

January 21, 2015

**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, 2015**

**Board:** Denny Mumaw, Paulette Smith, David Burkhart, and Anthony Wobler

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

**Public:** Karen Okuley and Judy Ruen

**Guest:** Putnam County Commissioner, John Love

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, John Love, administered the oath of office to Anthony Wobler. 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? Anthony Wobler responded I do.

Nichol Hohenbrink arrived 6:45 p.m.

- A. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved, on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **PETTY CASH REPORT.** The petty cash report for December was presented noting the following revenue: fines and fees \$703.02; meeting room rental \$75.00; copies \$635.35; miscellaneous \$102.21 from Ottoville Telephone capital credit refund.

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- C. **GIFTS.** Accepted the following donations: Memorial Fund \$536.85, 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.

Beth Myers arrived 7:05 p.m.

- D. **REGULAR MINUTES.** The minutes of the December 16, 2014 regular meeting were approved with corrections to items D and S on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote except Nichol Hohenbrink and Anthony Wobler who abstained.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her Director's Report including the 2014 Annual Report (see attached report).

**NEW BUSINESS**

- F. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Beth Myers nominated Denny Mumaw to the position of President of the PCDL Board of Trustees, nomination was seconded by David Burkhart. All voted yes on the roll call vote.
- G. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** David Burkhart nominated Beth Myers to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Denny Mumaw. All voted yes on the roll call vote.
- H. **ELECTION OF BOARD OF TRUSTEE OFFICERS (SECRETARY).** Denny Mumaw nominated Paulette Smith to the position of Secretary of the PCDL Board of Trustees, nomination was seconded by Beth Myers. All voted yes on the roll call vote.
- I. **BOARD COMMITTEES.** Motion was made by David Burkhart and seconded by Nichol Hohenbrink that all Board members would be members of all Board committees. All voted yes on the roll call vote.
- J. **MEETING ROOM POLICY.** Motion was made by Nichol Hohenbrink and seconded by Paulette Smith to approve the Meeting Room Policy as presented by the Director. All voted yes on the roll call vote. (see attached)

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- K. **RULES OF CONDUCT POLICY.** Motion was made by Beth Myers and seconded by Nichol Hohenbrink to approve the Rules of Conduct Policy as presented by the Director. All voted yes on the roll call vote. (see attached)
- L. **2015 HOLIDAY CALENDAR.** Motion was made by Denny Mumaw and seconded by Beth Myers to add Saturday, December 26, 2015 to the Library's 2015 holiday schedule. All voted yes on the roll call vote.

**REPORT OF BRANCHES AND FRIENDS:** Judy Ruen noted that the Friends of the PCDL currently have 21 members. Karen Okuley commented that the Friends of the PCDL held their first meeting of 2015. She thanked Beth Myers for organizing another successful Christmas Tree Festival with thirty five trees on display.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw welcomed Anthony Wobler to the Board. He also thanked all the Board members for their service and confidence in him to be their President for 2015. Nichol Hohenbrink commented that a staff member questioned why changes had been made to the Inclement Weather Policy. The Director commented that she would review the policy with any staff member who had questions concerning the policy.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:03 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, February 17, 2015, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President

February 17, 2015

**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 17, 2015**

**Board:** Denny Mumaw, Paulette Smith, Nichol Hohenbrink, Donna Laubenthal, and Anthony Wobler

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

**Public:** Karen Okuley, Donald Schroeder, and Judy Ruen

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the January 20, 2015 regular meeting were approved on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote except Donna Laubenthal who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by Tony Wobler. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The corrected December petty cash was presented noting the following revenue: fines and fees \$704.77; meeting room rental \$75.00; copies \$640.35; miscellaneous \$102.21 from Ottoville Telephone capital credit refund.
- D. **PETTY CASH REPORT.** The petty cash report for January was presented noting the following revenue: fines and fees \$595.04; copies \$356.95; reimbursement from Putnam County Master Gardeners \$195.00 for the memorial tree for Dale Nienberg; sale of a commemorative paver \$120.00.
- E. **GIFTS.** Corrected donation list for December: Memorial Fund \$1,116.85, 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.



February 17, 2015

- F. **GIFTS.** Accepted the following donations in January: Memorial Fund \$3,528.80, as listed on the petty cash reports, on motion by Paulette Smith and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- G. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her January Director's Report (see attached report).

### **NEW BUSINESS**

The Board held a discussion concerning the feasibility of putting an operating levy on the November 2015 ballot. They concluded that we needed to come up with ways to promote the library and its services to the public so people can see the value in our services before attempting a levy.

Fiscal Officer, Nancy Stauffer left the meeting at 7:30 am.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley noted that they currently have 46 members. They are going to sell cookies, popcorn, pretzels, and water for the Great Ohio Bike Adventure (GOBA). They are also going to have a cell phone charging station. She also noted that their next meeting is March 2, 2015 at 4:30 p.m. Karen noted that she will talk to the Friends about their ideas to promote the library. She commented that the next craftshow meeting will be on February 19<sup>th</sup>. The Friends are also getting ready for the booksale which will be held June 2<sup>nd</sup> and 3<sup>rd</sup>.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Tony Wobler commented that the Director gave him a tour of all of the branch libraries.

