

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library September 12, 2017 Meeting
 Held: Tuesday, September 12, 2017

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, September 12, 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, Sandalynn Henry, Rita Lahmers, Ray Booth 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 August 8, 2017 regular meeting. There was a correction concerning the listed attendees. A motion was made by Ray Booth and seconded by Rita Lahmers to accept the corrected Minutes of the regular meeting. Hearing no objections, the corrected Minutes for the regular meeting were approved.

Board President, Jim Russell, called for the reading of the minutes of the August 16, 2017 special meeting. A motion was made by Sandalynn Henry and seconded by Rita Lahmers to accept the Minutes of the special meeting. Hearing no objections, the Minutes for the special meeting were approved.

FISCAL OFFICER'S REPORT:

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending August 31, 2017, of the Library funds and the bills totaling \$32,692.72. There was a gift of \$150.00 for the month of July, 2017 with the detail attached to the Financial Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	97.231	\$352,111.44	\$ 0.00	\$352,111.44
4001	Capital Projects	<u>2.769</u>	<u>10,028.58</u>	<u>0.00</u>	<u>10,028.58</u>
	ALL FUNDS TOTAL		\$362,140.02	\$ 0.00	\$362,140.02
			Pooled Investments		\$ 10,002.84
			Less Secondary Balance		0.00
			Available Primary Checking Balance		\$ 352,137.18

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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 \$32,692.72 and accept the July 2017 gift. Upon roll call, the vote was: Daniel Styer, Yes; Sandalynn Henry, Yes; Rita Lahmers, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

Karen is submitting the 2018 budget (\$480,472.00).

RES. 17-17 A motion was made by Rita Lahmers and seconded by Sandalynn Henry to approve the resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor. After discussion a roll call vote was taken resulting in the following votes: Daniel Styer, Yes; Sandalynn Henry, Yes; Rita Lahmers, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for August 2017 showing a circulation of 8,488 units. The visitor count for August 2017 was 4,736.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- Mobile Hotspots are all out (currently 15 local holds);
- Purchased new computer for children's programming;
- Purchased 3D pen for programming;
- Patron Appreciation Day and chili Cook-off to be held on September 27th from 1:00 p.m. to 4:00 p.m.;
- All Hallows read to be held on October 23rd from 12:00 p.m. to 5:00 p.m.;
- Grandparents Day to be held on September 11th from 1:00 p.m. to 3:00 p.m.;
- Family Movie Night will be on September 11th (Captain Underpants);
- Youth services starting September 27th from 10:30 a.m. to 11:00;
- Synergy Signs & Graphics – signs ETA mid October;
- Continuing efforts for security measures – seminars;
- Cody will take 2 days vacation during Coshocton County Fair.

OLD BUSINESS:

Cody is collecting estimates from stucco contractors for maintenance to building; JVP Stucco, Brice Masonry and others.

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NEW BUSINESS:

RES. 18-17 A motion was made by Ray Booth and seconded by Sandalynn Henry to approve a wage increase in the hourly rate for Lauren Burris (Youth Services Librarian) to \$10.00, effective September 12, 2017, in accordance with the Comp. System minimum rate for the job classification. After discussion a roll call vote was taken resulting in the following votes: Daniel Styer, Yes; Sandalynn Henry, Yes; Rita Lahmers, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

RES. 18-18 A motion was made by Rita Lahmers and seconded by Sandalynn Henry to approve the new part-time hires (60% or 24 hours): 1) Brenda Metzger at \$8.56 per hour starting on September 11th; 2) Charlotte Taylor at \$8.56 per hour starting on September 22nd; 3) Janet Tedrow at \$8.56 per hour starting on September 13th; 4) Robin Troyer at \$8.56 per hour starting on September 11th. After discussion a roll call vote was taken resulting in the following votes: Daniel Styer, Yes; Sandalynn Henry, Yes; Rita Lahmers, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

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

ADJOURNMENT: Tuesday, September 12, 2017 AT 7:00 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary
RECORD # 945

Jim Russell – Board President