

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library September 10, 2018 Meeting
 Held: Monday, September 10, 2018

The Board of Trustees of the Newcomerstown Public Library met in regular session on Monday, September 10, 2018 at 6:20 p.m. at the Library Annex Building after a discussion with the guests (from IAP). 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.

There were 2 visitors (Matt Trafis & Paul Case) from IAP Government Group who answered questions and had a discussion concerning the parking lot project (from 5:00 p.m. to 6:20 p.m.).

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the August 14, 2018 regular meeting. A motion was made by Ray Booth and seconded by Janet Addy 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 August 31, 2018, of the Library funds and the bills totaling \$36,383.27. There were no gifts for the month of August.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$386,693.24	\$ 0.00	\$386,693.24
4001	Capital Projects		10,029.57	0.00	10,029.57
	ALL FUNDS TOTAL		\$396,722.81	\$ 0.00	\$396,722.81

A motion was made by Shirley Osler and seconded by Sandalynn Henry to accept the Financial Statement and pay the bills in the amount of \$36,383.27. 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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RES. 16-18 A motion was made by Janet Addy and seconded by Rita Lahmers to approve the resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor (2-1/2 % - \$225,000).

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; Sandalynn Henry, Yes; Ray Booth, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for August 2018 showing a circulation of 9,329. The visitor count for August 2018 was 4,601. There were 991 gbs of data used on the Hotspots in August 2018.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Chamber Officer's Meeting, September 17th, Noon;
- b. Patron Appreciation Day, September 26th, Noon-4PM;
- c. Business Trick or Treat, October 26th, 3:30-5PM;
- d. Starting Preparations for Toys for Local Tots;
- e. Ballasts for Annex, Discontinued, Nearly \$400.00 per unit. Alternative Options/Reasonable Rate (LED Lighting).

OLD BUSINESS:

- a. Morgan's Landscaping -
 - Removed plants and prepped for install.
- b. Security Measure -
 - Insurance inquiry for legal advisor (Attorney Robert Stephenson).

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RES. 17-18 A motion was made by Janet Addy and seconded by Sandalynn Henry to accept the low bid from Johnson Laux Construction for the parking lot project as supplied by IAP with total bid (including IAP fee) being \$154,846.86. After discussion a vote was taken from Trustees 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.

NEW BUSINESS:

RES. 18-18 A motion was made by Ray Booth and seconded by Rita Lahmers to approve a wage increase of \$0.42 (4%) the hourly rate for Breianna Fechuch to \$10.91, 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; Ray Booth, Yes; Sandalynn Henry, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

RES. 19-18 A motion was made by Rita Lahmers and seconded by Sandalynn Henry to approve a wage increase of \$0.34 (4%) the hourly rate for Brenda Metzger to \$8.90, 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; Ray Booth, Yes; Sandalynn Henry, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

RES. 20-18 A motion was made by Shirley Osler and seconded by Ray Booth to approve a wage increase of \$0.34 (4%) the hourly rate for Robin Troyer to \$8.90, 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; Ray Booth, Yes; Sandalynn Henry, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

RES. 21-18 A motion was made by Janet Addy and seconded by Shirley Osler to approve a wage increase of \$0.34 (4%) the hourly rate for Janet Tedrow to \$8.90, 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; Ray Booth, Yes; Sandalynn Henry, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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RES. 22-18 A motion was made by Sandalynn Henry and seconded by Rita Lahmers to approve a wage increase of \$0.34 (4%) the hourly rate for Charlotte Taylor to \$8.90, 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; Ray Booth, Yes; Sandalynn Henry, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

OTHER

Having no other business to come before the board a motion was made by Ray Booth and seconded by Shirley Osler to adjourn at 7:10 p.m.

ADJOURNMENT: Monday, September 10, 2018 AT 7:10 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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