Denny Mumaw asked for ideas concerning additional ways to promote the library so people can acknowledge and appreciate the value in our services. The Board decided to hold a special meeting at a later date to discuss the issue further.

**COMMENTS FROM THE PUBLIC:** None

February 17, 2015

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:44 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, March 17, 2015, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President

March 9, 2015

**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., March 9, 2015**

**Present:** Denny Mumaw, Paulette Smith, Nichol Hohenbrink, David Burkhart, Beth Myers, Tony Wobler, and Donna Laubenthal

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

**PLEDGE OF ALLEGIANCE**

**A. LEAVE WITHOUT PAY.** Paula Thomas has requested leave without pay for medical reasons. A motion was made by Beth Myers and seconded by Donna Laubenthal to approve Paula Thomas' request for leave without pay for medical reasons with an anticipated return to work date of April 25, 2015. All voted yes on the roll call vote.

The Director commented that OPLIN, our email host, had lost their server Thursday, March 5, 2015, therefore, our email is not functioning. OPLIN decided they will no longer be providing this service. We are currently reviewing our options for a new email host.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Nichol Hohenbrink asked the Director which communities in the County had Friends of the Library groups. The Director commented that in addition to the Friends of the PCDL, which serves all communities in the county, that Leipsic, Columbus Grove, and Pandora each have their own groups.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 6:47 p.m., on motion by Donna Laubenthal. The next regular board meeting will be held on Tuesday, March 17, 2015 at 6:30 p.m.

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Secretary

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President

March 17, 2015

**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 17, 2015**

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

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

**Public:** Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **SPECIAL MINUTES.** The minutes of the March 9, 2015 special meeting were approved on motion by Paulette Smith and seconded by Beth Myers. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved, on motion by Denny Mumaw and seconded by Nichol Hohenbrink. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for February was presented noting the following revenue: fines and fees \$649.14; copies \$537.40; reimbursement of \$45.00 from Kelly Ward for one half of her individual OLC member dues.
- D. **GIFTS.** Accepted the following donations in February: Memorial Fund \$165.00 and Summer Reading Club \$550.00 as listed on the petty cash reports, on motion by Nichol Hohenbrink and seconded by David Burkhart. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February Director's Report (see attached report).

**NEW BUSINESS**

- F. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Beth Myers and seconded by Paulette Smith to approve a training request from the Fiscal Officer to attend the OLC Fiscal Officer's training on April 9<sup>th</sup> and 10<sup>th</sup>. The estimated total cost including registration, meals, and lodging is \$410.00. All voted yes on the roll call vote.

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- G. **OLC CHAPTER CONFERENCE.** The Director made a request to have 4 staff members attend the OLC Chapter Conference on April 17, 2014. The Director requested overnight lodging since she will also be attending the Trustee dinner on April 16<sup>th</sup>. Motion was made by Denny Mumaw and seconded by Nichol Hohenbrick to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$560.00. All voted yes on the roll call vote.
- H. **SEO USERS GROUP CONFERENCE.** The Director made a request to have 3 staff members attend the SEO Users Group Conference on May 18<sup>th</sup> and May 19<sup>th</sup>. Motion was made by Beth Myers and seconded by David Burkhart to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$745.00. All voted yes on the roll call vote.
- I. **2015 PERMANENT APPROPRIATIONS. (Resolution 1-2015).** Motion was made by Paulette Smith and seconded by Denny Mumaw to approve the 2015 Permanent Appropriations as presented. All voted yes on the roll vote.
- J. **UNPAID LEAVE OF ABSENCE POLICY (section 8.12 of the PCDL Employee Policy and Procedure Manual).** A motion was made by Denny Mumaw and seconded by Nichol Hohenbrick to approve a change to the PCDL Employee Policy and Procedure Manual section 8.12 Unpaid Leave of Absence allowing the Director to grant employees unpaid leave of absences of 31 days or less. All unpaid leave requests beyond 31 days will be brought before the Board of Trustees. All voted yes on the roll call vote.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the Friends of the PCDL will be selling pretzels, popcorn, water, cookies, and juice boxes during the Great Ohio Bike Adventure (GOBA) event on June 26<sup>th</sup>. They are also going to have a cell phone charging station. She also noted that their next meeting will be May 4, 2015. She commented that the next craftshow meeting will be on April 14<sup>th</sup>. Karen noted that moving day for the booksale is set for May 29<sup>th</sup>.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** David Burkhart stated that he had expressed to the Director his desire to find a fiscally responsible way to have the Ottawa library location open on Fridays. Denny Mumaw responded that the Board should have a brain

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storming session on the subject to discuss this issue further. The general Board opinion was to have this meeting after the Easter holiday. The date and time of the meeting will be discussed and set at the regular May Board meeting.

