

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library August 14, 2018 Meeting
 Held: Tuesday, August 14, 2018

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, August 14, 2018 at 6:01 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, Shirley Osler, 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 July 10, 2018 regular meeting. A motion was made by Sandalynn Henry 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 July 31, 2018, of the Library funds and the bills totaling \$44,730.48. There was one gift for \$350.00 for the month of July with the detail attached to the Financial Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$323,565.72	\$ 0.00	\$323,565.72
4001	Capital Projects		<u>10,029.49</u>	<u>0.00</u>	<u>10,029.49</u>
	ALL FUNDS TOTAL		\$333,595.21	\$ 0.00	\$333,595.21

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 \$44,730.48 and accept the gift for July 2018. Upon roll call, the vote was: Jim Russell, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Ray Booth, 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 July 2018 showing a circulation of 9,405. The visitor count for July 2018 was 4,467. There were 805 gbs of data used on the Hotspots in July 2018.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Back to School Fair, August 13th;
- b. Chamber Officer's Meeting, August 13th (Cody is Vice President);
- c. Gateway to Fall Festival, August 18th;
- d. Betsy Lantz, Northeast Ohio Reg. Lib. System, August 24th (provide Information);
- e. Chamber Meeting, August 20th;
- f. Security Training;
- g. Ballasts for Annex Lights;
 - Working with electrician for alternative options.

OLD BUSINESS:

- a. Director, Compensation System/Salary Analysis
 - After reevaluation of most current information, Compensation system, stand as is. Consideration, additional duties for specified job classifications.
 - b. Morgan's Landscaping
 - Basic Proposal, Informational Walkthrough
- Trustees discussed the proposal.

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c. TAP Proposals

- Solicited 62 Prequalified Contractors - 2 Proposals Offered

1. $143,390 + 11,456.86 = \$154,846.86$

2. $193,480 + 15,459.05 = \$208,939.05$

Trustees discussed and decided that more information was needed concerning the proposals.

NEW BUSINESS:

Esmeralda Castro submitted her written 2 week notice to terminate her employment.

At 7:15 Rita Lahmers made a motion to go into executive session to discuss security and personnel matters. Sandalynn Henry seconded the motion. The vote was as follows: Ray Booth, yes; Janet Addy, Yes; Sandalynn Henry, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; Daniel Styer, yes; and Jim Russell, Yes. Motion carried.

At 7:43 Sandalynn Henry made a motion to come out of executive session. This was seconded by Rita Lahmers. The vote was as follows: Ray Booth, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; Daniel Styer, Yes; and Jim Russell, Yes. Motion carried.

RES. 13-18 A motion was made by Ray Booth and seconded by Janet Addy for the approval of **Employee #1** to convey a deadly weapon in the Newcomerstown Public Library pursuant Policy Sections 2.1 and 3.1 with Employee #1 completing all requirements. After discussion a vote was taken from Trustee resulting in the following votes: Jim Russell, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; Ray Booth, Yes; Sandalynn Henry, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried by a unanimous vote of all Trustees.

RES. 14-18 A motion was made by Ray Booth and seconded by Janet Addy for the approval of **Employee #2** to convey a deadly weapon in the Newcomerstown Public Library pursuant Policy Sections 2.1 and 3.1 with Employee #2 completing all requirements. After discussion a vote was taken from Trustee resulting in the following votes: Jim Russell, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; Ray Booth, Yes; Sandalynn Henry, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried by a unanimous vote of all Trustees.

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RES. 15-18 A motion was made by Janet Addy and seconded by Rita Lahmers to increase Cody Addy's annual salary by 5% from \$43,000.00 to \$45,150.00 effective September 1, 2018. After discussion a roll call vote was taken resulting in the following votes: Ray Booth, yes; Janet Addy, yes; Sandalynn Henry, yes; Shirley Osler, yes; Rita Lahmers, yes; Daniel Styer, yes; and Jim Russell, yes. Motion carried.

OTHER

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

ADJOURNMENT: Tuesday, August 14, 2018 AT 7:52 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

RECORD # 957