

**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 21, 2017**

**Board:** Paulette Smith, Denny Mumaw, Anna Horstman, David Burkhart, Anthony Wobler, and Diane Bishop

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

**Public:** Karen Okuley

**PLEDGE OF ALLEGIANCE**

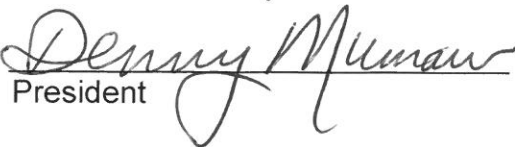
- A. **REGULAR MINUTES.** The minutes of the October 17, 2017 meeting were approved on motion by Anna Horstman and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **BILLS AND FINANCIAL REPORTS.** The October bills and financial reports were approved on motion by Diane Bishop and seconded by Anthony Wobler. 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 \$311.31 copies \$428.00; and Better World Books \$50.43.
- D. **GIFTS.** Paulette Smith moved to accept the following donations in October: Memorial Fund \$1,030.00 and Kiwanis Club of Ottawa \$1,000.00. Anna Horstman seconded the motion, and 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. **PERSONNEL COMMITTEE.** Denny Mumaw made a motion appointing David Burkhart, Diane Bishop, and Anthony Wobler to the Personnel Committee. Paulette Smith seconded the motion and all voted yes on the roll call vote.
- G. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley reported 2015 people attended the craftshow and their approximate profit was \$9,514.60. She commented that the Christmas Tree Festival open house is scheduled for December 2, 2017 from 1:00 p.m. to 3:00 p.m. Karen commented that they are accepting 2018 membership dues and their next regular meeting is January 2, 2018.
- H. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** None
- I. **COMMENTS FROM THE PUBLIC:** None.

**ADJOURNMENT.** There being no further business the meeting was adjourned at 7:49 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, December 19, 2017, at 6:30 p.m. at the Continental Library Location.

  
Secretary

  
President