David Burkhart also commented that he does not have a good understanding of the day to day operations and he feels he should. The Director commented that the brain storming meeting would be a good time for her and the Fiscal Officer to discuss the day to day operations as well as provide a timeline and history of the financial events that have affect the library since the August 2007 flood. Most of the current Board members were not on the Board at that time.

The Board members that attended the OLC Trustee Workshop commented that they had enjoyed the meeting and leaned a lot of new things. They liked the idea that other libraries have put up displays and in their area businesses to help promote interest in the library.

Denny Mumaw commented that he had a conversation with a school guidance counselor who was questioning the relevance of libraries and that we need to provide more information to the schools about our services.

Beth Myers commented on the public perception problems we have had with cutting open hours. There was a discussion about which library locations were open on Fridays.

Nichol Hohenbrink mentioned an issue she had with locating a book using the new Dewey Lite system. The Director explained that the particular section had not been completely converted.

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:08 p.m., on motion by David Burkhart. The next regular board meeting will be held on Tuesday, April 21, 2015, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President

April 21, 2015

**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 21, 2015**

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

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

**Public:** Karen Okuley

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the February 17, 2015 regular meeting were approved on motion by Denny Mumaw and seconded by Donna Laubenthal. All voted yes on the roll call vote except Beth Myers and Dave Burkhart who abstained.
- B. **REGULAR MINUTES.** The minutes of the March 17, 2015 regular meeting were approved on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote except Tony Wobler and Donna Laubenthal who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by David Burkhart. 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 \$708.07; copies \$662.95; refund from Ohio BWC of \$87.71.
- E. **GIFTS.** Accepted the following donations in March: General Fund adult SRC donations of \$575.00; Friends of the PCDL \$1,180.00; Memorial Fund \$333.59 and Summer Reading Club \$450.00 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 March Director's Report (see attached report).



**NEW BUSINESS**

- G. **HIRE SUMMER INTERN.** Motion was made by Beth Myers and seconded by Donna Laubenthal to hire Katherine Stephens as Youth Services summer intern effective May 5, 2015 thru August 15, 2015 at \$8.10 per hour. All voted yes on the roll call vote.
- H. **UNPAID MEDICAL LEAVE FOR FISCAL OFFICER.** Nancy Stauffer has requested leave without pay for medical reasons. A motion was made by Donna Laubenthal and seconded by David Burkhart to approve Nancy Stauffer's request for leave without pay for medical reasons with an anticipated return to work date of June 29, 2015. All voted yes on the roll call vote.
- I. **CHANGE MAY REGULAR MEETING DATE AND TIME.** A motion was made by Denny Mumaw and seconded by Donna Laubenthal to change the May regular meeting from May 19<sup>th</sup> to May 12<sup>th</sup> at 6:00 p.m. All voted yes on the roll call vote.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the Friends of the PCDL's next meeting will be May 5<sup>th</sup>. She reported that 27 booths had been sold for the craftshow. She asked for volunteers for the June 2<sup>nd</sup> and 3<sup>rd</sup> book sale. They need volunteers on May 29<sup>th</sup> to move the books from the library to the gym. She commented that they need volunteers for the Great Ohio Bike Adventure (GOBA) event on June 26<sup>th</sup> and that Modern Woodman will be matching their funds made during the event.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:**

Nichol Hohenbrink suggested that we come up with a different description when advertising for adult movie nights. The Board discussed that target audience could be incorporated into the description.

Denny Mumaw asked about the care of Dale Nienberg memorial tree and suggested that Croy's Mowing be called to take a look at it.

**COMMENTS FROM THE PUBLIC:** None

April 21, 2015

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:45 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, May 12, 2015, at 6:00 p.m. at 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 at Putnam County District Library, Ottawa, Ohio 6:00 p.m., May 12, 2015**

**Board:** Beth Myers, Paulette Smith, Denny Mumaw, Nichol Hohenbrink, David Burkhart  
Tony Wobler arrived at 6:20  
Donna Laubenthal arrived at 6:25

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

**Public:** Karen Okuley, Judy Ruen, Don Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **SPECIAL MINUTES.** The minutes of the April 21, 2015 meeting were approved on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved, on motion by Nichol Hohenbrink and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for May was presented noting the following revenue: fines and fees \$845.07 and copies \$478.15.
- D. **GIFTS.** Accepted the following donations in May: Memorial Fund \$269.02 on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May Director's Report (see attached report).

