

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library June 6, 2017 Meeting

Held: Tuesday, June 6, 2017

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, June 6, 2017 at 6:00 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, and Daniel Styer. Members not in attendance were: Shirley Osler and Rita Lahmers. 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 May 9, 2017 regular meeting. A motion was made by Sandalynn Henry 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 May 31, 2017, of the Library funds and the bills totaling \$29,651.35. There were no gifts for May, 2017.

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

FUND#	FUND DESCRIPTION	%	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
		TOTAL POOLED			
1000	General	96.853	\$308,683.47	\$ 0.00	\$308,683.47
4001	Capital Projects	3.147	10,028.42	0.00	10,028.42
ALL FUNDS TOTAL			\$318,711.89	\$ 0.00	\$318,711.89
Pooled Investments					\$ 10,002.60
Less Secondary Balance					0.00
Available Primary Checking Balance					\$ 308,709.29

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 \$29,651.35. Upon roll call, the vote was: Jim Russell, Yes; Ray Booth, Yes; Daniel Styer, Yes; Sandalynn Henry, Yes; and Janet Addy, Yes. All voting, "Yes", the motion carried.



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### LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for May 2017 showing a circulation of 14,739 units. The visitor count for May 2017 was 4,637.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- Cody reported that there was a Power Outage on Wednesday, May 31<sup>st</sup>;
- NEVSD held teacher workshops at Annex on June 1<sup>st</sup> and 2<sup>nd</sup>;
- An Anti-Drug rally will be held on July 22<sup>nd</sup> from 10:00 a.m. until 2:00 p.m. at the David Barber Center;
- The Teen Area is being painted with colors matching the Children's Area;
- Installation of Smart TVs for signage and program opportunities;
- Possible programs: Wild Bill & Buck, Dale E. Jr.;
- Lunch program started at Cy-Young Park.

At 6:15 p.m. Ray Booth made a motion to go into executive session to discuss personnel matters. ; Janet Addy seconded the motion. The vote was as follows: Jim Russell, Yes; Ray Booth, Yes; Daniel Styer, Yes; Sandalynn Henry, Yes; and Janet Addy, Yes. All voting, "Yes", the motion carried.

At 6:20 Ray Booth made a motion to come out of executive session. This was seconded by Sandalynn Henry. The vote was as follows: Jim Russell, Yes; Ray Booth, Yes; Daniel Styer, Yes; Sandalynn Henry, Yes; and Janet Addy, Yes. All voting, "Yes", the motion carried.

### OLD BUSINESS:

The Board discussed the following items:

1. CCW policy: Checklist, Documents for Law Enforcement, Conceal Carry Requirements, and the written policy; and.
2. Compensation System – additional information.

### NEW BUSINESS:

**RES. 11-17** A motion was made by Janet Addy and seconded by Sandalynn Henry to approve the hiring of Robert Thornsley for the Maintenance/Custodial position at \$12.50 per hour. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Ray Booth, Yes; Daniel Styer, Yes; Sandalynn Henry, Yes; and Janet Addy, Yes. All voting, "Yes", the motion carried.

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**OTHER:**

The Trustees reviewed and discussed an estimate from Williams Paving concerning the paving of the parking area.

Chris and Karen will attend a seminar concerning HR Law.

Having no other business to come before the board a motion was made by Sandalynn Henry and seconded by Ray Booth to adjourn at 7:05 p.m.

**ADJOURNMENT: Tuesday, June 6, 2017 AT 7:05 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President

**RECORD # 941**