

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 19, 2016

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

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

Public: Judy Ruen, Donald Schroeder, and Vince Schroeder

PLEDGE OF ALLEGIANCE

- A. **BOARD MEMBER OATH OF OFFICE.** Putnam County Commissioner, Vince Schroeder, administered the oath of office to Judy Bosch. 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? Judy Bosch responded I do.
- B. **REGULAR MINUTES.** The minutes of the December 15, 2015 meeting were approved on motion by Anne Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote, except Judy Bosch who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The December bills and financial reports were approved on motion by Anne Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote.

- D. **PETTY CASH REPORT.** The petty cash report for December was presented noting the following revenue: fines and fees \$541.02; copies \$692.50; miscellaneous \$125.96 Ottoville Telephone Capital Credit and \$120.00 for a paver.
- E. **GIFTS.** Anne Horstman moved to accept the following donations in December: Memorial Fund \$2,362.98 and the Columbus Grove Presbyterian Church \$10,000.00. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her December Director's Report (see attached report). In addition, she announced that she had been asked to serve a 3 year term on the Ottawa Chamber of Commerce Board.

NEW BUSINESS

- G. **ELECTION OF BOARD OF TRUSTEE OFFICERS (PRESIDENT).** Anthony Wobler nominated Denny Mumaw to the position of President of the PCDL Board of Trustees, nomination was seconded by Anne Horstman. All voted yes on the roll call vote, except Denny Mumaw who abstained.
- H. **ELECTION OF BOARD OF TRUSTEE OFFICERS (VICE-PRESIDENT).** Paulette Smith nominated David Burkhart to the position of Vice-President of the PCDL Board of Trustees, nomination was seconded by Anthony Wobler. All voted yes on the roll call vote, except David Burkhart who abstained.
- I. **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 Anny Horstman. All voted yes on the roll call vote, except Paulette Smith who abstained.
- J. **BOARD COMMITTEES.** Motion was made by Anthony Wobler and seconded by Paulette Smith that all Board members would be members of all Board committees. All voted yes on the roll call vote.

K. NEW FUND – PRESBYTERIAN CHURCH OF COLUMBUS GROVE TRUST (FUND #2004)

Denny Mumaw announced that the Presbyterian Church of Columbus Grove had donated funds to eight community organizations. They donated \$10,000.00 to the Putnam County District Library. Fiscal Officer, Nancy Stauffer asked that a new fund be created to account for these funds. Motion was made by Anne Horstman and seconded by Judy Bosch to approve the creation of a new fund, Presbyterian Church of Columbus Grove Trust (fund # 2004). All voted yes on the roll call vote.

- L. ADVANCE.** Motion was made by Denny Mumaw and seconded by David Burkhart to advance \$7,000.00 from the General Fund to the Putnam County Friends of the Library Fund. All voted yes on the roll call vote.

- M. HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Anne Horstman and seconded by Judy Bosch to hire Sara Harshman as part time Circulation Assistant effective January 20, 2016 at \$9.00 per hour. All voted yes on the roll call vote.

- N. JOB SEARCH FOR PART TIME ADMINISTRATIVE ASSISTANT POSITION.** Motion was made by Anthony Wobler and seconded by Anne Horstman to allow the Director to advertise for the position of part time Administrative Assistant. All voted yes on the roll call vote.

- O. REPORT OF BRANCHES AND FRIENDS:** Judy Ruen reported that the profit for the 2015 craftshow was \$7,920.10, over \$1,000.00 higher than 2014. She also reported that the Friends of the PCDL have sold forty-three 2016 memberships.

P. COMMENTS FROM INDIVIDUAL BOARD MEMBERS:

David Burkhart asked the Fiscal Officer and Director to find a permanent solution to the sewage line issue and obtain an estimate for repair.

Denny Mumaw welcomed Judy Bosch to the Board. He also thanked the Board for their trust in reappointing him as President of the Board for another year.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:32 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, February 16, 2015, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., February 16, 2016

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

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

Public: Karen Okuley, Judy Ruen, Donald Schroeder, and Michael Lammers

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the January 19, 2016 meeting were approved on motion by Anne Horstman and seconded by David Burkhart. All voted yes on the roll call vote, except Donna Laubenthal who abstained.

Judy Bosch arrived at 6:35 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The January bills and financial reports were approved on motion by Paulette Smith and seconded by Anthony Wobler. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for January was presented noting the following revenue: fines and fees \$529.45; meeting room fee \$50.00; copies \$525.60; and \$120.00 for a paver.
- D. **GIFTS.** David Burkhart moved to accept the following donations in January: Memorial Fund \$2,075.00 and Summer Reading Club Fund \$125.00. Anne Horstman seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her January Director's Report (see attached report).

NEW BUSINESS

- F. **HIRED PART TIME ADMINISTRATIVE ASSISTANT.** Motion was made by Anne Horstman and seconded by Denny Mumaw to hire Chanzie Dietz as part time Administrative Assistant effective March 1, 2016 at \$10.50 per hour. All voted yes on the roll call vote.
- G. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the next Friends meeting will be March 7th at 4:30 p.m. Booksale will be held at the Fourth Street gym on June 7th and 8th. A craftshow committee meeting will be held March 7th at 1:30 p.m. Judy Ruen reported that the Friends of the PCDL have sold forty-five 2016 memberships.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:**
Donna Laubenthal expressed some concerns about the library website. She also noted that the patron computers closed her session before the allotted one hour period and she asked about extending the time limit and including a warning before the computer shuts down. The Director noted that our new webpage was just became functional February 1st and we are still working out some issues. She also commented that she would look into the patron computer concern.

