

**Minutes of a Special Meeting of the Board of Trustees of Putnam County District Library
held at Putnam County District Library, Ottawa, Ohio 4:00 p.m., June 19, 2012**

Present: Beth Myers, Paulette Smith, Dale Nienberg, Mary Lieb, Denny Mumaw, and Janice Crawfis

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

PLEDGE OF ALLEGIANCE

A. **RECORDS RETENTION SCHEDULE.** Motion was made by Beth Myers and seconded by Paulette Smith to modify item 8-82 of the Records Retention Schedule (RC-2) making the retention period permanent. All voted yes on the roll call vote. The Board also discussed item 8-52 and no change was made.

B. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** none

ADJOURNMENT. There being no further business the meeting was adjourned at 4:15 p.m., on motion by Dale Nienberg. The next regular board meeting will be held on Tuesday, July 17, 2012 at 4:30 p.m.

Secretary

President