

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library January 8, 2019 Meeting
 Held: Tuesday, January 8, 2019

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, January 8, 2019 at 6:10 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 Sandalynn Henry. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

Bryan E. Davis was a guest at this meeting and will be filling the vacant Trustee position formerly held by Ray Booth.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the December 11, 2018 regular meeting. There were two corrections to add Shirley Osler's name to motions. A motion was made by Sandalynn Henry and seconded by Janet Addy to accept the corrected Minutes of the regular meeting. Hearing no objections, the corrected Minutes for the regular meeting were approved.

Board President, Jim Russell, called for the reading of the minutes of the January 2, 2019 organizational meeting. There was a correction to last motion made in said minutes. A motion was made by Rita Lahmers and seconded by Sandalynn Henry to accept the corrected Minutes of the organizational meeting. Hearing no objections, the corrected Minutes for the organizational meeting were approved.

FISCAL OFFICER'S REPORT:

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending December 31, 2018, of the Library funds and the bills totaling \$39,990.09. There were gifts totaling \$51,000.00 for the month of December 2018 with the details attached to the Financial Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$360,461.08	\$ 0.00	\$360,461.08
4001	Capital Projects		<u>10,029.91</u>	<u>0.00</u>	<u>10,029.91</u>
	ALL FUNDS TOTAL		\$370,490.99	\$ 0.00	\$370,490.99

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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 \$39,990.09 and accept the December 2019 gifts. Upon roll call, the vote was: Jim Russell, Yes; Janet Addy, Yes; Shirley Osler, Yes; Rita Lahmers, Yes; Sandalynn Henry; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for December 2018 showing a circulation of 8,221. The visitor count for December 2018 was 4,048. There were 1,114.84 gbs of data used on the Hotspots in December 2018.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Reeves Foundation, Awarded \$50,000 Grant for Parking;
- b. International Christmas, approx. 170 in attendance;
- c. Working on Thomas Little Foundation Grant for Annex;
- d. In-house paperwork completed for new year;
- e. 2019 Board List and Succession List to come after Member acceptance;
- f. 2019 Employee and Board Contact List to come after Member acceptance;
- g. 2019 Compensation System in place and effective:
 - Evaluations beginning for new year;
 - Any raises to be effective January 1st;
- h. NCT-CAN Meeting, January 9th;
- i. Chamber Meeting, January 21st;
- j. Reassessing hours, circulation, patron count, etc. of the past year for year-end reporting and potential operation hour increase:
 - Depending on results, may bring increase as New Business near Spring.

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OLD BUSINESS:

a. Trustee Possibilities:

- Recommended: Brian Davis (7 year Term) & Shirley Hayes (Finish Shirley Osler's Term);
- Willing Alternates: Rebecca "Sue" Fechuch, William Casteel, & Don Duerson;

b. Parking Lot:

- To continue in Spring with Assessment and Milling;
- Will purchase parking and directional signs for lot.

NEW BUSINESS:

At 6:45 p.m., Shirley Osler made a motion to go into executive session to discuss the personnel matters. Sandalynn Henry seconded the motion. The vote was as follows: Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Daniel Styer, Yes; Shirley Osler, Yes; and Jim Russell, Yes. Motion carried.

At 7:02 p.m., Sandalynn Henry a motion to come out of executive session. Shirley Osler seconded the motion. The vote was as follows: Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Daniel Styer, Yes; Shirley Osler, Yes; and Jim Russell, Yes. Motion carried.

A motion was made by Rita Lahmers and seconded by Shirley Osler to approve the proposed appointment of Bryan E. Davis as Trustee for a 7 year term to fill the vacancy created with the ending of Ray Booth's term. After discussion a roll call vote was taken resulting in the following vote by calling on each person: Sandalynn Henry, 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 Sandalynn Henry and seconded by Janet Addy to adjourn at 7:10 p.m.

ADJOURNMENT: Tuesday, January 8, 2019 AT 7:10 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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