Judy Bosch commented that she would be interested in a demonstration of the various online digital resources available through our library.
- I. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:12 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, March 15, 2015, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., March 15, 2016

Board: Donna Laubenthal, Denny Mumaw, David Burkhart, Anthony Wobler, Anna Horstman, and Judy Bosch

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

Public: Karen Okuley and Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the February 16, 2016 meeting were approved on motion by Anne Horstman and seconded by Donna Laubenthal. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The February bills and financial reports were approved on motion by Anne Horstman and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for February was presented noting the following revenue: fines and fees \$605.80; meeting room fee \$25.00; copies \$621.15; \$1,250.00 rebate check from Perry Protech related copier lease; and \$147.50 in reimbursements.
- D. **GIFTS.** Anthony Wobler moved to accept the following donations in February: General Fund for adult summer reading club program \$500.00; Memorial Fund \$555.00 and Summer Reading Club Fund (juvenile program) \$1,380.00. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her February Director's Report (see attached report).

NEW BUSINESS

- F. **OLC FISCAL OFFICER'S TRAINING.** Motion was made by Anne Horstman and seconded by Denny Mumaw to approve a training request from the Fiscal Officer to attend the OLC Fiscal Officer's training on March 31 and April 1. The estimated total cost including registration, meals, and lodging is \$300.00. All voted yes on the roll call vote.
- G. **OLC CHAPTER CONFERENCE.** The Director made a request to have 3 staff members attend the OLC Chapter Conference on April 15, 2016. The Director requested overnight lodging since she will also be attending the Trustee dinner on April 14th. Motion was made by David Burkhart and seconded by Judy Bosch to approve the training as presented. The estimated total cost including registration, meals, and lodging is \$420.00. All voted yes on the roll call vote.
- H. **2016 PERMANENT APPROPRIATIONS. (Resolution 1-2016).** Motion was made by Anne Horstman and seconded by Donna Laubenthal to approve the 2016 Permanent Appropriations as presented. All voted yes on the roll vote.
- I. **MEALS AND LODGING POLICY (section 14.3 of the PCDL Employee Policy and Procedure Manual).** A motion was made by Judy Bosch and seconded by David Burkhart to approve the addition of the following paragraph to the PCDL Employee Policy and Procedure Manual section 14.3 Meals and Lodging: Staff members serving in an official capacity representing the Library on a committee, board or community organization may receive reimbursement of a meal if the meeting occurs during a mealtime. Reimbursement will only occur if a receipt is provided to the Fiscal Officer. All voted yes on the roll call vote.
- J. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented that the Friends of the PCDL have sold forty-eight 2016 memberships. The booksale will be held at the Fourth Street gym on June 7th and 8th. A craftshow committee meeting was held on March 7th. Karen reported that the Business Center Café Friends Booksale had taken in \$178.05 from January 2015 through March 2016. Karen also commented that a memorial donation had been made to the library in memory of Kelly Ward's father.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw expressed his condolences to Kelly Ward on the passing of her father.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:19 p.m., on motion by Donna Laubenthal. The next regular board meeting will be held on Tuesday, April 19, 2016, 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., March 29, 2016**

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

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

Public: Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **EXECUTIVE SESSION.** Motion was may by Paulette Smith and seconded by David Burkhart to adjourn into executive session at 6:30 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.
- B. **EXECUTIVE SESSION.** Motion was made by Denny Mumaw and seconded by Donna Laubenthal to come out of executive session at 6:39 pm. All voted yes on the roll call vote.
- C. **HIRE BRANCH COORDINATOR.** Motion was made by David Burkhart and seconded by Paulette Smith to promote Anne Schroeder to the position of Branch Coordinator for the Fort Jennings, Ottoville, and Kalida Library Locations effective April 18, 2016 at \$14.00 per hour and approximately 28 hours per week. All voted yes on the roll call vote.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:41 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, April 19, 2016, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., April 19, 2016

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

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

Public: Karen Okuley, Judy Ruen, and Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the March 15, 2016 meeting were approved on motion by Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote except Paulette Smith who abstained.
- B. **SPECIAL MINUTES.** The minutes of the March 29, 2016 meeting were approved on motion by Anna Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote except Anthony Wobler and Judy Bosch who abstained.
- C. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved on motion by Paulette Smith and seconded by Anna Horstman. 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 \$639.09; copies \$650.99; \$899.80 refund from Croy's Mowing; \$45.00 reimbursements; and \$120.00 paver sale.
- E. **GIFTS.** Anna Horstman moved to accept the following donations in March: General Fund for adult summer reading club program \$200.00; Memorial Fund \$594.99 and Summer Reading Club Fund (juvenile program) \$350.00. Judy Bosch seconded the motion, and 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. **NORWELD CONFERENCE.** Motion was made by Judy Bosch and seconded by Paulette Smith to approve a training request from the Director to attend a NORWELD two day conference on May 19th and 20th. The estimated total cost including registration, meals, and lodging is \$300.00. All voted yes on the roll call vote.
- H. **LEADERCAST 2016 CONFERENCE.** The Director made a request to have 6 supervisory staff members attend the Leadercast 2016 conference hosted by the Ottawa Area Chamber of Commerce on May 6th, the cost of registration is \$540.00. Motion was made by Judy Bosch and seconded by Anna Horstman to approve the Director's request. All voted yes on the roll call vote.
- I. **EXECUTIVE SESSION.** Motion was may by Anthony Wobler and seconded Judy Bosch 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. All voted yes on the roll call vote.
- J. **EXECUTIVE SESSION.** Motion was made by Anna Horstman and seconded by Denny Mumaw to come out of executive session at 7:09 pm. All voted yes on the roll call vote.
- K. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by David Burkhart to hire Ali Gerding as part time Circulation Assistant effective April 23, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- L. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Anne Horstman and seconded by Judy Bosch to hire Lita Siefker as part time Circulation Assistant effective April 25, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- M. **EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS.** Proposed changes to sections 8.4 and 8.12 were tabled until the May 17, 2016 regular board meeting.

N. EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS to SECTION 10.8.

Motion was made by Anna Horstman and seconded by Paulette Smith to modify section 10.8 of the Employee Policy and Procedure Manual to the following and all voted yes on the roll call vote.

Employee and Retiree Privileges

Employees and retirees may borrow all materials available to the public and do not have to pay fines on overdue materials. Library employees and retirees may only borrow that material which is available for loan to members of the general public. All materials must be checked out properly, their circulation recorded. While no fines are charged, employees and retirees should set an example for the general public by returning material promptly. Abuse of this privilege by keeping materials out for an unreasonable length of time will result in the suspension of this privilege. Employees and retirees are responsible for material checked out. Employees and retirees will be charged for lost or damaged materials.

Employees may make ten (10) personal copies per week on the copy machines without cost. If more than ten (10) personal copies are to be made, employees shall pay at the patron rate per copy.

- O. LEAVE WITHOUT PAY.** A motion was made by Denny Mumaw and seconded by Anthony Wobler to approve a leave of absence without pay for Paula Thomas for medical reasons with an anticipated return to work date of May 31, 2016. Employee shall work intermittently as able with one day's prior notice to her immediate supervisor. All voted yes on the roll call vote.

- P. REPORT OF BRANCHES AND FRIENDS:** Karen Okuley commented a booksale committee meeting was held today. She commented that the next regular Friends of the PCDL meeting will be May 2, 2016 at 4:30 p.m. She also commented that the next craftshow meeting will be May 2, 2016 at 1:30 p.m. and they have sold 65 craftshow booths. Judy Ruen thanked Anthony Wobler for the use of his facility to store books for the booksale.

- Q. COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Denny Mumaw expressed his condolences to Dave Crawfis and his family on the loss of his wife and former employee and Board member, Janice Crawfis. Denny stated that we will miss her friendship, expertise, dedication, and knowledge. He asked the other Board members to be thinking about ways in

which the Board could memorialize and honor her. Anthony Wobler commented that he had visited the Paulding County Carnegie Library and that he will need to leave the May meeting early.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:47 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, May 17, 2016, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., May 17, 2016

Board: Paulette Smith, Denny Mumaw, Anthony Wobler, Anna Horstman, Donna Laubenthal, and Judy Bosch

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

Public: Karen Okuley, Judy Ruen, Carlie Crawfis, Amy Crawfis, and Donald Schroeder

PLEDGE OF ALLEGIANCE

Miss Poppy from the Ottawa American Legion Post 63, Carlie Crawfis, gave a speech about the significance and meaning of the poppy flower.

- A. **REGULAR MINUTES.** The minutes of the April 19, 2016 meeting were approved on motion by Anna Horstman and seconded by Anthony Wobler. All voted yes on the roll call vote except Donna Laubenthal who abstained.
- B. **BILLS AND FINANCIAL REPORTS.** The April bills and financial reports were approved on motion by Paulette Smith and seconded by Judy Bosch. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for April was presented noting the following revenue: fines and fees \$409.18; copies \$605.60; and \$120.00 paver sale.
- D. **GIFTS.** Donna Laubenthal moved to accept the following donations in April: General Fund for adult summer reading club program \$100.00; Local History Fund \$25.00; Memorial Fund \$1,010.00 and Summer Reading Club Fund (juvenile program) \$695.00. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her April Director's Report (see attached report).

NEW BUSINESS

- F. **2017 REQUEST BUDGET (RESOLUTION 2-2016).** Nancy Stauffer presented the Request Budget Worksheets for 2017. The Request Budget for 2017 has to be submitted to the County Auditor by the end of May 2016. Motion was made by Anna Horstman and seconded by Judy Bosch to approve the 2017 Request Budget. All voted yes on the roll call vote.
- G. **2016 APPROPRIATIONS MODIFICATIONS (RESOLUTION 3-2016).** Judy Bosch moved to adopt Resolution 3-2016 approving the 2016 Appropriations Modifications increasing Local History Fund, Capital Outlay by \$1,400.00 respectively. Denny Mumaw seconded and all voted yes on the roll call vote.
- H. **INVENTORY DELETIONS.** Motion was made by Anna Horstman and seconded by Paulette Smith to approve deletions of furniture and equipment from the PCDL inventory (see attached list). All voted yes on the roll call vote.
- I. **LEAVE WITHOUT PAY.** A motion was made by Anna Horstman and seconded by Judy Bosch to extend the leave of absence without pay for Paula Thomas for medical reasons with an anticipated return to work date of June 30, 2016. Employee shall work intermittently as able with one day's prior notice to her immediate supervisor. All voted yes on the roll call vote.
- J. **EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS TO SECTION 8.4 (SICK LEAVE).** The Director discussed proposed changes to section 8.4 of the PCDL Employee Policy and Procedure Manual. Motion was made by Anthony Wobler and seconded by Donna Laubenthal to approve the changes as presented (see attached policy). All voted yes on the roll call vote.
- K. **EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS TO SECTION 8.12 (UNPAID LEAVE OF ABSENCE).** The Director discussed proposed changes to section 8.12 of the PCDL Employee Policy and Procedure Manual. Motion was made by Paulette Smith and seconded by Donna Laubenthal to approve the changes as presented (see attached policy). All voted yes on the roll call vote.