**NEW BUSINESS**

- F. **Hire Computer Summer Intern.** Motion was made by Denny Mumaw and seconded by Donna Laubenthal to hire Bobby Schnipke as a Computer Intern at \$8.10 per hour for 20 hours per week effective May 14, 2015 through August 31, 2015. Mr. Schnipke will repair and update staff and patron computers in addition to maintaining the web page and social media sites. Mr. Schnipke will also help patrons who come to the library with tablet or laptop questions on Technology Thursdays. All voted yes on the roll call vote.
- G. **2016 REQUEST BUDGET (RESOLUTION 2-2015).** Nancy Stauffer presented the Request Budget Worksheets for 2016. The Request Budget for 2016 has to be submitted to the County Auditor by the end of May 2015. Motion was made by Beth Myers and seconded by Donna Laubenthal to approve the 2016 Request Budget (See attached report). All voted yes on the roll call vote.
- H. **Inventory Deletions.** Motion was made by Paulette Smith and seconded by Nichol Hohenbrink to approve deletions of furniture and equipment from the PCDL inventory. All voted yes on the roll call vote.
- I. **Close the Ottawa Location on Saturday, May 23<sup>rd</sup> for Carpet Cleaning.** Carpets in the main section of the Ottawa Location are scheduled to be cleaned on Friday, May 22<sup>nd</sup>. Motion was made by Beth Myers and seconded by Denny Mumaw to close the Ottawa Location on Saturday, May 23<sup>rd</sup>. in order to allow the carpets to dry over the weekend.
- J. **Building Maintenance Update.** The Director and Fiscal Officer updated the Board on maintenance projects for Ottawa Location. It was reported that Alltemp Refrigeration conducted the annual spring HVAC maintenance while Simplex Grinnel inspected the fire extinguisher, emergency, fire alarm system and backflow systems. Additionally, the Children's entrance was painted the first week of May. The carpet will be cleaned on Friday, May 15 and Friday, May 22. 5 Angle Construction will repair the book-return overhang in June or July as their schedule permits and the windows will be washed in June. Parking lot striping and sealing will be conducted in early fall per vendor recommendation.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the Friends of the PCDL will be selling pretzels, popcorn, water, cookies, and juice boxes during the Great Ohio Bike Adventure (GOBA) event on June 26<sup>th</sup>. They are also going to have a cell phone charging station. She noted that the Friends will be partnering with Modern Woodman. Modern Woodman will match up to \$2,500 earned during the GOBA event. She also reported that 60 people are paid members of the Friends of the Putnam County District Library.

Karen stated that the Friends book sale will be held on June 2<sup>nd</sup> and June 3<sup>rd</sup> at the 4<sup>th</sup> Street Gym in Ottawa. The cost per book is 25 cents on June 2<sup>nd</sup> while on June 3<sup>rd</sup> the cost is \$3 per bag. The sale will also include attic treasures and furniture from the PCDL. Attic treasures that are not sold will be donated to the Methodist church rummage sale. Help will be needed on May 29<sup>th</sup> at 1:30 to load books from the library to take to the 4<sup>th</sup> Street Gym. Assistance is also needed to unload and sort the books at the 4<sup>th</sup> Street Gym. Karen reported that the next Autumn Harvest of Crafts' meeting is July 13<sup>th</sup>.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 8:55 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 16, 2015, at 6:30 p.m. at 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 at Putnam County District Library, Ottawa, Ohio 6:00 p.m., June 16, 2015**

**Board:** Beth Myers, Paulette Smith, Donna Laubenthal, David Burkhart, and Anthony Wobler

**Administration:** Kelly Ward, Director

**Public:** Karen Okuley and Don Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the May 12, 2015 meeting were approved on motion by Paulette Smith and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved, on motion by David Burkhart and seconded by Paulette Smith. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for June was presented noting the following revenue: fines and fees \$600.00; copies \$652.80; miscellaneous revenue \$31.00; refund and reimbursement \$59.60; and Better World Books \$55.81.
- D. **GIFTS.** Accepted the following donations in June: Friends of the PCDL Fund \$357.00; Memorial Fund \$166.00; and Summer Reading Club Fund \$200.00 on motion by Donna Laubenthal and seconded by David Burkhart. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her June Director's Report (see attached report).

Anthony Wobler arrived at 6:50 p.m.

**NEW BUSINESS**

- F. **PAYSCALE MODIFICATION.** Motion was made by Donna Laubenthal and seconded by Paulette Smith to approve changes to PCDL Pay Scale to include the positions of Youth

Services Coordinator and Youth Services Assistant. The Youth Services Coordinator position was included in pay grade 135 and Youth Services Assistant position was included in pay grade 55. All voted yes on the roll call vote. (see attachment)

- G. **OLC OCTOBER CONVENTION AND EXPO.** The Director made a request to have herself and Valerie Laukhuf to attend the OLC October Convention and Expo October 7-9. Motion was made by Paulette Smith and seconded by David Burkhart to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$560.00. All voted yes on the roll call vote.
- H. **2015 APPROPRIATIONS MODIFICATIONS.** Donna Laubenthal moved to adopt Resolution 3-2015 approving the 2015 Appropriations Modifications increasing Putnam County Friends of the Library Fund, increasing Other Professional Services by \$600.00. David Burkhart seconded and all voted yes on the roll call vote.
- I. **RESIGNATION OF RITA DONALDSON.** Motion was made by Donna Laubenthal and seconded by David Burkhart to accept the resignation/retirement of Rita Donaldson effective September 1, 2015. All voted yes on the roll call vote.

