

**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., April 18, 2017**

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

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

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

**PLEDGE OF ALLEGIANCE**

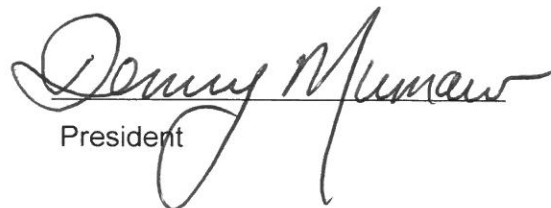
- A. **REGULAR MINUTES.** The minutes of the March 21, 2017 meeting were approved on motion by Anna Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The March bills and financial reports were approved on motion by Anna Horstman and seconded by David Burkhart. All voted yes on the roll call vote.
- C. **PETTY CASH REPORT.** The petty cash report for March was presented noting the following revenue: fines and fees \$470.06; copies \$531.50; \$11.00 refund/reimbursement; and Paver Fund \$240.00.
- D. **GIFTS.** Paulette Smith moved to accept the following donations in March: General Fund Adult Summer Reading Club donations \$250.00; Memorial Fund \$2,257.78 and Juvenile Summer Reading Club \$375.00. Anna Horstman seconded the motion, and all voted yes on the roll call vote.
- E. **DIRECTOR'S REPORT.** Kelly Ward, Director, presented her March Director's Report including the 2016 Annual Report (see attached reports).

**NEW BUSINESS**

- F. The Director and Fiscal Officer explained the location of the proposed fence. We are still waiting on a quote from Kuhlman Builders.
- G. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported that the next book sale committee meeting is scheduled for May 1, 2017 at 1:30 p.m. and the next regular meeting is the same day at 4:30 p.m. She commented that volunteers will be needed to move the books to the Fourth Street gym on June 2<sup>nd</sup>. The book sale is scheduled for June 6<sup>th</sup> and 7<sup>th</sup> with a preview day for teachers on June 5<sup>th</sup>. They are accepting donated furniture and other small items for the sale. Karen commented that over 300 applications have been sent out for the Autumn Harvest Craftshow and they have already received 20 booth reservations. She also commented that the booth fee was increased from \$45.00 to \$50.00.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None.
- I. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:26 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, May 16, 2017, at 6:30 p.m. at the Ottawa Library Location.

  
Secretary

  
President