

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library July 9, 2019 Meeting  
 Held: Tuesday, July 9, 2019

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, July 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, 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 June 11, 2019 regular meeting. A motion was made by Rita Lahmers and seconded by Shirley Hayes 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 June 30, 2019, of the Library funds and the bills totaling \$155,273.80. There was one restricted gift for the sum of \$100.00 for the month of June 2019 with the details attached to the Financial Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$284,091.63	\$ 0.00	\$284,091.63
4001	Capital Projects		10,030.42	0.00	10,030.42
	ALL FUNDS TOTAL		\$284,122.05	\$ 0.00	\$284,122.05

A motion was made by Sandalynn Henry and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$155,273.80 and accept the June 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 June 2019 showing a circulation of 10,399. The visitor count for June 2019 was 4,200. There were 943.615 gbs of data used on the Hotspots in June 2019.

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

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

- a. Accident/Incident;
- b. Summer Reading: 150,084 pages so far
  - Are you Smarter than a Librarian?;
- c. Tuscarawas County Sheriff's Department, Active Shooter Training
  - Planning to attend Scenario Training in Fall;
- d. NERS, Wound Management/First Aid
  - Project Dawn is another possibility to provide OD/Care Kit;
- e. Cody Addy, Vacation: July 8, 11, 12, 29, 30 and PTO 31.

### **OLD BUSINESS:**

- a. Parking Lot
  - Parking Lot: Paid for in full;
- b. Grants for Annex maintenance and upkeep have been submitted
  - Waiting on responses;
- c. Meeting and Display Space Policy
  - ALA policies for review and suggestions attached.

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**NEW BUSINESS:**

- a. Social Media Policy - Discussion
  - Public Services Policy
  - Personnel Policy;
- b. Bed Bugs & Other Pests Policy
  - Sample – Licking County Library.

A motion was made by Rita Lahmers and seconded by Bryan Davis to adopt the Licking County Library policy for “Bed Bugs & Other Pests” 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.

**OTHER**

Having no other business to come before the board a motion was made by ; Sandalynn Henry and seconded by Janet Addy to adjourn at 7:26 p.m.

**ADJOURNMENT: Tuesday, July 9, 2019 AT 7:26 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President

**RECORD # 969**