

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library May 14, 2019 Meeting
 Held: Tuesday, May 14, 2019

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, May 14, 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, Rita Lahmers, Daniel Styer, Bryan Davis, Shirley Hayes, Janet Addy and Sandalynn Henry. 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 April 9, 2019 regular meeting. There were 3 corrections. 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.

FISCAL OFFICER'S REPORT:

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending April 30, 2019, of the Library funds and the bills totaling \$53,684.11. There was one gift for the sum of \$107.00 for the month of April 2019 with the details attached to the Financial Report.

The Funds Status for April 30, 2019 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$418,409.14	\$ 0.00	\$418,409.14
4001	Capital Projects		<u>10,030.25</u>	<u>0.00</u>	<u>10,030.25</u>
	ALL FUNDS TOTAL		\$428,439.39	\$ 0.00	\$428,439.39

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 \$53,684.11 and accept the April 2019 gift. Upon roll call, the vote was: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Shirley Hayes, Yes; Janet Addy, 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 April 2019 showing a circulation of 8,951. The visitor count for April 2019 was 4,266. There were 1,217.72 gbs of data used on the Hotspots in April 2019.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Wallet Cards – Fact about the Library;
- b. Potential employee offered position at starting wages;
- c. School Visits to promote Library and Summer Reading;
- d. New programs being offered;
- e. Farmers' Market has begun;
- f. Chris & Lauren attended youth workshop;
- g. Chris & Belinda to attend tech and cataloging breakout sessions;
- h. Printing complications were corrected;
- i. Parking lot directional signs - several have been placed;
- j. Breianna Feehuch graduating with Bachelors Degree;
- k. Cody Addy graduating from Dual Program, MLIS, M.Ed, + K-12 School Library Media\ Licensure.

OLD BUSINESS:

- a. Parking Lot Schedule
 - 5/28 & 5/29, Prep parking lot, pour concrete curb, and complete all back fill, topsoil, seeding and mulching.
 - 5/30, Pave and Stripe Parking lot.
 - Ready for Farmers' Market on Friday;
 - Back up paving due to rain or delay will be Monday, June 3rd;
 - Lot would be usable with a small transition at concrete entrances and exits.

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NEW BUSINESS:

RES. 09-19 A motion was made by Bryan Davis and seconded by Shirley Hayes to approve the employment of Caitlin Durr for the position of Library Assistant at \$8.98 per hour for 24 hours per week. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Shirley-Hayes, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

Grants for the Annex upkeep have been submitted and Cody is waiting on a response.

The Library has submitted the Rotary of Newcomerstown for an OLC award with the intention to recognize the Rotary for its efforts of outreach to the Newcomerstown Library Service Area through an OLC's John Philip Outreach Award.

Karen Morrison reported on the process and progress of the shedding of old books and records.

OTHER

Trustee Dinner at the Cambridge City Library occurred on May 9, 2019 and the Trustees were informed of the takeaways and key points of the event.

The Trustees had a break at 6:45 p.m. and resumed the meeting at 7:18 p.m.

At 7:20 p.m., Shirley Hayes made a motion to go into executive session to discuss the personnel matters. Rita Lahmers seconded the motion. The vote was as follows: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Shirley Hayes, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

At 7:30 p.m., Rita Lahmers made a motion to come out of executive session. Janet Addy seconded the motion. The vote was as follows: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Shirley Hayes, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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RES. 10-19 A motion was made by Sandalynn Henry and seconded by Shirley Hayes to approve an increase in the salary of Cody Addy to an annual salary of \$50,000.00, effective on June 2, 2019, due to a change in his educational status. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Shirley Hayes, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

Having no other business to come before the board a motion was made by Shirley Hayes and seconded by Sandalynn Henry to adjourn at 7:32 p.m.

ADJOURNMENT: Tuesday, May 14, 2019 AT 7:32 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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