

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library February 14, 2017 Meeting
 Held: Tuesday, February 14, 2017

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, February 14, 2017 at 6:00 p.m. at the Library Annex Building. The meeting was called to order by Board Vice President, Sandalynn Henry, with the roll call of members. Members in attendance were: Ray Booth, Sandalynn Henry, Janet Addy, Shirley Osler, Rita Lahmers, and Daniel Styer. Member not in attendance was: Jim Russell. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

MINUTES:

Board Vice President, Sandalynn Henry, called for the reading of the minutes of the January 10, 2017 regular meeting. Corrections were made to state that Jim Russell was the Board President for the meeting. A motion was made by Rita Lahmers and seconded by Janet Addy to accept the corrected Minutes of the regular meeting. Hearing no objections, the Minutes for the regular meeting were approved.

FISCAL OFFICER'S REPORT:

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending January 31, 2017, of the Library funds and the bills totaling \$74,857.55. There were no gifts for the month of January, 2017.

The Funds Status for January 31, 2017 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	96.431	\$270,226.40	\$ 0.00	\$270,226.40
4001	Capital Projects	3.569	10,002.09	0.00	10,002.09
ALL FUNDS TOTAL			\$280,228.49	\$ 0.00	\$280,228.49
Pooled Investments					\$ 10,002.27
Less Secondary Balance					0.00
Available Primary Checking Balance					\$ 270,226.22

A motion was made by Ray Booth and seconded by Sandalynn Henry to accept the Financial Statement and pay the bills in the amount of \$74,857.55. Upon roll call, the vote was: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

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RES. 06-17 Motion was made by Rita Lahmers and seconded by Janet Addy to accept the permanent appropriations amount of \$816,865.38. Upon roll call, the vote was: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

RES. 07-17 Motion was made by Sandalynn Henry and seconded by Janet Addy to permit the Fiscal Officer, Karen Morrison, to make line item transfers in the General Fund during 2017. Upon roll call, the vote was: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

LIBRARIAN'S REPORT:

Director, Cody Addy, reported that the circulation report for January 2017 showed a circulation of 13,208 units. The visitor count for January 2017 was 4,205.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy reported on the following topics:

- Cody will be hiring a new staff member due to Fred's Resignation and Brei cutting hours;
- Cody gave the Board information titled "Role and Responsibilities", Board & Director;
- Cody gave the Board a proposed revision to the Employee Health Insurance Policy;
- Wanda is working at the Middle School through Junior Achievement;
- Construction is beginning on the new Entrance and Exit Signs;
- Non-Fiction being weeded and adjusted with anticipation of new orders;
- Pam, with training, is volunteering on her days off to prepare tax returns for those who qualify under the Ohio Benefit Bank program.

OLD BUSINESS:

Cody provided the Board with handouts concerning the confidential Security Plan as a continued discussion concerning security measures under SB199.

Smart Way provided cost information for WiFi system. Additional information will be provided for the Board.

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NEW BUSINESS:

The Board discussed the installation of additional security cameras at the Annex building.

The Board discussed the status of employee workshops and the printing of the current policy manual for members of the Board.

Having no other business to come before the board a motion was made by Ray Booth and seconded by Janet Addy to adjourn at 7:20 p.m.

ADJOURNMENT: Tuesday, February 14, 2017 AT 7:20 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Sandalyann Henry – Vice Board President

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