

RECORD OF PROCEEDINGS

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

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, July 10, 2018 at 6:07 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, Rita Lahmers, Daniel Styer and Shirley Osler. Members not in attendance were: Sandalynn Henry and Ray Booth. 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 June 12, 2018 regular meeting. A motion was made by Rita Lahmers and seconded by Shirley Osler 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 June 30, 2018, of the Library funds and the bills totaling \$32,500.23. There were no gifts for the month of June.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$336,999.71	\$ 0.00	\$336,999.71
4001	Capital Projects		<u>10,029.40</u>	<u>0.00</u>	<u>10,029.40</u>
	ALL FUNDS TOTAL		\$347,029.11	\$ 0.00	\$347,029.11

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 \$32,500.23. Upon roll call, the vote was: Jim Russell, 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 June 2018 showing a circulation of 10,274. The visitor count for June 2018 was 5,129. There were 399.6 gbs of data used on the Hotspots in June 2018.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Summer Reading, Over 105,000 Pages Read;
- b. MPG Caulking, Finished Caulking Entire Main Library;
- c. Power Washing, RX2 Power Wash to be here (Started);
- d. IAP Scope of Work Provided, Meeting with IAP's Paul Case, Project Manager on Tuesday, July 24th to provide additional thoughts and Walkthrough of the Possible Opportunity;
- e. Master's Touch Landscaping, Received Bill for Full Amount of Landscaping, nearly all of the project has yet to be completed, working with them to straighten this out. Email letter sent and phone call made;
- f. Ballasts for Annex Lights, still looking for possible replacements;
- g. More Ohio Libraries seeking our information for Security and Mobile Hotspots;
- h. Cody, Vacation: July 20th, 23rd, 26th, 27th, 30th, 31st, August 1st.

OLD BUSINESS:

Security Training will be held on August 6th to 8th at Wadsworth, Ohio.

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NEW BUSINESS:

RES. 10-18 A motion was made by Rita Lahmers and seconded by Janet Addy to approve a wage increase of \$0.46 (4%) the hourly rate for Pam Pully to \$11.83, as her evaluation is completed. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

RES. 11-18 A motion was made by Janet Addy and seconded by Shirley Osler to approve a wage increase of \$0.50 (5%) the hourly rate for Lauren Burreis to \$10.50, as her evaluation is completed. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

RES. 12-18 A motion was made by Janet Addy and seconded by Rita Lahmers to approve a wage increase of \$0.17 (2%) the hourly rate for Esmeralda Castro to \$8.73, as her evaluation is completed. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

OTHER

Cody's 360 Evaluation is due to be started.

Having no other business to come before the board a motion was made by Shirley Osler and seconded by Janet Addy to adjourn at 6:50 p.m.

ADJOURNMENT: Tuesday, July 10, 2018 AT 6:50 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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