

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library June 12, 2018 Meeting  
 Held: Tuesday, June 12, 2018

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, June 12, 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, Daniel Styer and Shirley Osler. Staff member in attendance was: Director, Cody Addy. Fiscal Officer, Karen Morrison, was not in attendance.

**MINUTES:**

Board President, Jim Russell, called for the reading of the minutes of the May 8, 2018 regular meeting. A motion was made by Janet Addy and seconded by Rita Lahmers 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 May 31, 2018, of the Library funds and the bills totaling \$45,759.55. There were 3 gifts totaling \$4,877.50 for the month of May 2018, with the details attached to the Financial Report.

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

| FUND# | FUND DESCRIPTION | %<br>TOTAL<br>POOLED | FUND<br>BALANCE  | INVESTMENTS<br>NON-POOLED<br>BALANCE | CHECKING &<br>POOLED INVEST.<br>BALANCE |
|-------|------------------|----------------------|------------------|--------------------------------------|-----------------------------------------|
| 1000  | General          |                      | \$345,917.04     | \$ 0.00                              | \$345,917.04                            |
| 4001  | Capital Projects |                      | <u>10,029.32</u> | <u>0.00</u>                          | <u>10,029.32</u>                        |
|       | ALL FUNDS TOTAL  |                      | \$355,946.36     | \$ 0.00                              | \$355,946.36                            |

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 \$45,759.55 and accept the May gifts. Upon roll call, the vote was: Jim Russell, Yes; Ray Booth, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; Daniel Styer, 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 May 2018 showing a circulation of 9,204. The visitor count for May 2018 was 4,531. There were 629 gbs of data used on the Hotspots in May 2018.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. TRLMF Grant (Thomas R. Little Fund), 10 Additional Hotspots;
- b. Technology Debut for our Patrons once all items are cataloged for circulation: New Hotspots, Preloaded Game Consoles, Digital Binoculars;
- c. Summer Reading, Nearly 150 in attendance;
- d. Master's Touch Landscaping scheduled for June 13, 2018;
- e. MPG Caulking scheduled for Wednesday, June 13' and additional days as needed.
- f. Republic & Covic Connection cleaned floors and furniture at Library on Saturday, June 2<sup>nd</sup>;
- g. Movie Day, Saturday, June 16th, 4 Movies and Hotdogs;
- h. Balloons with Brenda, 11th, 20th, & 27<sup>th</sup>;
- i. Ballasts for Annex Lights, Difficult to Find;
- j. The Main Street Committee met for an introduction opportunity and to hear what the Mayor is looking to achieve;
- k. Cody, Vacation: June 14, 15, 18-22.

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**OLD BUSINESS:**

The Trustees discussed Cody's Handout (Vision, Mission, and Values).

Cody informed the Trustees that IAP Companies (Paul Case) will be providing Scope of Project Booklet for Board evaluation and possible approval to manage the Parking Lot Project. The Trustees reviewed the Possible Lot Image handout.

**NEW BUSINESS:**

Cody will have Pam's Evaluation completed by the next meeting.

Cody is looking into RX2 Power Wash for Library and Annex (Exterior Maintenance).

**OTHER**

Ray Booth reported that his term as Trustee will end December 31, 2018 and he will not continue to serve for another term.

Having no other business to come before the board a motion was made by Shirley Osler and seconded by Janet Addy to adjourn at 7:00 p.m.

**ADJOURNMENT: Tuesday, June 12, 2018 AT 7:00 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President

**RECORD # 955**