

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library May 8, 2018 Meeting

Held: Tuesday, May 8, 2018

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, May 8, 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, Janet Addy, Sandalynn Henry, Ray Booth, Rita Lahmers and Shirley Osler. Member, Daniel Styer, was 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 April 10, 2018 regular meeting. A motion was made by Shirley Osler 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 April 30, 2018, of the Library funds and the bills totaling \$45,288.80. There was 1 gift of \$245.74 for the month of April, from Rotary for children's books, with the details attached to the Financial Report.

The Funds Status for April 30, 2018 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$366,895.69	\$ 0.00	\$366,895.69
4001	Capital Projects		10,029.16	0.00	10,029.16
	ALL FUNDS TOTAL		\$376,924.85	\$ 0.00	\$376,924.85

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 \$45,288.80 and accept the April gift. Upon roll call, the vote was: Jim Russell, Yes; Ray Booth, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; and , Sandalynn Henry, Yes. All voting, "Yes", the motion carried.

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### LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for April 2018 showing a circulation of 10,291. The visitor count for April 2018 was 4,945. There were 643 gbs of data used on the Hotspots in April 2018.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. \$4395 was granted from the TRLMF for Bridging the Technology Gap. This money will be used to expand the mobile Hotspots.
- b. Lauren and Chris attended a Youth Workshop and have returned with some good ideas.
- c. Cake Baking and Decoration Contest was attended by approximately 75 people. There were 17 cakes.
- d. Cody and Lauren will be doing school visits to promote summer reading. The theme is Libraries Rock.
- e. Cody will be doing some school observations for his college classes.
- f. Summer Lunch Program begins June 4th from 11 to 12:30 at the annex.
- g. Discussion with the staff about handling young patrons who are disrespectful on an ongoing basis.
- h. Working with Cy Young Festival Committee to avoid problems from last year. Water will be made available outside the library and the annex may be used to show powerpoint of Cy Young. There was a discussion of possible blocking the stairways so no one would wander off first floor.
- i. Projector setup is complete at the Annex.
- j. Cody will attend meetings of a Main Street Committee put together by Pat Cadle.

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### OLD BUSINESS:

Cody reported that the security training class was full and he is looking into other options.

Time is running out on the school year and it doesn't look like the Resume and Mock Interviews will take place this year.

Cody is looking to Reevaluate our weeding policies, Strategic plan and Mission Statements.

### NEW BUSINESS:

Robert Thornsley's evaluation was completed.

**RES. 09-18** A motion was made by Shirley Osler and seconded by Ray Booth to increase Robert Thornsley's hour wage from \$12.50 to \$13.00 per hour as recommended by Cody. Upon roll call, the vote was: Jim Russell, Yes; Ray Booth, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; and , Sandalynn Henry, Yes. All voting, "Yes", the motion carried.

### OTHER

Karen Morrison reported that auditors would be in June 6 at 9:30 to do a Procedure Audit.

Ray Booth reported that he went to a reception for the new Cambridge Library Director, Mr. Limer.

Shirley Osler and Rita Lahmers reported on the Trustee Meeting in Cambridge. The main topic was on NET NEUTRALITY. It was decided we need to know more about this topic.

Having no other business to come before the board a motion was made by Ray Booth and seconded by Jim Russell to adjourn at 6:55 p.m.

**ADJOURNMENT: Tuesday, May 8, 2018 AT 6:55 P.M.**

### **SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President

**RECORD # 954**