- L. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley asked for volunteers to work the booksale. Volunteers are needed starting on Friday, June 3rd to move the books to the Fourth Street gym, Saturday and Monday to sort books in preparation for the sale, and on Tuesday and Wednesday for the sale. The prices for the books have been increased to \$.50 per book and \$3.00 per bag. Judy Ruen asked for Summer Reading Club fliers so they could be distributed at the booksale. Karen Okuley commented that they have sold 99 craftshow booths.
- M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Donna Laubenthal commented that she had visited the library in West Palm while on vacation. She said it was very nice and noted that they had a Dunkin Donuts Shop in the middle of the library, study pods, and a large computer room.
- N. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:15 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 21, 2016, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio 6:30 p.m., June 21, 2016

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

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

Public: Karen Okuley, Judy Ruen, and Donald Schroeder

PLEDGE OF ALLEGIANCE

- A. **BILLS AND FINANCIAL REPORTS.** The May bills and financial reports were approved on motion by Anne Horstman and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **PETTY CASH REPORT.** The petty cash report for May was presented noting the following revenue: fines and fees \$636.52; meeting room rental \$25.00; copies \$560.20; and \$57.57 books sold to Better World Books.
- C. **GIFTS.** Denny Mumaw moved to accept the following donations in May Memorial Fund \$1,510.66 and Summer Reading Club Fund (juvenile program) \$100.00. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her May Director's Report (see attached report).

NEW BUSINESS

- E. **CONFERENCE.** Motion was made by Paulette Smith and seconded by Anne Horstman to approve the training for the Director in Columbus on August 3, 2016 with a registration fee of \$140.00. All voted yes on the roll call vote.
- F. **2016 APPROPRIATIONS MODIFICATIONS (RESOLUTION 4-2016).** Anne Horstman moved to adopt Resolution 4-2016 approving the 2016 Appropriations Modifications increasing Memorial Fund, Capital Outlay by \$4,000.00. Denny Mumaw seconded and all voted yes on the roll call vote.

- G. **INVENTORY DELETIONS.** Motion was made by Anna Horstman and seconded by David Burkhart to approve the following deletions of furniture and equipment from the PCDL inventory: tag #2592 acrylic book easel and tag #2500 slatwall end of stack acrylic display. All voted yes on the roll call vote.
- H. **EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS TO SECTION 8.4 (SICK LEAVE).** The Director discussed proposed an additional change to section 8.4 of the PCDL Employee Policy and Procedure Manual. Motion was made by Denny Mumaw and seconded by David Burkhart to approve the changes as presented (see attached policy). All voted yes on the roll call vote.
- I. **EMPLOYEE POLICY AND PROCEDURE MANUAL MODIFICATIONS TO SECTION 8.12 (UNPAID LEAVE OF ABSENCE).** The Director discussed proposed an additional change to section 8.12 of the PCDL Employee Policy and Procedure Manual. Motion was made by Paulette Smith and seconded by Anne Horstman to approve the changes as presented (see attached policy). All voted yes on the roll call vote.
- J. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Paulette Smith and seconded by Denny Mumaw to hire Paige Snoke as part time Circulation Assistant effective June 22, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- K. The Board and administrative staff held a brief discussion concerned proposed payscale changes.
- L. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley stated that the booksale was a great success with the highest ever profit of \$4,186.05. She guessed that they had approximated 100 volunteers and thanked everyone for pulling together to make it a success. Karen noted that they have currently sold 136 of the 148 booths for the Autumn Harvest Craftshow. The next craftshow committee meeting will be the end of July or early August and the next regular meeting will be September 12, 2016. David Burkhart asked about rental fees for the craftshow. Karen responded that currently they pay for the cook, the maintenance personnel, and a technology fee. Denny Mumaw expressed his thanks to all Friends member for all they do for the Library.

- M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** David Burkhart asked about the resolution of the break in at the Continental Library Location. If employee closing procedures include checking the door that was left unlocked and if the offender has been banded from using the library and suggested that staff be provided a picture of the offender. The Director responded that as far as she knows the case has not been finalized by the Putnam County Courts. She also commented that closing procedures have been reviewed with the staff and the offender is banded from all library locations. Paulette Smith commented that she had attended storytime in Pandora with her grandson and she was impressed with Laura Schroeder's presentation. She was fun and enthusiastic. Paulette also asked about the status of a memorial from the Board for former Board member, Janice Crawfis. Denny Mumaw commented that the July board meeting will held at the Kalida Library Location at 6:00 p.m.
- N. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 7:35 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, June 21, 2016, at 6:30 p.m. at Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Kalida Library, Kalida, Ohio 6:30 p.m., July 19, 2016

Board: Paulette Smith, Denny Mumaw, Donna Laubenthal, Anthony Wobler, and Judy Bosch

Administration: Kelly Ward, Director

Public: Karen Okuley, Judy Ruen, and Bud Smith

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the May 17, 2016 meeting were approved on motion by Paulette Smith and seconded by Anthony Wobler. All voted yes on the roll call vote.

