

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library May 9, 2017 Meeting
 Held: Tuesday, May 9, 2017

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, May 9, 2017 at 6:02 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: Director, Cody Addy and Fiscal Officer, Karen Morrison.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the April 11, 2017 regular meeting. There was a correction: "The Library will be closed on the..... and the Friday prior to New Years." 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 corrected Minutes for the regular meeting were approved.

FISCAL OFFICER'S REPORT:

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending April 30, 2017, of the Library funds and the bills totaling \$45,577.20. There were gifts totaling \$96.16 for the month of April, 2017 with the details attached to the Financial Report.

The Funds Status for April 30, 2017 was as follows:

| FUND# | FUND DESCRIPTION | % TOTAL POOLED | FUND BALANCE | INVESTMENTS NON-POOLED BALANCE | CHECKING & POOLED INVEST. BALANCE |
|-------|------------------|----------------------|------------------------------------|--------------------------------------|---|
| 1000 | General | 96.962 | \$320,020.29 | \$ 0.00 | \$320,020.29 |
| 4001 | Capital Projects | <u>3.038</u> | <u>10,028.33</u> | <u>0.00</u> | <u>10,028.33</u> |
| | ALL FUNDS TOTAL | | \$330,048.62 | \$ 0.00 | \$330,048.62 |
| | | | Pooled Investments | | \$ 10,002.51 |
| | | | Less Secondary Balance | | 0.00 |
| | | | Available Primary Checking Balance | | \$ 320,046.11 |

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 \$45,577.20 and accept the gifts for April 2017. 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.

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LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for April 2017 showing a circulation of 13,601 units. The visitor count for April 2017 was 4,653.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- Cody will take vacation days June 9th to 17th;
- Cody and Wanda will be making school visits to promote the Library and its summer reading program;
- Chamber meeting will be held on May 15th at noon;
- One-Book, One-Community: Meeting on May 30th at 4 P.M.;
- NCT-CAN: Meeting on May 24th at Noon;
- Continuing Mobile Hotspot efforts: policy for use, price comparisons and area coverage comparisons;
- Additional Security Cameras – looking at a system with 12-30 cameras;
- Jason Bunting is resigning.

OLD BUSINESS:

The Board discussed the following items:

1. CCW policy; and
2. Jury Duty/Court Leave policy; and
3. Compensation System.

RES. 10-17 A motion was made by Sandalynn Henry and seconded by Shirley Osler to approve the Compensation System as set forth in the chart prepared by Cody and given to the Board with the Board approval date being May 9, 2017. 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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NEW BUSINESS:

Jim Russell and Sandalynn Henry reported to the Board concerning the Trustee dinner that they attended.

Jim Russell updated the Board concerning the parking lot project.

Having no other business to come before the board a motion was made by Ray Booth and seconded by Shirley Osler to adjourn at 7:52 p.m.

ADJOURNMENT: Tuesday, May 9, 2017 AT 7:52 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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