

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library June 11, 2019 Meeting

Held: Tuesday, June 11, 2019

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, June 11, 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, Janet Addy and Sandalynn Henry. Staff member in attendance was: Director, Cody Addy. Fiscal Officer, Karen Morrison was not in attendance.

**MINUTES:**

Board President, Jim Russell, called for the reading of the minutes of the May 14, 2019 regular meeting. 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 Minutes for the regular meeting were approved.

**FISCAL OFFICER'S REPORT:**

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending May 31, 2019, of the Library funds and the bills totaling \$29,653.16. There were gifts for the sum of \$67.00 for the month of May 2019 with the details attached to the Financial Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$412,981.29	\$ 0.00	\$412,981.29
4001	Capital Projects		10,030.34	0.00	10,030.34
	ALL FUNDS TOTAL		\$423,011.63	\$ 0.00	\$423,011.63

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 \$29,653.16 and accept the May 2019 gifts. 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 May 2019 showing a circulation of 8,917. The visitor count for May 2019 was 4,143. There were 715.44 gbs of data used on the Hotspots in May 2019.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Thank you cards to the Library – handout for Trustees;
- b. Summer Reading;
- c. NEVSD PAX Training, May 29<sup>th</sup>, 30<sup>th</sup>, 31<sup>st</sup>;
- d. Breianna Fechuch, being scheduled at 30 hours;
- e. Library Assistant, Public Relations, Digital Content
- f. Chris & Belinda attended tech and cataloging sessions
  - Takeaways: digital cards, cataloging clarifications, new circulation understanding, new payment system, new ILLs;
- g. Staff In-service Training: June 28<sup>th</sup>
  - Tuscarawas County Sheriffs Department, Active Shooter
  - NERS, Wound Management/First Aid;
- h. Cody Addy, Vacation: June 3<sup>rd</sup>-7<sup>th</sup>.

### OLD BUSINESS:

- a. Parking Lot Schedule
  - Alternate schedule was utilized, starting 6/3/2019
    - o Due to vacation timing, Jim Russel checking in on re-work;
- b. Receiving quotation for Paint and Paper for Annex Painting
  - Kerry Mills to offer quote;
- c. Grants for Annex maintenance and upkeep have been submitted
  - Waiting on responses.

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**NEW BUSINESS:**

- a. Open discussion with Tuscarawas and neighboring directors
- Multiple Cards in SEO
  - Trying to set similar policies for staff and patrons.

**OTHER**

Discussion concerning final payment for parking lot project.

**RES. 11-19** A motion was made by Sandalynn Henry and seconded by Rita Lahmers to release and make the final payment for the parking lot project (It was on hold until completion of the re-work). After discussion a roll call vote was taken resulting in the following votes: Jm 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 Bryan Davis to adjourn at 7:02 p.m.

**ADJOURNMENT: Tuesday, June 11, 2019 AT 7:02 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President

**RECORD # 968**