

RECORD OF PROCEEDINGS

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

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, March 12, 2019 at 6:05 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, Bryan Davis, Shirley Hayes, and Sandalynn Henry. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

Shirley D. Hayes was given the oath of office by Daniel M. Styer for the position of Board Trustee. She is starting a 3-3/4 year term to serve on the board.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the February 12, 2019 regular meeting. There was one correct to a dollar amount. A motion was made by Janet Addy and seconded by Bryan Davis to accept the corrected 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 February 28, 2019, of the Library funds and the bills totaling \$28,146.06. There were a gifts totaling \$5,112.00 for the month of February 2019 with the details attached to the Financial Report.

The Funds Status for February 28, 2019 was as follows:

| FUND# | FUND DESCRIPTION | % TOTAL POOLED | FUND BALANCE | INVESTMENTS NON-POOLED BALANCE | CHECKING & POOLED INVEST. BALANCE |
|-------|------------------|----------------------|------------------|--------------------------------------|---|
| 1000 | General | | \$344,347.74 | \$ 0.00 | \$344,347.74 |
| 4001 | Capital Projects | | <u>10,030.08</u> | <u>0.00</u> | <u>10,030.08</u> |
| | ALL FUNDS TOTAL | | \$354,377.82 | \$ 0.00 | \$354,377.82 |

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A motion was made by Rita Lahmers and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$28,146.06 and accept the February 2019 gifts. Upon roll call, the vote was: Jim Russell, Yes; Janet Addy, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for February 2019 showing a circulation of 8,759. The visitor count for February 2019 was 3,933. There were 1,132.72 gbs of data used on the Hotspots in February 2019.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Culminating Experience, finishing this week - Cody;
- b. Graduation, end of semester - Cody;
- c. Continuation of Grant Efforts;
- d. Geriatric Jubilee, Saturday, March 23rd 2-5 (50 plus);
- e. Chilly Chili Run/Walk, Saturday, March 16th Run at 11;
- f. Annual Report to be finished by Friday the 15th;
- g. Member acceptance official;
- h. 2019 Board Succession List provided to Trustees;
- i. 2019 Employee and Board Contact List provided to Trustees;
- j. Friends voted to donate 2 gift baskets to the TRLMF Auction.

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OLD BUSINESS:

a. Parking Lot:

- Billing for \$93,628.41 with \$15,484.68 retainer to cover the unfinished work.
- Per e-mail conversation with Mr. Paul Case
 - I do not think legal action is what we want, I want to get back over there in the Spring as soon as it warms up and make any corrections we have to satisfy the contract.
 - I can provide a written document stating that we intend to make all necessary corrections, and I had already had the Contractor invoice for only 90% of the project value so that we had a retainer.
 - This project is also bonded so in the event that the Contractor did not complete the required work we could pull the bond and pay for anything we needed to complete.
 - Ultimately it is up to you and the board how they wish to proceed.
 - I appreciate your efforts on this, and I apologize that we were not able to get everything correct the first time without having to do things over and make corrections, we usually do not have these issues I will make certain that we get everything taken care of as soon as the weather will allow and my goal is to get everything corrected and completed to everyone's satisfaction in one more organized effort. Please let me know if I can be of any assistance in the interim.

RES. 08-19 A motion was made by Janet Addy and seconded by Sandalynn Henry to hold the billing for \$93,628.41 with \$15,484.68 retainer to cover the unfinished work until the Board feels the job will be corrected and completed according to the specs. After discussion a roll call vote was taken resulting in the following vote by calling on each person: Jim Russell, Yes; Janet Addy, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

NEW BUSINESS:

The Resignation Letter of Charlotte Taylor was reviewed by the Board.

Cody and Board discussed procedures to deal with any disruptive patrons in the Library.

Rita Lahmers and Jim Russell reported on the Library Trustee Workshop that they attended on March 9, 2019. They gave the Trustees 2 handouts from the workshop.

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OTHER

Having no other business to come before the board a motion was made by Sandalynn Henry and seconded by Bryan Davis to adjourn at 7:17 p.m.

ADJOURNMENT: Tuesday, March 12, 2019 AT 7:17 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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