

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library April 10, 2018 Meeting
 Held: Tuesday, April 10, 2018

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, April 10, 2018 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, Ray Booth, Janet Addy, Shirley Osler, Rita Lahmers and Daniel Styer. Member, Sandalynn Henry, was not in attendance. Staff member in attendance was: Fiscal Officer, Karen Morrison. Director, Cody Addy, was not in attendance.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the March 13, 2018 regular meeting. A motion was made by Ray Booth and seconded by Janet Addy to accept the corrected 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 March 31, 2018, of the Library funds and the bills totaling \$29,264.96. There were 2 gifts for the month of March totaling \$100.00 with the details attached to the Financial Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$384,708.86	\$ 0.00	\$384,708.86
4001	Capital Projects		<u>10,029.16</u>	<u>0.00</u>	<u>10,029.26</u>
	ALL FUNDS TOTAL		\$394,738.02	\$ 0.00	\$394,738.02

A motion was made by Ray Booth and seconded by Shirley Osler to accept the Financial Statement and pay the bills in the amount of \$29,264.96 and accept the March gifts. Upon roll call, the vote was: Jim Russell, Yes; Ray Booth, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for March 2018 showing a circulation of 10,583. The visitor count for March 2018 was 5,080. There were 700 gbs of data used in March 2018.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Cody will be off for Family Leave, 4/4/18 to 4/15/18;
- b. Buy-out of Allen's Contract, to his new employer SYNCED
 - SYNCED is a Coshocton based IT company that will provide weekly IT work at the same rate Allen offered with possibly better service and options
 - Finish the buy-out contract and evaluate the following year;
- c. Nearly 700 gbs of Data used in March;
- d. Chamber Award of Community Improvement will be given to Library;
- e. TAMS Meeting, End of April;
- f. Cake Baking and Decoration Contest, April 26, 12:30-2:30 PM;
- g. School Visits in May, Focus on the Library and Summer Reading;
- h. Teen Make 'n' Take, April 12;
- i. Planning preparation for Farmer's Market - Registration with State;
- j. Family Movie Night, April 20, 6:15PM, Paddington 2;
- k. Master's Touch Landscaping, Started the spring cleanup and removal of plants in preparation for new flowers and signage;
- l. Chilly Chili Run/Walk
 - Nearly 85 participants, volunteers, and staff contributed to more than \$510.00 to Journey's End;

OLD BUSINESS:

The Trustees discussed Cody Agenda items:

- a. Security Training:
 - Licenses Obtained
 - Waiting for Final Training in June;
- b. Résumé and Mock Interview Workshop for 11th- 12th Grades
 - Chamber Members willing to offer Mock Interview Sessions
 - Waiting for response and date from Mr. Kennedy and Principals of the High School;

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- a. Annex Elevator Shaft
 - Mold removal and board
 - May need to look into additional sump and shaft restoration.

NEW BUSINESS:

The Trustees discussed Cody Agenda items:

- a. Looking over Collection Development and Weeding Policies;
- b. Re-evaluating the Libraries Strategic Plan and Mission statements with the intention of lining them properly with our efforts in and for the community.

Having no other business to come before the board a motion was made by Ray Booth and seconded by Daniel Styer to adjourn at 6:40 p.m.

ADJOURNMENT: Tuesday, April 10, 2018 AT 6:40 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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