

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library December 11, 2018 Meeting  
 Held: Tuesday, December 11, 2018

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, December 11, 2018 at 6:03 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, and Ray Booth. Sandalynn Henry was not in attendance. 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 November 13, 2018 regular meeting. A motion was made by Rita Lahmers 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 November 30, 2018, of the Library funds and the bills totaling \$79,100.58. There were no gifts for the month of November.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$320,722.20	\$ 0.00	\$320,722.20
4001	Capital Projects		<u>10,029.82</u>	<u>0.00</u>	<u>10,029.82</u>
	ALL FUNDS TOTAL		\$330,752.02	\$ 0.00	\$330,752.02

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 \$79,100.58. Upon roll call, the vote was: Jim Russell, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; Ray Booth, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

## RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library December 11, 2018 Meeting  
Held: Tuesday, December 11, 2018

### LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for November 2018 showing a circulation of 8,157. The visitor count for November 2018 was 4,147. There were 1,452.698 gbs of data used on the Hotspots in November 2018.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Reeves Foundation, Waiting on Results;
- b. Christmas Parade, Dec. 8<sup>th</sup> at 1:00 p.m., Lineup 11:30 a.m.;
  - Participation, Vehicle w/Library Signs,
  - Hot Chocolate/Warming Station in Foyer;
- c. Lead Culminating Event, Lauren Attending, Dec. 10<sup>th</sup>;
- d. Family Reading Night, East Elementary, Dec. 12<sup>th</sup>;
- e. IAP/Johnson Laux Meeting, Punch List, Dec. 13<sup>th</sup> at Noon;
- f. Staff Christmas, Dec. 14<sup>th</sup>;
- g. Toys for Local Tots: Pickup at Annex, Dec. 14<sup>th</sup> and 15<sup>th</sup>
  - 34 Families, 64 Children, 13 Toy Drops
- h. Open House – Dover Library – Dec. 16<sup>th</sup>;
- i. Chamber Meeting, December 17<sup>th</sup>;
- j. International Christmas, Youth Services Program, Dec. 21<sup>st</sup>;
- k. Staff Lunch from Board, Dec. 21<sup>st</sup>;
- l. Patron Discussion – Fine Refund – Tuscarawas County Library.

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library December 11, 2018 Meeting  
Held: Tuesday, December 11, 2018

---

**OLD BUSINESS:**

- a. 1, 3, 5-year plan handout for Trustees;
- b. The Board discussed Trustee Possibilities;
- c. Parking Lot
  - Meeting Scheduled, Walkthrough & Punch List • Mark and Discuss any Needed Repairs
  - Touch-ups and Finish.

**NEW BUSINESS:**

At 6:52 p.m., Janet Addy made a motion to go into executive session to discuss the personnel matters. Ray Booth seconded the motion. The vote was as follows: Ray Booth, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Daniel Styer, Yes; and Jim Russell, Yes. Motion carried.

At 7:30 p.m., Ray Booth a motion to come out of executive session. Janet Addy seconded the motion. The vote was as follows: Ray Booth, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Daniel Styer, Yes; and Jim Russell, Yes. Motion carried.

**RES. 25-18** A motion was made by Janet Addy and seconded by Ray Booth to approve a 4% increase in salary for Karen Morrison for 2019 effective January 1, 2019. After discussion a roll call vote was taken resulting in the following votes: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, 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 Janet Addy to adjourn at 7:35 p.m.

**ADJOURNMENT: Tuesday, December 11, 2018 AT 7:35 P.M.**

**SUBMITTED BY:**

\_\_\_\_\_  
Daniel M. Styer- Secretary

\_\_\_\_\_  
Jim Russell – Board President

**RECORD # 961**