

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library January 9, 2018 Meeting  
 Held: Tuesday, January 9, 2018

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, January 9, 2018 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, Janet Addy, Sandalynn Henry and Ray Booth. Members, Shirley Osler, Rita Lahmers and Daniel Styer, were not in attendance. 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 December 12, 2017 regular meeting. A motion was made by Ray Booth and seconded by Janet Addy to accept the Minutes of the regular meeting. Hearing no objections, the Minutes for the regular meeting were approved. A motion was made by Janet Addy and seconded by Sandalynn Henry to accept the Minutes of the minutes of the December 27, 2017 organizational meeting. Hearing no objections, the Minutes for the organizational meeting were approved.

**FISCAL OFFICER'S REPORT:**

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending December 31, 2017, of the Library funds and the bills totaling \$43,498.10. There were no gifts for the month of December, 2017.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	96.898	\$313,298.49	\$ 0.00	\$313,298.49
4001	Capital Projects	<u>3.102</u>	<u>10,028.91</u>	<u>0.00</u>	<u>10,028.91</u>
	ALL FUNDS TOTAL		\$323,327.40	\$ 0.00	\$323,327.40
			Pooled Investments		\$ 10,003.17
			Less Secondary Balance		0.00
			Available Primary Checking Balance		\$ 313,327.23

A motion was made by Ray Booth and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$43,498.10. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.



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A motion was made by Sandalynn Henry and seconded by Janet Addy to approve the Permanent Appropriations of \$804,069.65. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

### **BLANKET AUTHORIZATION:**

**RES. 06-18** A motion was made by Ray Booth and seconded by Janet Addy to extend a Blanket Authorization to Fiscal Officer, Karen Morrison, to move funds between accounts. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, 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 December 2017 showing a circulation of 7,507. The visitor count for December 2017 was 3,814.

### **COMMUNICATIONS AND COMMITTEE REPORTS:**

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

- North Pole Christmas activity had approximately 280 participants;
- 350 students attended the Ferdinand Movie Event;
- Middle School art students will be removing the holiday paintings from the windows;
- The Library may purchase more mobile hotspots;
- Cody will email the new Employee and Board contact list;
- Cody also noted that the Library has bags which are used to safely dispose of old Medicine and the said bags are free.

### **OLD BUSINESS:**

Cody reported that the screen has been hung in the annex. The projector and some electrical work still needs to be done along with some patching of drywall.

Jim Russell stated that Karen's contract was signed. Karen expressed her appreciation to the Board.



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**NEW BUSINESS:**

**RES. 07-18** A motion was made by Ray Booth and seconded by Janet Addy to approve the purchase of new computers at an approximate cost of \$12,187.95 to \$14,825.54. Most of the Library computers are five years old. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Ray Booth, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

Cody discussed the possibility of purchasing a story walk with a location yet to be determined. The Board liked the idea. More information will be gathered.

The Library will be hosting a Teen Lock-in on Saturday, February 24<sup>th</sup>. The Library will be closed to the public to allow the staff to prep and cleanup.

A discussion was held concerning an employee's request to the Board to pay for medical screening for certain diseases. No action was taken.

Having no other business to come before the board a motion was made by Sandalynn Henry and seconded by Janet Addy to adjourn at 6:58 p.m.

**ADJOURNMENT: Tuesday, January 9, 2018 AT 6:58 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President

**RECORD # 950**