

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library April 9, 2019 Meeting

Held: Tuesday, April 9, 2019

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, April 9, 2019 at 6:00 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, Rita Lahmers, Daniel Styer, Bryan Davis, Shirley Hayes, and Sandalynn Henry. Member not in attendance was: Janet Addy. 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 March 12, 2019 regular meeting. A motion was made by Rita Lahmers and seconded by Shirley Hayes 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 March 31, 2019, of the Library funds and the bills totaling \$39,134.19. There were a gifts totaling \$120.00 for the month of March 2019 with the details attached to the Financial Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$445,079.73	\$ 0.00	\$445,079.73
4001	Capital Projects		10,030.16	0.00	10,030.16
	ALL FUNDS TOTAL		\$455,109.89	\$ 0.00	\$455,109.89

A motion was made by Sandalynn Henry and seconded by Bryan Davis to accept the Financial Statement and pay the bills in the amount of \$39,134.19 and accept the March 2019 gifts. Upon roll call, the vote was: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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### **LIBRARIAN'S REPORT:**

Director, Cody Addy, supplied a written circulation report for March 2019 showing a circulation of 9,028. The visitor count for March 2019 was 3,995. There were 1,347.86 gbs of data used on the Hotspots in March 2019.

### **COMMUNICATIONS AND COMMITTEE REPORTS:**

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

- a. Community Leader Appreciation Day at School;
- b. Ribbon Cutting Lock 20;
- c. Letter of Usage Agreement for Cy Young Days (to use Annex);
- d. Chilly Chili Run/Walk, \$290.00 Denation for T4LT;
- e. Geriatric Jubilee, canceled due to lack of registration;
- f. Corrected 2019 Board Succession List;
- g. Purchased and installed 3 new circulation desk computers;
- h. Purchased and installed Air Printing for wireless devices;
- i. Parking lot directional signs purchased (1 -2 Weeks);

### **OLD BUSINESS:**

- a. Parking Lot (Discussion of Issues);
  - Paul Case arrived without notice the week of the 25th
    - Amen-coat had just arrived as well
    - They seeded in the area next to the Annex, need to lay more by Main Street
    - Will be providing date of milling and paving from entrance to exit
    - Pointed out issues around drains
    - I mentioned paving seams and not being satisfied, looking to correct them as well
    - Correcting ramp reveal
    - Confirmed repaving of at least a 3 of the lot
    - Confirmed new painting and touchup everywhere
  - Have not been provided of any dates yet.

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**NEW BUSINESS:**

- a. Annual Report finished with a copy attached
  - Areas to note in comparison to 2017
    - 2.32: Wireless Sessions per Year 32,241 to 2018=17,176
      - a. When comparing the public computer sessions, one could assume this is somewhat due to Hotspots
    - 7.1: Print Materials stayed almost identical at 31,916
    - 7.3: Videos have increased by nearly 1,000
    - 7.5-7.6: Downloadable audio and books have both increased approximately 30,000 owned
    - 8.1-8.2: ILLs have increased as we have seen in monthly report
    - 8.4: Attendance is down, less than 1,000 at 53,872
    - 8.23: Total Physical Circulation is up to 112,515
      - a. By SEO's calculation method we increased 30,280.

**OTHER**

The Records Commission met on Tuesday, April 9, 2019 at 5:00 p.m. and agreed to destroy all non-permanent records from year 2009 and earlier.

Trustee Dinner at the Cambridge City Library will be held on May 9, 2019.

Having no other business to come before the board a motion was made by Rita Lahmers and seconded by Bryan Davis to adjourn at 6:55 p.m.

**ADJOURNMENT: Tuesday, April 9, 2019 AT 6:55 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer-Secretary

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Jim Russell – Board President

**RECORD # 966**