

**Minutes of a Regular Meeting of the Board of Trustees of Putnam County District Library held at Putnam County Educational Services Center, Ottawa, Ohio 4:30 p.m., Tuesday, August 19, 2008**

**Present:** Larry Bracken, Mary Lieb, Beth Myers, Keith Kahle, Virginia Schroeder, and Janice Crawfis.

**Others:** Kelly Ward, Director; Nancy Stauffer, Clerk-Treasurer

- I. **EXECUTIVE SESSION.** Motion was made by Beth Myers and seconded by Janice Crawfis to go into executive session at 4:35 pm to discuss pending legal matters and land issues. All voted yes on the roll call vote.
- II. **EXECUTIVE SESSION.** Motion was made by Keith Kahle and seconded by Mary Lieb to come out of executive session at 6:28 pm. All voted yes on the roll call vote.

**MINUTES.** The minutes of the July meeting were approved, on motion by Janice Crawfis and seconded by Beth Myers. All voted yes on the roll call vote.

Financial

- III. **FINANCIAL REPORTS.** The July bills and financial reports were approved, on motion by Beth Myers, seconded by Virginia Schroeder. All voted yes on the roll call vote.

Items from the Director

- IV. **DIRECTORS REPORT.** Kelly Ward Director presented her monthly Director's report which included various happenings at the library, grants/funding/gifts, various contacts of interest, publicity, and upcoming events. (see attached report).
- V. **PETTY CASH REPORT.** The petty cash reports for July was presented noting that fines and fees were \$1,376.72 and copy revenue was \$566.6.
- VI. **GIFTS.** Accepted July gifts and memorials of \$616.10 and \$347.00 in flood relief donations as itemized on the petty cash reports, on motion by Janice Crawfis seconded by Virginia Schroeder. All voted yes on the roll call vote.

New Business

- VII. **CLERK/TREASURER TITLE CHANGE.** Motion was made by Beth Myers and seconded by Keith Kahle to approve changing the Clerk/Treasurer's title to Fiscal Officer in accordance with SB 185. All voted yes on the roll call vote.
- VIII. **SALES CONTRACT.** Motion was made by Janice Crawfis and seconded by Mary Lieb to authorize the Director to seek a sales contract with the Village of Ottawa for the purchase

of the four acres of land located to the west of the Educational Services Center. All voted yes on the roll call vote.

- IX. **TRUSTEE TRAINING.** Motion was made by Janice Crawfis and seconded by Virginia Schroeder to pay the cost associated with new trustee training. All voted yes on the roll call vote.

**COMMENTS FROM THE PUBLIC:** none

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:05 p.m., on motion by Beth Myers. The next regular board meeting will be held on Tuesday, September 16, 2008, at 4:30 p.m.

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Secretary

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President