Donna Laubenthal arrived 6:05 p.m.

- B. **BILLS AND FINANCIAL REPORTS.** The June bills and financial reports were approved on motion by Judy Bosch and seconded by Donna Laubenthal. 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 \$937.76 and copies \$637.35.
- D. **GIFTS.** Denny Mumaw moved to accept the following donations in June Memorial Fund \$785.00. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her June Director's Report (see attached report).

NEW BUSINESS

- F. **OLC CONVENTION AND EXPO.** The Director requested approval to have herself and four other staff members attend the OLC Convention and Expo September 28th-30th. Motion was made by Judy Bosch and seconded by Paulette Smith to approve the training as presented.

The estimated total cost including registration, meals, and lodging is \$2,050.00. All voted yes on the roll call vote.

- G. **INVENTORY DELETIONS.** Motion was made by Denny Mumaw and seconded by Donna Laubenthal to approve the deletion list as presented. (see attached list). All voted yes on the roll call vote.
- H. **DISMISSAL OF PART TIME CIRCULATION ASSISTANT.** The Director discussed with the Board that the newly hired Circulation Assistant, Paige Knoke worked only one day and never returned to work. Motion was made by Anthony Wobler and seconded by Judy Bosch to approve the dismissal of Paige effective June 23, 2016 due to job abandonment. All voted yes on the roll call vote.
- I. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Paulette Smith to hire Melissa Ellerbrock as part time Circulation Assistant effective July 20, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- J. **DISCUSSION:** The Board and administrative staff held a brief discussion concerned proposed payscale changes and tabled the discussion until all Board members are in attendance.

The Director commented that one of the candidates for the Circulation Assistant position, Adrienne Kaple, was overqualified for the current open position, but her skills and background could be beneficial to the library. She is fluent in Spanish and has experience with computers and teaching individuals how to use their electronic devices.
- K. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley gave a progress update on the craftshow. Next craftshow committee meeting is August 11th.
- L. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Judy Bosch commented that the Ottoville Library Location's outside sign was missing letter.
- M. **COMMENTS FROM THE PUBLIC:** None

ADJOURNMENT. There being no further business the meeting was adjourned at 6:45 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, August 16, 2016, at 6:30 p.m. at Columbus Grove Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Library, Columbus Grove Ohio 6:30 p.m., August 16, 2016

Board: Paulette Smith, Denny Mumaw, Donna Laubenthal, Anne Horstman, David Burkhart, and Judy Bosch

Administration: Kelly Ward, Director

Public: Donald Schroeder, Karen Okuley, Judy Ruen, Marsha Parys, Linda Schroeder, and Jeff Vance

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the June 21, 2016 meeting were approved on motion by Anne Horstman and seconded by Paulette Smith. All voted yes on the roll call vote except Donna Laubenthal and Judy Bosch who abstained.
- B. **REGULAR MINUTES.** The minutes of the July 19, 2016 meeting were approved on motion by Judy Bosch and seconded by Donna Laubenthal. All voted yes on the roll call vote except Anne Horstman who abstained
- C. **BILLS AND FINANCIAL REPORTS.** The July bills and financial reports were approved on motion by Anne Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for July was presented noting the following revenue: fines and fees \$690.57, meeting room rental \$50.00, and copies \$628.51.
- E. **GIFTS.** Paulette Smith moved to accept the following donations in July: Memorial Fund \$785.00. Donna Laubenthal seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her July Director's Report (see attached report). Additionally Anne Horstman wanted to know why Walmart was coming to the

library to conduct flu shots instead of local pharmacies. The Director stated that it was because Walmart had approached the library.

NEW BUSINESS

- G. **NEW POSITION – SPECIAL POPULATION OUTREACH & TECHNOLOGY AIDE**
TEMPORARY POSITION. Motion was made by Donna Laubenthal and seconded by Judy Bosch to create the temporary position of Special Population Outreach & Technology Aide for the period September 1, 2016 through August 31, 2017. All voted yes on the roll call vote.
- H. **HIRED TEMPORARY EMPLOYEE AS SPECIAL POPULATION OUTREACH & TECHNOLOGY AIDE.** Motion was made by Anne Horstman and seconded by Donna Laubenthal to hire Adrienne Kaple as temporary Special Population Outreach & Technology for the period September 1, 2016 through August 31, 2017 at \$10.50 per hour. All voted yes on the roll call vote.
- I. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley discussed the parking issue at last year's craftshow and reported that all 148 booths are sold. The next Friends meeting will be held on September 12th at 4:30 p.m.
- J. **DISCUSSION CONCERNING THE VILLAGE OF COLUMBUS GROVE'S OFFER TO MOVE THE COLUMBUS GROVE LIBRARY LOCATION TO THE COLUMBUS GROVE PRESBYTERIAN CHURCH –** The board took a tour of the current Columbus Grove Library before moving the meeting at 7:35 to the Columbus Grove Presbyterian Church. Then a tour of the Columbus Grove Presbyterian Church was provided by Jeff Vance, Columbus Grove Village Administrator to all Board members and public in attendance. Jeff mentioned that the pews would remain in the church but the library could use that space for events. He also mentioned that we would have access to the entire building. He also stated that the village realizes that access would be a challenge and that they would update the handicapped ramp. The board noted that there was water present in the basement mechanical room as well as water damage on the basement walls. The Board discussed that the upstairs space would not have a separate entrance and that security would be an issue. The board discussion included their concerns

about the safety and security of the building, repairs and improvements that would need to be made by the village, the Village's costs to operate the building, and the article in the newspaper.

- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** The Board decided to hold a special meeting on August 30th at 6:30 pm to discuss the village's offer to move the Columbus Grove Library into the Columbus Grove Presbyterian Church.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 8:40 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, August 16, 2016, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library held at
Putnam County District Library, Ottawa, Ohio 6:30 p.m., August 29, 2016**

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

Administration: Nancy Stauffer, Fiscal Officer

Public: Donald Schroeder, Karen Okuley, Linda Schroeder, and Karen Martin

PLEDGE OF ALLEGIANCE

- A. **OFFER TO RELOCATE THE COLUMBUS GROVE LIBRARY LOCATION.** The Board discussed the offer from the Village of Columbus Grove to move the Columbus Grove Library location to the former Presbyterian Church. The Board had concerns about the safety and security of the Library staff and property. They commented that the entrance and restrooms did not appear to be handicapped accessible and the square footage of the space appears to be less than our current location. Board members also commented that the basement ceilings were too low and the basement walls appeared to have water damage and there was a damp smell. A motion made by Donna Laubenthal seconded by David Burkhart to decline the offer from Columbus Grove Village Council to relocate the Columbus Grove Library location. The Board feels it is in the best interest of the library and our patrons to remain in our current location. All voted yes on the roll call vote.

The Board commented that they hoped the Village Council could find a suitable purpose for the building. The Board also instructed the Director to issue a letter to the Columbus Grove Village Council declining their offer to relocate.

ADJOURNMENT. There being no further business the meeting was adjourned at 6:39 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, September 20, 2016, at 6:30 p.m. at the Ottawa Library location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Library, Columbus Grove Ohio 6:30 p.m., September 20, 2016

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

Administration: Kelly Ward, Director

Public: Donald Schroeder, Karen Okuley, Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the August 16, 2016 meeting were approved on motion by Anne Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the August 29, 2016 meeting were approved on motion by Denny Mumaw and seconded by Anne Horstman. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The August bills and financial reports were approved on motion by Paulette Smith and seconded by David Burkhart. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for August was presented noting the following revenue: fines and fees \$708.38, copies \$755.50, and reimbursement \$25.00.
- E. **GIFTS.** Anne Horstman moved to accept the following donations in August: General Fund donation for 2017 adult SRC program \$30.00 and Memorial Fund \$1,590.45. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her August Director's Report (see attached report). Additionally, the Board discussed a patron that had been observed on multiple occasions smoking in the library parking lot. The Board asked the Director to inform the patron that we have a smoke free campus.

NEW BUSINESS

- G. **STAFF RESIGNATION.** Motion was made by Denny Mumaw and seconded by Anne Horstman to accept the resignation of Sarah Llewellyn effective August 31, 2016. All voted yes on the roll call vote.
- H. **STAFF RESIGNATION.** Motion was made by Anne Horstman and seconded by Paulette Smith to accept the resignation of Alexandra Gerding effective October 4, 2016. All voted yes on the roll call vote.
- I. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Anne Horstman and seconded by Denny Mumaw to hire Carrie Hall as part time Circulation Assistant effective October 10, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- J. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Denny Mumaw and seconded by Anne Horstman to hire Shane Hill as part time Circulation Assistant effective September 21 at \$9.00 per hour. All voted yes on the roll call vote.
- K. **CONFERENCE.** Motion was made by Anne Horstman and seconded by Paulette Smith approve a training request from the Director for Ruth Wilhelm to attend the OLC Right Click conference in Columbus on November 3rd and 4th. The estimated total cost including registration, meals, and lodging is \$400.00. All voted yes on the roll call vote.
- L. **FINES AND FEES.** Motion was made by Anne Horstman and seconded by Denny Mumaw to approve the following changes to fines and fees:

FINES AND FEES

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

All voted yes on the roll call vote.

M. PCDL EMPLOYEE POICY AND PROCEDURE MANUAL CHANGE TO SECTION 14.1

MILEAGE. Motion was made by Paulette Smith and seconded by Anne Horstman to modify section 14.1 Mileage of the PCDL Employee Policy and Procedure Manual as presented by the Director. All voted yes on the roll call vote. (see attached policy)

N. PCDL EMPLOYEE POICY AND PROCEDURE MANUAL CHANGE TO SECTION 14.2

VEHICLES- REIMBURSEMENT OF PERSONAL VEHICLES. Motion was made by Denny Mumaw and seconded by Paulette Smith to modify section 14.2 Vehicles- Reimbursement of Personal Vehicles of the PCDL Employee Policy and Procedure Manual as presented by the Director. All voted yes on the roll call vote. (see attached policy).

O. REPORT OF BRANCHES AND FRIENDS: Judy Ruen commented that 2016 is the 25 anniversary of the Christmas Tree Festival and the theme is Silver Memories. Karen Okuley commented that all 148 booths have been sold for the Friends of the Library Autumn Harvest Craftshow. They are currently looking into the selling additional booths outside of the gym. She asked for volunteers for flyer distribution, Friday night set-up and Saturday craftshow.

P. COMMENTS FROM INDIVIDUAL BOARD MEMBERS: David Burkhart asked about the popularity and patron usage of Hoopla. The Director commented that usage is increasing each month and movies and audio books are the most popular. Dave asked if we could raise the limits per patron and the Director commented that she was reluctant to raise the limits, but would review the statistics.

