

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., September 19, 2017

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

Administration: Nancy Stauffer, Fiscal Officer

Public: Karen Okuley

PLEDGE OF ALLEGIANCE

- A. **REGULAR MINUTES.** The minutes of the August 15, 2017 meeting were approved on motion by Anna Horstman and seconded by Paulette Smith. All voted yes on the roll call vote.
- B. **SPECIAL MINUTES.** The minutes of the August 25, 2017 meeting were approved on motion by Denny Mumaw and seconded by Anna 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 Judy Bosch and seconded by Paulette Smith. 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 \$386.17, copies \$473.50, and Refunds/reimbursements \$6.25.
- E. **GIFTS.** Anthony Wobler moved to accept the following donations in August: Memorial Fund \$750.00. Anna Horstman seconded the motion, and all voted yes on the roll call vote.

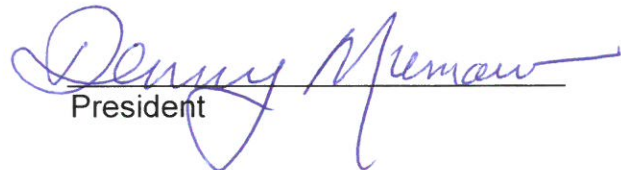
NEW BUSINESS

- F. **STAFF RESIGNATION.** Motion was made by Paulette Smith and seconded by Denny Mumaw to accept the resignation of Audrey Kimmert effective August 16, 2017. All voted yes on the roll call vote.
- G. **ANNUAL INSERVICE DAY.** Motion was made by David Burkhart and seconded by Judy Bosch to approve the purchase of lunch for the staff for the November 9, 2017 in service meeting at a cost not to exceed \$600.00. All voted yes on the roll call vote.

- H. **CLOSE THE LIBRARY SYSTEM.** Motion was made by Anna Horstman and seconded by Judy Bosch to close the Library system on November 9 for the annual staff in-service meeting and on November 11, 2017 in observation of Veterans Day. All voted yes on the roll call vote.
- I. **NEW CAMERA SYSTEM FOR OTTAWA LOCATION.** Item tabled until the September 19, 2017 meeting to gather additional information.
- J. **REPORT OF BRANCHES AND FRIENDS.** Karen Okuley commented that there will be a craft show committee meeting on October 10, 2017 at 1:00 p.m. She commented that there are 13 balcony and 8 outside vendor booth available. Karen commented that Beth Myers is preparing Christmas Tree Festival. Set up will be December 1st with an open house on December 2nd and take down is scheduled for January 5th.
- K. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS.** Dave Burkhart commented that he attended Patent Attorney program along with three other patrons. Judy Bosch commented on how much she like HOOPLA and commented that she would like learn more about the library's services.
- L. **COMMENTS FROM THE PUBLIC:** None.

ADJOURNMENT. There being no further business the meeting was adjourned at 7:13 p.m., on motion by Denny Mumaw. The next regular board meeting will be held on Tuesday, November 21, 2017, at 6:30 p.m. at the Ottawa Library Location.


Secretary


President