIP.**
Motion was made by Donna Laubenthal and seconded by Denny Mumaw to 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 as well as reimbursement of all meals. All voted yes on the roll call vote.
- M. **RETURN OF ADVANCE.** Motion was made by Janice Crawfis and seconded by Paulette Smith to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$2,000.00. All voted yes on the roll call vote.
- N. **TRANSFER.** Paulette Smith moved to adopt Resolution 8-2014 approving a transfer of \$10,000.00 from the General Fund to the Building and Repair Fund. Donna Laubenthal seconded and all voted yes on the roll call vote.
- O. **2015 TEMPORARY APPROPRIATIONS.** Janice Crawfis moved to adopt Resolution 9-2014 approving the 2015 temporary appropriations as presented. Dave Burkhart seconded and all voted yes on the roll call vote.
- P. **2014 APPROPRIATIONS MODIFICATIONS.** Beth Myers moved to adopt Resolution 10-2014 approving the 2014 Appropriations Modifications increasing General Fund, Capital Outlay and decreasing Purchased Services by \$2,000.00 respectively. Denny Mumaw seconded and all voted yes on the roll call vote.
- Q. **EXECUTIVE SESSION.** Motion was may by Denny Mumaw and seconded by Donna Laubenthal to adjourn into executive session at 8:30 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.

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- R. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Paulette Smith to come out of executive session at 8:55 pm. All voted yes on the roll call vote.
- S. **UNFREEZE SALARY SCHEDULE.** Motion was made by Denny Mumaw and seconded by Janice Crawfis to unfreeze the salary schedule including longevity pay effective 1/1/2015. Unfreezing the salary schedule will allow for annual step increases. New employees hired after 6/30/2014 will not be eligible for a step increase on the salary schedule until 1/1/2016. All employees who qualify will receive their step increase effective 1/1/2015. All voted yes on the roll call vote.
- T. **DIRECTOR 2015 SALARY.** Motion was made by Donna Laubenthal and seconded by Denny Mumaw to set the Director's 2015 annual salary at \$57,200.00. All voted yes on the roll call vote.
- U. **FISCAL OFFICER 2015 SALARY.** Motion was made by Paulette Smith and seconded by Dave Burkhart to set the Fiscal Officer's 2015 annual salary at \$55,400.00. All voted yes on the roll call vote.

REPORT OF BRANCHES AND FRIENDS: Judy Ruen reported that the craftshow netted a profit of \$6,556.44 which was \$338.70 higher than 2013. She also reported that the next Friends of the PCDL meeting will be January 5, 2015. The next craftshow committee meeting will be the end of January and the next craftshow is scheduled for 10/31/2015. Judy commented that the annual Christmas Tree Festival is going well with 35 trees on display.

COMMENTS FROM INDIVIDUAL BOARD MEMBERS: Denny Mumaw commented that he had received a quote for a text alert system of \$500.00 annually. Patrons and staff could sign up to receive alerts similar to the area school district systems.

COMMENTS FROM THE PUBLIC: None

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ADJOURNMENT. There being no further business the meeting was adjourned at 9:16 p.m., on motion by Janice Crawfis. The next regular board meeting will be held on Tuesday, January 20, 2015 at 6:30 p.m. at Ottawa Library Location.

Secretary

President