**REPORT OF BRANCHES AND FRIENDS:** Karen Okuley gave a report that the annual book sale profited over \$2,500.00. She commented that they currently have 63 volunteers for the GOBA event.

**COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None

**COMMENTS FROM THE PUBLIC:** None

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:50 p.m., on motion by Donna Laubenthal. The next regular board meeting will be held on Tuesday, July 21, 2015, at 6:30 p.m. at 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 at Putnam County District Library, Ottawa, Ohio 6:00 p.m., July 21, 2015**

**Board:** Beth Myers, Paulette Smith, Denny Mumaw, Donna Laubenthal, David Burkhart, and Anthony Wobler

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

**Public:** Karen Okuley, Judy Ruen, and Marsha Parys

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the June 16, 2015 meeting were approved on motion by Paulette Smith and seconded David Burkhart. All voted yes on the roll call vote, except Denny Mumaw who abstained.

Donna Laubenthal arrived 6:40 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Beth Myers and seconded by David Burkhart. 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 \$1,122.17; copies \$567.58.
- D. **GIFTS.** Accepted the following donations in July: Memorial Fund \$345.00; on motion by Donna Laubenthal and seconded by Denny Mumaw. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her July Director's Report (see attached report).



**NEW BUSINESS**

- F. **HIRED YOUTH SERVICES ASSISTANT.** Motion was made by Denny Mumaw and seconded by Donna Laubenthal to hire Katherine Stephens as part time Youth Services Assistant effective August 1, 2015 at \$10.50 per hour. All voted yes on the roll call vote.
- G. **PROMOTION OF VALERIE LAUKHUF TO YOUTH SERVICE COORDINATOR.** Motion was made by Paulette Smith and seconded by David Burkhart to promote Valerie Laukhuf to Youth Services Coordinator effective August 1, 2015 at \$14.00 per hour plus longevity pay. All voted yes on the roll call vote.
- H. **2015 APPROPRIATIONS MODIFICATIONS.** Denny Mumaw moved to adopt Resolution 4-2015 approving the 2015 Appropriations Modifications increasing General Fund, Capital Outlay by \$5,000.00. Beth Myers seconded and all voted yes on the roll call vote.
- I. **INVENTORY DELETIONS.** Motion was made by Donna Laubenthal and seconded by Denny Mumaw to approve the deletion of three bookshelves from the PCDL furniture and equipment inventory (tag numbers 00407, 00854, 00855). All voted yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley gave a report about the GOBA fund raising event. They made a profit of \$361.94 which was matched by Modern Woodmen so their total profit was \$723.88. The movie was well attended and shown twice, cookie sales were good, but the cell phone charging station did not make much money. Karen reported that the craftshow committee chairmen met on 7/13/15. She commented that there are only 20 vendor booths remaining for sale. And she noted that she has booked the Ottawa Glandorf High School for the 2016 craftshow.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw thanked the Friends of the PCDL all their fund raising efforts as well as everyone who helped with the June booksale and the GOBA event.
- L. **COMMENTS FROM THE PUBLIC:** None

- M. **EXECUTIVE SESSION.** Motion was may by Denny Mumaw and seconded by Beth Myers to adjourn into executive session at 7:30 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.
- N. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Donna Laubenthal to come out of executive session at 7:50 pm. All voted yes on the roll call vote.
- O. **OFFER OF FULL TIME POSITON.** Motion was made by Beth Myers and seconded by Denny Mumaw to offer a full time Circulation Assistant position to Patricia Meyer effective September 1, 2015 with average weekly hours of 30.25. All voted yes on the roll call vote. The full time positon was open due to a recent retirement.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:52 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, August 18, 2015, at 6:30 p.m. at 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 at Putnam County District Library, Ottawa, Ohio 6:00 p.m., August 18, 2015**

**Board:** Beth Myers, Paulette Smith, Denny Mumaw, Donna Laubenthal, David Burkhart, and Anthony Wobler

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

**Public:** Karen Okuley, Judy Ruen, and Donald Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the July 21, 2015 meeting were approved on motion by Donna Laubenthal and seconded Beth Myers. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved on motion by Beth Myers and seconded by David Burkhart. 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 \$621.14; copies \$496.05; miscellaneous revenue for the September 18, 2015 Teen Think Tank program registration fees \$120.00; refund \$25.00.
- D. **GIFTS.** Accepted the following donations in July: Memorial Fund \$996.73; on motion by Paulette Smith and seconded by Anthony Wobler. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her July Director's Report (see attached report). Also the Director discussed that we had been awarded an AmeriCorps Grant. The Library's match would be \$1,250.00 for 11 months and 900 hours of technology training for our patrons.

