OHIO LIBRARY COUNCIL
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Columbus, OH 43229-1167
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MINUTES FORM

This form must be filled out following any meeting of a division, or committee of OLC.
Complete minutes of meetings are to be sent to the OLC within a reasonable time after the meeting.

Unit Name: _____

Date and Place of Meeting: _____

Presiding Officer: _____

Present: _____

Absent: _____

Minutes approved? ☐ Yes ☐ No

Changes (if any): _____

Old Business: _____

New Business: _____

Date and Place of Next Meeting: _____

We need: ☐ stationery: number of pieces _____
☐ envelopes: number of pieces _____
☐ other: (specify) _____

Secretary/Secretary Pro-Tem: _____