Q. COMMENTS FROM THE PUBLIC: None.

ADJOURNMENT. There being no further business the meeting was adjourned at 8:40 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 15, 2016, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Columbus Grove Library, Columbus Grove Ohio at 6:30 p.m., October 18, 2016

Board: Donna Laubenthal, Paulette Smith, Denny Mumaw, David Burkhart, Anthony Wobler, and Judy Bosch

Administration: Kelly Ward, Director

Public: Donald Schroeder, Karen Okuley, Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **BILLS AND FINANCIAL REPORTS.** The September bills and financial reports were approved on motion by Donna Laubenthal and seconded by Judy Bosch. All voted yes on the roll call vote.
- B. **PETTY CASH REPORT.** The petty cash report for September was presented noting the following revenue: fines and fees \$669.09, copies \$561.25, and reimbursement \$23.75.
- C. **GIFTS.** Paulette Smith moved to accept the following donations in September: General Fund donation \$35.00, Memorial Fund \$1,337.67, and Kiwanis Club of Ottawa \$1,000.00. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- D. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her September Director's Report (see attached report).

NEW BUSINESS

- E. **2016 APPROPRIATIONS MODIFICATIONS.** Judy Bosch moved to adopt Resolution 5-2016 approving the 2016 Appropriations Modifications increasing Memorial Fund, Capital Outlay and Materials by \$1,000.00 each. Donna Laubenthal seconded and all voted yes on the roll call vote.

- F. **ANNUAL INSERVICE DAY.** Motion was made by Denny Mumaw and seconded by David Burkhart to approve the purchase of lunch for the staff for the November 10, 2016 in service meeting at a cost not to exceed \$600.00. All voted yes on the roll call vote.
- G. **STAFF RESIGNATION.** Motion was made by Donna Laubenthal and seconded by Paulette Smith to accept the resignation of Paula Thomas effective October 22, 2016. All voted yes on the roll call vote.
- H. **HIRED PART TIME CIRCULATION ASSISTANT.** Motion was made by Judy Bosch and seconded by David Burkhart to hire Rose Ann Hermiller as part time Circulation Assistant effective October 20, 2016 at \$9.00 per hour. All voted yes on the roll call vote.
- I. **INCREASE PAYSCALE BY 3%.** Motion was made by Judy Bosch and seconded by Paulette Smith to increase all categories of the PCDL Salary Schedule by 3% and all administrative staff's salary by 3% effective November 1, 2016. All voted yes on the roll call vote. (see attached schedule)
- J. **MEMORIAL DONATION DISCUSSION:** The Board held a discussion concerning the uses donations collected in memory of Janice Crawfis and Christopher Hermiller. The Director commented Glandorf Lumber had been contacted to provide an estimate to replicate the outside bench. Karen Okuley commented that the Friends of the PCDL are willing to combine their donations with the Library to pay for the bench in memory of Janice Crawfis. The Board also discussed using the Christopher Hermiller memorial donations to pay for a portion of a fence for the back of the Ottawa Location.
- K. **RECORDS RETENTION MEETING.** A Records Retention meeting was set for November 15, 2016 at 6:00 p.m.

L. **REPORT OF BRANCHES AND FRIENDS:** The Friends of the PCDL will be providing breakfast for all staff at the December 5, 2016 staff meeting. Karen Okuley commented that all 151 inside booths and 17 outside booths have been sold for the Friends of the Library Autumn Harvest Craftshow. Keith Kahle has volunteered to be the parking coordinator and is working with the Village of Ottawa's police department to control parking for the event. She asked for volunteers for Friday night set-up. Judy Ruen commented that the 2016 Christmas Tree Festival will open with a reception on December 3, 2016 and final day will be January 5, 2017.

M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None.

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

ADJOURNMENT. There being no further business the meeting was adjourned at 7:41 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 15, 2016, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President

Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County District Library, Ottawa, Ohio at 6:30 p.m., November 15, 2016

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

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

Public: Donald Schroeder, Karen Okuley, Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the September 20, 2016 meeting were approved with a name correction to item J on motion by Anne Horstman and seconded by Paulette Smith. All voted yes on the roll call vote except Judy Bosch who abstained.
- B. **REGULAR MINUTES.** The minutes of the October 18, 2016 meeting were approved with deleting item I on motion by Paulette Smith and seconded by Denny Mumaw. All voted yes on the roll call vote.
- C. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved on motion by Anne Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote.
- D. **PETTY CASH REPORT.** The petty cash report for October was presented noting the following revenue: fines and fees \$492.20; meeting room rental \$25.00; and copies \$485.50.
- E. **GIFTS.** Judy Bosch moved to accept the following donations in October: Memorial Fund \$780.00. Paulette Smith seconded the motion, and all voted yes on the roll call vote.
- F. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her October Director's Report (see attached report). In addition, Denny Mumaw asked for a 5 year trend of each library location's circulation statistics.