**NEW BUSINESS**

- F. **HIRED PART TIME LIBRARY ASSISTANT 2 CARGO.** Motion was made by Denny Mumaw and seconded by Beth Myers to hire Kelly Schroeder as part time Library Assistant 2 Cargo effective August 24, 2015 at \$9.00 per hour. All voted yes on the roll call vote.
- G. **RESIGNATION OF BOARD MEMBER NICHOL HOHENBRINK.** Motion was made by Beth Myers and seconded by Donna Laubenthal to accept the resignation of Board member Nicole Hohenbrink effective immediately with regrets. All voted yes on the roll call vote.
- H. **CHANGE DATE OF SEPTEMBER REGULAR BOARD MEETING.** Motion was made by Denny Mumaw and seconded by David Burkhart to move the regular September Board meeting from September 15, 2015 to September 22, 2015. All voted yes on the roll call vote.
- I. The Board held a brief discussion about the sale and marketing of the library pavers.
- J. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that the craftshow committee met and they noted that all but 14 vendor booths had been sold and the advertising flyers and signs are ready for distribution. Also the next craftshow committee meeting is scheduled for September 8, 2015 at 1:00 pm and the next regular meeting is September 14, 2015.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None.
- L. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:30 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, September 22, 2015, at 6:30 p.m. at 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 at Putnam County District Library, Ottawa, Ohio 6:00 p.m., September 22, 2015**

**Board:** Beth Myers, Paulette Smith, Denny Mumaw, Donna Laubenthal, David Burkhart, and Anthony Wobler

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

**Public:** Karen Okuley, Judy Ruen, and Donald Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the August 18, 2015 meeting were approved on motion by Beth Myers and seconded by Donna Laubenthal. 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 \$642.25; copies \$722.90; miscellaneous revenue for the September 18, 2015 Teen Think Tank program registration fees \$195.00; refund \$400.00.
- D. **GIFTS.** Accepted the following donations in August: General Fund \$10.00 and Memorial Fund \$517.00; on motion by Denny Mumaw and seconded by David Burkhart. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her August Director's Report (see attached report).

**NEW BUSINESS**

- F. **RETIREMENT OF JOSEPH SCHRODER.** Motion was made by Donna Laubenthal and seconded by Anthony Wobler to accept the retirement of Joseph Schroeder effective September 30, 2015. All voted yes on the roll call vote.
- G. **ANNUAL INSERVICE DAY.** Motion was made by Beth Myers and seconded by Denny Mumaw to approve the purchase of lunch for the staff for the November 9, 2015 inservice meeting at a cost not to exceed \$500.00. All voted yes on the roll call vote.
- H. **2015 APPROPRIATIONS MODIFICATIONS.** Beth Myers moved to adopt Resolution 5-2015 approving the 2015 Appropriations Modifications increasing Summer Reading Club Fund, Supplies by \$197.01. Paulette Smith seconded and all voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIENDS:** Judy Ruen made the following comments related the October 31, 2015 craftshow: 120 vendor craftshow booths had been sold; more advertising flyers and signs are available for distribution; the billboard was placed on Route 65 south of Ottawa; and they are looking for volunteers.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Beth Myers thanked the members of the Friends of the PCDL for all their fund raising efforts. She commented that the funds they raised allowed the Library to continue to provide performers and supplies for the Summer Reading Club program when Library funds were severely cut in 2009. They continue to provide the funds for this program and many more. She thanked Karen Okuley, Judy Ruen and all the other members that revitalized the Friends of the PCDL when the Library needed them the most. Karen Okuley commented that she came on board with the Friends of the PCDL out of respect for Beth Myers mother, who helped Karen out when she was a new School Librarian.

Tony Wobler complemented the professionalism of the Library administrative staff and the Friends of the PCDL.

Donna Laubenthal commented that she was working on a letter promoting the sale of the Library pavers.

Denny Mumaw stated he appreciated that the Board meeting information was provided to the Board for review prior to the meetings.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:23 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, October 20, 2015, at 6:30 p.m. at 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 at Putnam County District Library, Ottawa, Ohio 6:30 p.m., October 20, 2015**

**Board:** Beth Myers, Paulette Smith, Denny Mumaw, Donna Laubenthal, David Burkhart, Anthony Wobler, and Anna Horstman

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

**Public:** Karen Okuley, Judy Ruen, and Judge Randall Basinger

**PLEDGE OF ALLEGIANCE**

**BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Judge Randall L. Basinger, administered the oath of office to Anna M. Horstman. 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? Anna M. Horstman responded I do.

- A. **REGULAR MINUTES.** The minutes of the September 22, 2015 meeting were approved on motion by Beth Myers and seconded by Paulette Smith. All voted yes on the roll call vote except Anna Horstman who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved on motion by David Burkhart and seconded by Donna Laubenthal. 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 \$623.26; meeting room rental fee \$75.00; miscellaneous revenue for the September 18, 2015 Teen Think Tank program registration fees \$210.00; refund \$260.56.



