

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library February 13, 2018 Meeting
 Held: Tuesday, February 13, 2018

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, February 13, 2018 at 6:00 p.m. at the Library Annex Building. The meeting was called to order by Board Vice President, Sandalynn Henry, with the roll call of members. Members in attendance were: Janet Addy, Sandalynn Henry, Shirley Osler, Rita Lahmers and Daniel Styer. Members, Jim Russell and Ray Booth were not in attendance. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

MINUTES:

Board Vice President, Sandalynn Henry, called for the reading of the minutes of the January 9, 2018 regular meeting. A motion was made by Shirley Osler seconded by Janet Addy 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 January 31, 2016, of the Library funds and the bills totaling \$34,956.70. There were gifts for the month of December 2017 totaling \$918.00 and gifts for month January 2018 totaling 719.50 with the details attached to the Financial Report.

The Funds Status for January 31, 2018 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$296,636.12	\$ 0.00	\$296,636.12
4001	Capital Projects		10,029.00	0.00	10,029.00
	ALL FUNDS TOTAL		\$306,665.12	\$ 0.00	\$306,665.12

A motion was made by Shirley Osler and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$34,956.70 and accept the December and January gifts. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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RES. 08-18 A motion was made by Janet Addy and seconded by Shirley Osler to approve the Permanent Appropriations of \$804,069.65. Upon roll call, the vote was: Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for January 2018 showing a circulation of 8,672. The visitor count for January 2018 was 3,625.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Starting Yearly State Report;
- b. Additional staff communication efforts – record notes;
- c. National Popcorn Day, Offered popcorn for an hour, 35 bags;
- d. Essential Oils Workshop, 9 in Attendance;
- e. Eat, Learn, Live Program, 30 in Attendance – Diet Program;
- f. Writer's Workshop – local writers;
- g. Teen Lock-In, Feb 24 – closed to the public;
- h. Pearl Valley Cheese will be coming for a tasting program, Feb 27;
- i. Trinity Diabetic Program, March 13, 20, & 27 12:30-3:30 Annex;
- j. Chilly Chili Run/Walk
 - March 17th, Saint Patrick's Day at 11:30am
 - 1-mile event with Chili lunch available at Annex
 - Cost for event: \$5 Individual \$10 Family
 - Proceeds to Benefit Journeys End Ministries
 - Education and Distribution of Drug Deactivation Systems
 - News and Local Radio Invitation to Cover Event;
- k. Maintenance
 - Repairing Settlement Cracks
 - Paining to cover age and overall wear and tear of building and in preparation for Additional Branding Efforts;
- l. Cody, 2" Vice President of the NCT Chamber of Commerce.

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OLD BUSINESS:

Cody reported that Security Training will be available in July and he is working on the scheduling of said training. It will be a multiple day event.

NEW BUSINESS:

The Trustees reviewed and discussed the proposed “Non-Scheduled/Emergency Closings Policy” drafted by Cody.

A motion was made by Rita Lahmers and seconded by Shirley Osler to approve and accept the “Non-Scheduled/Emergency Closings Policy” as drafted by Cody. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; and Daniel Styer, Yes. All voting, “Yes”, the motion carried.

Cody may have to change his work schedule to accommodate necessary projects. The Trustees were in agreement that Cody was in charge of his work schedule to achieve his job requirements and could make changes to it as needed.

Cody and the Trustees discussed water problems occurring in the basement of Annex.

Having no other business to come before the board a motion was made by Janet Addy and seconded by Daniel Styer to adjourn at 6:45 p.m.

ADJOURNMENT: Tuesday, February 13, 2018 AT 6:45 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Sandalynn Henry – Board Vice President

RECORD # 951