NEW BUSINESS

- G. **2016 APPROPRIATIONS MODIFICATIONS.** Anne Horstman moved to adopt Resolution 6-2016 approving the 2016 Appropriations Modifications modification increasing Friends of the PCDL Fund, Professional Services by \$500.00 and decreasing Friends of the PCDL Fund, Materials by \$500.00. Judy Bosch seconded and all voted yes on the roll call vote.
- H. **2017 HOLIDAY SCHEDULE.** The 2017 holiday schedule was discussed and it was noted that since Christmas Eve was on Sunday it would be observed on Monday and Christmas Day would be observed on Tuesday.
- I. **SECURITY CAMERA POLICY.** Tabled until December meeting.
- J. **WIRELESS NETWORK POLICY.** Motion was made by Denny Mumaw and seconded by Anne Horstman to approve the Wireless Network Policy as presented by the Director (see attached policy). All voted yes on the roll call vote.
- K. The December regular Board meeting was changed to December 13, 2016 at 6:30 p.m.
- L. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that 151 inside booths and 21 outside craftshow booths had been sold, 1981 people attended, and their approximate profit was \$9,500.00. She also noted that they had about 40 student volunteers from the OG Key Club, the Boy Scouts, and the library teen club. Karen commented that the Christmas Tree Festival open house is scheduled for December 3, 2016 at 1:00 p.m. and the theme of this year's festival is Silver Memories. Judy Ruen commented that they are accepting 2017 membership dues. Denny Mumaw thanked the Friends for all the work they put into their fund raising events.
- M. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** None.
- N. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:19 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, December 13, 2016, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District
Library held at Columbus Grove Library, Columbus Grove Ohio at 6:30 p.m.,
December 13, 2016**

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

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

Public: Karen Okuley and Judy Ruen

PLEDGE OF ALLEGIANCE

- A. **APPOINTMENT OF THE FISCAL OFFICER.** Paulette Smith moved to re-appoint Nancy Stauffer as Fiscal Officer for one year and set her annual salary at \$59,660.00, effective January 1 (36 hours per week). Judy Bosch 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. David Burkhart seconded the motion, and all voted yes on the roll call vote.
- C. **REGULAR MINUTES.** The minutes of the November 15, 2016 meeting were approved by Anne Horstman and seconded by Paulette Smith. All voted yes on the roll call vote.
- D. **RECORDS RETENTION MEETING MINUTES.** The minutes of the November 15, 2016 Records Retention meeting were approved by Anne Horstman and seconded by Denny Mumaw. All voted yes on the roll call vote.
- E. **BILLS AND FINANCIAL REPORTS.** The November bills and financial reports were approved on motion by Anne Horstman and seconded by Paulette Smith. 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 \$27.78; copies \$330.75; and Better World Books sale \$60.45.
- G. **GIFTS.** Anne Horstman moved to accept the following donations in November: Memorial Fund \$1,055.00. Judy Bosch 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). The Director commented that she and the Fiscal Officer had met with Joe Schroeder with Schroeder, Blankemeyer, and Schroeder, Law Offices concerning a bequest from Eloise Bunn. In addition, Denny Mumaw asked for a 5 year trend of each library location's circulation statistics and David Burkhart asked about the number of card holders per community.

NEW BUSINESS

- I. **DIRECTOR 2017 SALARY.** Motion was made by Paulette Smith and seconded by Judy Bosch to set the Director's 2017 annual salary at \$61,600.00. All voted yes on the roll call vote.
- J. **RESOLUTION TO PAY BILLS.** Anne Horstman moved to adopt Resolution 7-2016 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. Denny Mumaw seconded the motion, and all voted yes on the roll call vote.
- K. **STAFF ORGANIZATIONAL MEMBERSHIP.** Motion was made by Judy Bosch and seconded by Paulette Smith 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. **APPROPRIATIONS MODIFICATIONS.** Anne Horstman moved to adopt Resolution 8-2016 approving the 2016 Appropriations Modifications modification increasing General Fund, Capital Outlay by \$6,000.00 and decreasing General Fund, Materials by \$6,000.00 and increasing Memorial Fund, Materials by \$1,000.00 and decreasing Memorial Fund, Capital Outlay by \$1,000.00. Judy Bosch seconded and all voted yes on the roll call vote.

- M. **2017 TEMPORARY APPROPRIATIONS.** Paulette Smith moved to adopt Resolution 9-2016 approving the 2017 temporary appropriations as presented. David Burkhart seconded, and all voted yes on the roll call vote.
- N. **RETURN OF ADVANCE.** Motion was made by Anne Horstman and seconded by Denny Mumaw to approve the return of advance from the Friends of the PCDL back to the General Fund in the amount of \$7,000.00. All voted yes on the roll call vote.
- O. **SECURITY CAMERA POLICY.** Motion was made by Denny Mumaw and seconded by Anne Horstman to approve the Security Camera Policy as presented by the Director (see attached policy). All voted yes on the roll call vote.
- P. **AUTHORIZED SIGNATURE RELATED TO THE ELOISE BUNN BEQUEST TO THE PUTNAM COUNTY DISTRICT LIBRARY (PCDL) LEIPSIC EDWARDS-GAMPER MEMORIAL LIBRARY LOCATION.** Motion was made by Judy Bosch and seconded by Anne Horstman authorizing the PCDL Director or Fiscal Officer to sign all documents related to the Eloise Bunn bequest for the PCDL Leipsic Edwards-Gamper Memorial Library Location. All voted yes on the roll call vote.
- Q. **REPORT OF BRANCHES AND FRIENDS:** Karen Okuley reported that approximately 85 people attended the Christmas Tree Festival open house on December 3, 2016 and 50 trees are on display. Judy Ruen commented that they are accepting 2017 membership dues and they hosted breakfast for all library staff during the December staff meeting on December 5th. Denny Mumaw thanked the Friends for the amazing work they put into their fund raising events and how much it benefits the community.
- R. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Paulette Smith noted that the food at the Christmas Tree Festival was very good. David Burkhart asked about the process of appointing a new Board member.
- S. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:47 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, January 17, 2017, at 6:30 p.m. at the Ottawa Library Location.

Secretary

President