- D. **GIFTS.** Accepted the following donations in September: Friends of the PCDL \$814.04; Memorial Fund \$586.44; and Kiwanis Club of Ottawa \$1,000.00 on motion by Denny Mumaw and seconded by David Burkhart. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her September Director's Report (see attached report).

**NEW BUSINESS**

- F. **CUSTODIAN JOB DESCRIPTION.** Motion was made by Donna Laubenthal and seconded by David Burkhart to approve the Custodian job description as presented. All voted yes on the roll call vote.
- G. **EMPLOYEE Payscale MODIFICATION.** Motion was made by Denny Mumaw and seconded by Beth Myers to add the Custodian job title to job category 40 on the Employee Salary Schedule. All voted yes on the roll call vote.
- H. **2015 APPROPRIATIONS MODIFICATIONS.** Donna Laubenthal moved to adopt Resolution 6-2015 approving the 2015 Appropriations Modifications increasing General Fund, Capital Outlay and Purchased Services by \$5,000.00 and \$3,000.00 respectively and decreasing Salaries by \$5,000.00. Paulette Smith seconded and all voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley made the following comments related to the October 31, 2015 craftshow: 150 vendor craftshow booths had been sold; Cherry's and Kohls Market donated 6 pumpkins and 6 mums for door prizes; and they are looking for volunteers. Judy Ruen commented that books from the Thomas Unverferth estate were donated to the Friends of the PCDL for their book sale.
- J. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:**  
Beth Myers noted the following Christmas Tree Festival dates: set-up on December 4<sup>th</sup>, festival open to the public December 5<sup>th</sup> thru January 7<sup>th</sup>, and take down on January 8<sup>th</sup>.

The Board discussed and set the December staff meeting for 12/14/15. The Board will provide the staff with breakfast at the meeting.

Denny Mumaw commented that Valerie Laukhuf, Youth Services Coordinator had done a great job at the county leadership conference. He also welcomed Dr. Horstman to the Board.

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

**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, November 17, 2015, at 6:30 p.m. at 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 at Putnam County District Library, Ottawa, Ohio 6:30 p.m., November 17, 2015**

**Board:** Beth Myers, Denny Mumaw, Donna Laubenthal, David Burkhart, Anthony Wobler, and Anna Horstman

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

**Public:** Karen Okuley, Judy Ruen, and Don Schroeder

**PLEDGE OF ALLEGIANCE**

- A. **REGULAR MINUTES.** The minutes of the October 20, 2015 meeting were approved on motion by Anne Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved on motion by Beth Myers and seconded by Denny Mumaw. 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 \$534.59; meeting room rental fee \$25.00; copies \$474.80.
- D. **GIFTS.** Accepted the following donations in October: Memorial Fund \$475.00; and Local History Fund \$275.00 by Anne Horstman and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October Director's Report (see attached report).

**NEW BUSINESS**

- F. **HIRED PART TIME CUSTODIAN.** Motion was made by Beth Myers and seconded by Donna Laubenthal to hire Jean Meyer as part time Custodian effective November 19, 2015 at \$9.00 per hour. All voted yes on the roll call vote.

G. **2015 APPROPRIATIONS MODIFICATIONS.** Denny Mumaw moved to adopt Resolution 7-2015 approving the 2015 Appropriations Modifications increasing Friends of the PCDL Fund, Purchased and Contract Services, Materials, and Supplies by \$40.00, \$950.00 and \$7000.00. Anne Horstman seconded and all voted yes on the roll call vote.

H. **REPORT OF BRANCHES AND FRIENDS:** Judy Ruen reported that 2,186 attended the craftshow. She also reported the following revenue by department: vendor booth sales \$6,375.00, door donations \$1,731.00, bake sale \$583.00, book sale \$169.25, and lunch sales \$2,410.00. She commented that the some bills are pending so do not know the event net profit. It was also noted that we had a significant parking issue and they are working on a solution. Judy Ruen commented that books from the Thomas Unverferth estate were donated to the Friends of the PCDL for their book sale.

I. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:**

Beth Myers noted the following Christmas Tree Festival dates: set-up on December 4<sup>th</sup>, festival open to the public December 5<sup>th</sup> thru January 7<sup>th</sup>, and take down on January 8<sup>th</sup>.

The Board discussed and set the December staff meeting for 12/14/15. The Board will provide the staff with breakfast at the meeting.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:33 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, December 15, 2015, at 6:30 p.m. at 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 at Putnam County District Library, Ottawa, Ohio 6:30 p.m., December 15, 2015**

