

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library August 8, 2017 Meeting
 Held: Tuesday, August 8, 2017

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, August 8, 2017 at 6:06 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, Sandalynn Henry, Janet Addy, Ray Booth, Rita Lahmers and Daniel Styer. Members not in attendance were: Shirley Osler and Janet Addy. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the July 11, 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 July 31, 2017, of the Library funds and the bills totaling \$29,296.94. There were no gifts for the month of July, 2017.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	96.599	\$284,832.09	\$ 0.00	\$284,832.09
4001	Capital Projects	3.401	<u>10,028.50</u>	<u>0.00</u>	<u>10,028.50</u>
	ALL FUNDS TOTAL		\$294,860.59	\$ 0.00	\$294,860.59
				Pooled Investments	\$ 10,002.76
				Less Secondary Balance	0.00
				Available Primary Checking Balance	\$ 284,857.83

A motion was made by Ray Booth and seconded by Daniel Styer to accept the Financial Statement and pay the bills in the amount of \$29,296.94. Upon roll call, the vote was: Jim Russell, Yes; Rita Lahmers, Yes; Daniel Styer, Yes; Sandalynn Henry, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

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LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for July 2017 showing a circulation of 14,543 units. The visitor count for July 2017 was 4,811.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- The Summer Reading Program is finished;
- Mobile Hotspots are to available on and after August 14th;
- The temporary conduit fix is working;
- New Monitors were purchased for public and staff use;
- The main building will be power washed and caulking will be applied where needed;
- Cody's personality profile was featured in the Times Reporter;
- A copy of Carole Sulser's retirement/resignation letter was provided to the Board;
- A copy of Wanda Gray's resignation letter was provided to the Board;
- Karen's telephone in the Annex Building is in need of repair.

OLD BUSINESS:

A motion was made by Sandalynn Henry and seconded by Ray Booth to approve the revised policies to provide for Mobile Hotspots. 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 Rita Lahmers, Yes. All voting, "Yes", the motion carried.

The Board discussed the CCW Policy and set a special meeting for August 16th to address the policy and also personnel matters.

NEW BUSINESS: None

Having no other business to come before the board a motion was made by Ray Booth and seconded by Sandalynn Henry to adjourn at 7:00 p.m.

ADJOURNMENT: Tuesday, August 8, 2017 AT 7:00 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary
RECORD # 943

Jim Russell – Board President