

RECORD OF PROCEEDINGS

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

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, March 14, 2017 at 6:03 p.m. at the Library Annex Building. The meeting was called to order by Board President, Jim Russell, with the roll call of members. Members in attendance were: Jim Russell, Ray Booth, Sandalynn Henry, Janet Addy, Shirley Osler, Rita Lahmers, and Daniel Styer. Staff member in attendance was: Fiscal Officer, Karen Morrison. Director, Cody Addy was not in attendance.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the February 14, 2017 regular meeting. A motion was made by Rita Lahmers and seconded by Ray Booth to accept the 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 February 28, 2017, of the Library funds and the bills totaling \$39,892.64. There were no gifts for the month of February, 2017.

The Funds Status for February 28, 2017 was as follows:

FUND#	FUND DESCRIPTION	%	FUND	INVESTMENTS	CHECKING &
		TOTAL			
		POOLED		BALANCE	BALANCE
1000	General	96.150	\$250,460.28	\$ 0.00	\$250,460.28
4001	Capital Projects	<u>3.850</u>	<u>10,028.17</u>	<u>0.00</u>	<u>10,028.17</u>
ALL FUNDS TOTAL			\$260,488.45	\$ 0.00	\$260,488.45
Pooled Investments					\$ 10,002.35
Less Secondary Balance					0.00
Available Primary Checking Balance					\$ 250,486.10

A motion was made by Sandalynn Henry and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$39,892.64. Upon roll call, the vote was: Jim Russell, Yes; Ray Booth, Yes; Daniel Styer, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

RECORD OF PROCEEDINGS

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LIBRARIAN'S REPORT:

Director, Cody Addy, reported that the circulation report for February 2017 showed a circulation of 12,645 units. The visitor count for February 2017 was 4,435.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy gave the Board information in his agenda concerning the following topics:

- Community Connectors Mentoring Grant;
- Work Flows System Upgrade will be complete by March 20;
- NCT-CAN: Meeting on March 22 at Noon;
- One-Book, One-Community: Meeting on March 27 at 4 P.M.;
- Cody is finishing his State year end Reports.

OLD BUSINESS:

Smart Way WiFi System – Nothing new from Ryan.

The Board discussed the following items:

1. Security Measures; and
2. Primary Responsibilities & Clarification Sheet; and
3. Smart Way WiFi System.

Employee Health Insurance Policy – Clarify for next meeting

NEW BUSINESS:

RES. 08-17 A motion was made by Ray Booth and seconded by Sandalynn Henry to approve the hiring of Esmeralda Castro for minimum wage plus 5% at 24 hours per week. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; 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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The Board will discuss the proposed Bereavement Policy at the next meeting.

The real property purchase from Jeffrey Eggleston is complete.

The Board discussed the McDonnell Excavating estimates to excavate the new property for a parking area, haul and spread limestone, and install drain lines and catch basins.

RES. 09-17 A motion was made by Janet Addy and seconded by Shirley Osler to approve the estimates of, and contract with, McDonnell Excavating to perform the services listed in estimate #238 (\$6,900.00) and estimate #240 (\$6,690.00). After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried (Ray Booth was not present).

Having no other business to come before the board a motion was made by Jim Russell and seconded by Rita Lahmers to adjourn at 7:36 p.m.

ADJOURNMENT: Tuesday, March 14, 2017 AT 7:36 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

RECORD # 938