**Board:** Beth Myers, Paulette Smith, Denny Mumaw, David Burkhart, Anthony Wobler, and Anna Horstman

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

**Public:** Karen Okuley, Judy Ruen, and John Love

**PLEDGE OF ALLEGIANCE**

- A. **APPOINTMENT OF THE FISCAL OFFICER.** Beth Myers moved to re-appoint Nancy Stauffer as Fiscal Officer for one year and set her annual salary at \$56,785.00, effective January 1 (36 hours per week). Anne Horstman seconded the motion, and all voted yes on the roll call vote.
- B. **APPOINTMENT OF THE DEPUTY FISCAL OFFICER.** Denny Mumaw moved to appoint Kelly Ward as Deputy Fiscal Officer for one year, effective January 1. Anthony Wobler seconded the motion, and all voted yes on the roll call vote.
- C. **FISCAL OFFICER AND DEPUTY FISCAL OFFICER OATH OF OFFICE.** Putnam County Commissioner, John Love, administered the oath of office to Nancy Stauffer, Fiscal Officer and Kelly Ward, Deputy Fiscal Officer. Do you solemnly swear, or affirm that you will support the Constitution of the United States and the constitution of the state of Ohio; and that you will faithfully and impartially discharge your duties as Fiscal Officer (or Deputy Fiscal Officer) of the Putnam County District Library, Putnam County, Ohio, to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your term of office? Nancy Stauffer and Kelly Ward responded I do.
- D. **REGULAR MINUTES.** The minutes of the November 17, 2015 meeting were approved on motion by Anne Horstman and seconded by Anthony Wobler with a correction to item F. All voted yes on the roll call vote, except Paulette Smith who abstained.

- E. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved on motion by Paulette Smith and seconded by Anne Horstman. All voted yes on the roll call vote.
- F. **PETTY CASH REPORT.** The petty cash report for November was presented noting the following revenue: fines and fees \$618.46; copies \$483.25; Better World Books \$79.42.
- G. **GIFTS.** Beth Myers moved to accept the following donations in November: Memorial Fund \$2,054.20. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- H. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her November Director's Report (see attached report).

**NEW BUSINESS**

- I. **DIRECTOR 2016 SALARY.** Motion was made by Beth Myers and seconded by Anne Horstman to set the Director's 2016 annual salary at \$58,630.00. All voted yes on the roll call vote.
- J. **RESOLUTION TO PAY BILLS.** Denny Mumaw moved to adopt Resolution 8-2015 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.
- K. **STAFF ORGINATIONAL MEMBERSHIP.** Motion was made by Beth Myers and seconded by David Burkhart to pay half the cost of the annual Ohio Library Council individual member dues for all interested staff. And to also pay 100% of the cost of the annual dues for the Fiscal Officer's membership to the Ottawa/Glandorf Rotary Club and 100% of the cost of the annual dues for the Director's membership to the Ottawa Kiwanis Club and reimbursement of all meals. All voted yes on the roll call vote.
- L. **2015 APPROPRIATIONS MODIFICATION.** Anne Horstman moved to adopt Resolution 9-2015 approving the 2015 appropriations modifications increasing General Fund, Materials by \$3,000.00 and decreasing General Fund, Purchased Services by \$3,000.00. Denny Mumaw seconded, and all voted yes on the roll call vote.

Anthony Wobler left at 7:15 p.m.

- M. **2016 TEMPORARY APPROPRIATIONS.** Paulette Smith moved to adopt Resolution 10-2015 approving the 2016 temporary appropriations as presented. David Burkhart seconded, and all voted yes on the roll call vote.
- N. **PCDL EMPLOYEE POICY AND PROCEDURE MANUAL CHANGE TO SECTION 3.10 EMPLOYEE RATE OF PAY.** Motion was made by Anne Horstman and seconded by Denny Mumaw to add the following sentence to section 3.10 of the PCDL Employee Policy and Procedure Manual: New employees hired after June 30<sup>th</sup> will not be eligible for a step increase on the salary schedule until January 1<sup>st</sup> after one year of employment. All voted yes on the roll call vote.
- O. **2016 HOLIDAY SCHEDULE MODIFICATIONS.** Motion was made by Anne Horstman and seconded by Denny Mumaw to close the library and hold the staff inservice training on Thursday, November 10, 2016 instead of Veterans Day. All voted yes on the roll call vote.
- P. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that the next Friends of the PCDL meeting will be January 4, 2016 at 4:30 p.m. She commented that the musical group performed at the Christmas Tree Festival open house and that 37 organizations had displayed trees. The 2016 Christmas Tree Festival will be the 25 anniversary of the event and the theme will be silver and memories. Karen also noted that the net profit from the craftshow is still unavailable, but should be known by the next Board meeting. Judy Ruen commented that they are collecting 2016 membership dues. The cost of an annual membership is \$5.00.
- Q. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:**  
Paulette Smith commented that Beth Myers will be greatly missed by the Board.

Denny Mumaw reported that the Library had been contacted by Columbus Grove Presbyterian Church and asked to attend their December 27, 2015 church service where they will be presenting the Library with a donation. The church is disbanding and donating their funds to various organizations in the community. Denny also thanked Beth Myers for her many years of service and commented that she was an invaluable asset on the Board.

Beth Myers expressed her best wishes to the Board.

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

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:46 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, January 19, 2015, at 6:30 p.m. at Ottawa Library Location.

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Secretary

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President