

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library February 12, 2019 Meeting  
 Held: Tuesday, February 12, 2019

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, February 12, 2019 at 6:00 p.m. at the Library Annex Building. The meeting was called to order by Board Vice President, Sandalynn Henry, with the roll call of members. Members in attendance were: Janet Addy, Rita Lahmers, Daniel Styer, Bryan Davis, and Sandalynn Henry. Jim Russell was not in attendance. Staff member in attendance was: Fiscal Officer, Karen Morrison. Director, Cody Addy was not in attendance.

Shirley D. Hayes was a guest at this meeting and will be filling the vacant Trustee position formerly held by Shirley Osler.

Bryan Davis was given the oath of office by Daniel M. Styer for the position of Board Trustee. He is starting a 7 year term to serve on the board.

**MINUTES:**

Board Vice President, Sandalynn Henry, called for the reading of the minutes of the January 8, 2019 regular meeting. A motion was made by Janet Addy and seconded by Rita Lahmers 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 January 31, 2019, of the Library funds and the bills totaling \$32,638.08. There was a gift of \$83.00 for the month of January 2019 with the details attached to the Financial Report.

The Funds Status for January 31, 2019 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$345,872.85	\$ 0.00	\$345,872.85
4001	Capital Projects		10,030.00	0.00	10,030.00
	ALL FUNDS TOTAL		\$355,902.85	\$ 0.00	\$355,902.85

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A motion was made by Daniel Styer and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$32,638.08 and accept the January 2019 gift. Upon roll call, the vote was: Janet Addy, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

**RES. 06-19** A motion was made by Rita Lahmers and seconded by Janet Addy to approve the Permanent Appropriations of \$872,274.82. Upon roll call, the vote was: Janet Addy, Yes; Bryan Davis, 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 January 2019 showing a circulation of 9,528. The visitor count for January 2019 was 4,110. There were 1,174.78 gbs of data used on the Hotspots in January 2019.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Annex Window Replacement, Tango & Gatti
  - Window Removal/Replacement \$15,285.00
  - Eyebrow Window R/R \$ 9,615.00
  - Trim Removal & AZEK Replacement \$11,425.00
  - Total \$369325.00;
- b. Thomas R Little Memorial Fund, awarded \$5,000 grant for window replacement at the Annex;
- c. Working on additional grants to help cover expenses for windows • Tuscarawas County, Jeanne Souers, & Haman Foundations;
- d. Starting Annual Report;
- e. Chamber Meeting, February 3th;
- f. 2019 Board Succession List to come after Member acceptance;
- g. 2019 Employee and Board Contact List to come;

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h. Repair to second HVAC unit on second floor, Main Library.

### OLD BUSINESS:

a. Trustee Possibilities:

- Recommended: Bryan Davis (7 year Term) & Shirley Hayes (Finish Shirley Osler's Term).

b. Parking Lot:

- Billing for \$93,628.41 with \$15,484.68 retainer to cover the unfinished work.

A motion was made by Janet Addy and seconded by Rita Lahmers to table the Parting Lot payment issue until the next Trustee meeting. Upon roll call, the vote was: Janet Addy, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

### NEW BUSINESS:

**RES. 07-19** A motion was made by Sandalynn Henry and seconded by Janet Addy to approve an employee wage increase of 3% for each staff employee (or \$3.22 total hourly increase across the entire staff). Upon roll call, the vote was: Janet Addy, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

At 6:40 p.m., Rita Lahmers made a motion to go into executive session to discuss the personnel matters. Daniel Styer seconded the motion. The vote was as follows: Janet Addy, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

At 6:45 p.m., Janet Addy a motion to come out of executive session. Daniel Styer seconded the motion. The vote was as follows: Janet Addy, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

A motion was made by Janet Addy and seconded by Sandalynn Henry to approve the proposed appointment of Shirley D. Hayes as Trustee for a 3-3/4 year partial term to fill the vacancy created with resignation of Shirley Osler. After discussion a roll call vote was taken resulting in the following vote by calling on each person: Janet Addy, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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**OTHER**

Having no other business to come before the board a motion was made by Rita Lahmers and seconded by Daniel Styer to adjourn at 6:48 p.m.

**ADJOURNMENT: Tuesday, February 12, 2019 AT 6:48 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Sandalyann Henry – Board Vice President

**RECORD # 964**