

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of Newcomerstown Public Library January 2, 2019 Meeting

Held: January 2, 2019

ORGANIZATIONAL MEETING

The Board of Trustees of the Newcomerstown Public Library met for an organizational meeting on Wednesday, January 2, 2019 at 5:30 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, Sandalynn Henry, Rita Lahmers, Shirley Osler, and Daniel Styer. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison. Ray Booth's term ended December 31, 2018 and he will not be serving another term.

NEW TERM FOR FISCAL OFFICER:

Karen Morrison was given the oath of office by Daniel M. Styer for the position of Fiscal Officer for 2019.

ELECTION OF OFFICERS FOR 2019:

President, Jim Russell, called for nominations for each office. A motion was made by Rita Lahmers and seconded by Janet Addy to nominate and keep the same Officers for 2019: Jim Russell as President, Sandalynn Henry as Vice President and Daniel Styer as Secretary. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Rita Lahmers, Yes; Shirley Osler, Yes; and Janet Addy, Yes. All voting, "Yes", the motion carried.

The new officers will take office at the time of election and will finish this meeting.

APPOINTMENT OF FISCAL OFFICER:

Motion was made by Sandalynn Henry and seconded by Shirley Osler to appoint Karen Morrison to continue as Newcomerstown Library Fiscal Officer for the year 2019. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Shirley Osler, Yes; Jim Russell, Yes; Rita Lahmers, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPOINTMENT OF DEPUTY FISCAL OFFICER:

Motion was made by Rita Lahmers and seconded by Shirley Osler to appoint Patricia A. Arth to continue as Newcomerstown Library Deputy Fiscal Officer for the year 2019. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Shirley Osler, Yes; Jim Russell, Yes; Rita Lahmers, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

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TEMPORARY APPROPRIATION:

RES. 01-19 Motion was made by Janet Addy and seconded by Sandalynn Henry to approve temporary appropriations for 2019 in the amount of \$368,117.88. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Shirley Osler, Yes; Jim Russell, Yes; Rita Lahmers, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPROVAL OF HONESTY BOND FOR 2019

RES. 02-19 Motion was made by Rita Lahmers and seconded by Janet Addy to approve buying two \$25,000.00 honesty bonds one for Karen Morrison and one for Patricia A. Arth from the Ohio Plan Insurance at the approximate cost of \$170.00 for 2019. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Shirley Osler, Yes; Jim Russell, Yes; Rita Lahmers, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPROVAL OF TRANSFER OF LINE ITEM FUNDS FOR 2019

RES. 03-19 Motion was made by Shirley Osler and seconded by Sandalynn Henry to extend a Blanket Authorization to Fiscal Officer, Karen Morrison, to move funds between accounts during 2019. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Shirley Osler, Yes; Jim Russell, Yes; Rita Lahmers, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

CALENDAR OF EVENTS:

Motion was made by Janet Addy and seconded by Rita Lahmers to keep the date and time for the regular meetings of the Board of Trustees of the Newcomerstown Public Library at the second Tuesday of each month at 6:00 p.m. at the Library Annex Building. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Shirley Osler, Yes; Jim Russell, Yes; Rita Lahmers, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPROVAL OF COMPENSATION SYSTEM FOR 2019:

RES. 04-19 Motion was made by Shirley Osler and seconded by Sandalynn Henry to approve the compensation system for 2019 (Minimum & Maximum) at the ranges set forth in the table prepared by Cody and given to the Board with the Agenda document. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Shirley Osler, Yes; Jim Russell, Yes; Rita Lahmers, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPROVAL FOR FINE-BOX, PETTY CASH AND POSTAGE:

RES. 05-19 Motion was made by Sandalynn Henry and seconded by Janet Addy to keep the fine box at \$50.00, keep the petty cash at \$100.00 and keep the postage fund at \$50.00 for the year 2018. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Shirley Osler, Yes; Jim Russell, Yes; Rita Lahmers, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

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APPOINTMENT OF COMMITTEES FOR 2018:

Committees appointed for the year 2019 are: Records, Sandalynn Henry (Chairman), Rita Lahmers and Karen Morrison; Long Range Planning: Jim Russell (Chairman), Janet Addy and Sandalynn Henry; Budget/Finance: Daniel Styer (Chairman), Jim Russell and Karen Morrison. The Library Director is an ex officio member of all committees.

Motion was made by Ray Booth and seconded by Rita Lahmers to approve the committee assignments. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Shirley Osler, Yes; Jim Russell, Yes; Rita Lahmers, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

Having no other business to come before the Board, the motion was made by Janet Addy and seconded by Sandalynn Henry to Adjourn at 5:55 P.M.

ADJOURNMENT: WEDNESDAY, JANUARY 2, 2019 AT 5:55 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell -Board President

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