

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library November 13, 2018 Meeting
 Held: Tuesday, November 13, 2018

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, November 13, 2018 at 6:00 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, Sandalynn Henry, Daniel Styer, Shirley Osler, 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 October 9, 2018 regular meeting. A motion was made by Shirley Osler and seconded by Sandalynn Henry 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 October 31, 2018, of the Library funds and the bills totaling \$57,248.61. There were gifts totaling \$2,738.00 for the month of October. The detail of said gifts is attached to the Financial Report.

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

FUND#	FUND DESCRIPTION	%		INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
		TOTAL POOLED	FUND BALANCE		
1000	General		\$372,668.96	\$ 0.00	\$372,668.96
4001	Capital Projects		<u>10,029.74</u>	<u>0.00</u>	<u>10,029.74</u>
	ALL FUNDS TOTAL		\$382,698.70	\$ 0.00	\$382,698.70

A motion was made by Sandalynn Henry and seconded by Janet Addy to accept the Financial Statement and the gifts and pay the bills in the amount of \$57,248.61. 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 October 2018 showing a circulation of 9,574. The visitor count for October 2018 was 4,844. There were 890.53 gbs of data used on the Hotspots in October 2018.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Reeves Foundation, Tabled result of grant until December 2018;
- b. TAMS Meeting, 14 in attendance;
- c. Teen Costume Party, 21 Participants;
- d. Business Trick or Treat, 741 Participants;
- e. Children's Halloween Program, 120 Participants;
- f. Chili Cook-Off, November 15th, 12-2PM, Judging at 11:30AM;
- g. Chamber Meeting, November 19th;
- b. Friends Meetings, Finished until March;
- i. Collaborating with Riverside Nursing, Rotating Collection;
- j. Finishing up year-end ordering, Week of Dec. 3;
- k. Family Reading Night, East Elementary, Dec. 12';
- l. International Christmas: Youth Services Program, Dec. 21st;
- m. The West School tour of Library will be held on Jan. 29, 2018.

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OLD BUSINESS:

- a. 1, 3, 5-year plan, continuing efforts to document;
- b. Trustee Possibilities, Mentioned to 2, 1 willing;
- c. Parking Lot
 - Curbing, Being Finished
 - Conduit, Exposed & Scheduling Repair with Contractors;
- d. IAP
 - Additional paperwork needing signed and resolution added

RES. 24-18 A motion was made by Sandalynn Henry seconded by Rita Lahmers to authorize payment of a \$100.00 fee for enrollment in the Ohio Cooperative Purchasing Program with Cody updating and signing the model resolution to be submitted with the fee (Noting that the enrollment is late due to IAP's failure to advise concerning the same). 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.

NEW BUSINESS:

A list of names of potential trustees will be prepared for the December meeting.

Karen Morrison's new employment contract will be provided for the December meeting.

The organizational meeting will be held on January 2, 2018 at 5:30 p.m.

OTHER

Having no other business to come before the board a motion was made by Ray Booth and seconded by Janet Addy to adjourn at 7:15 p.m.

ADJOURNMENT: Tuesday, November 13, 2018 AT 7:15 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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