

## RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library August 13, 2019 Meeting  
Held: Tuesday, August 13, 2019

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, August 13, 2019 at 6:02 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: Assistant Director, Chris Kincaid and Fiscal Officer, Karen Morrison. Director, Cody Addy was not in attendance.

There was one guest in attendance: Larry Bays.

Larry gave the Board his input concerning the Internet Access Policy. The Board discussed the policy. Larry suggested a 2 hour limit for a computer session which is a 1 hour increase.

### MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the July 9, 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 July 31, 2019, of the Library funds and the bills totaling \$54,173.71. There were 2 gifts totaling \$5,350.00 for the month of July 2019 with the details attached to the Financial Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$265,859.82	\$ 0.00	\$265,859.82
4001	Capital Projects		10,030.51	0.00	10,030.51
	ALL FUNDS TOTAL		\$275,890.73	\$ 0.00	\$275,890.73



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A motion was made Bryan Davis and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$54,173.71 and accept the July 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.

**RES. 12-19** A motion was made by Sandalynn Henry and seconded by Rita Lahmers to approve the resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies (\$225,500) and certifying them to the County Auditor. 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.

### LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for July 2019 showing a circulation of 11,233. The visitor count for July 2019 was 4,987. There were 599,528 gbs of data used on the Hotspots in July 2019. Chris Kincaid reviewed this report with the Board.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Summer Reading, 267,943 pages read;
- b. Toys for Local Tots Toy Ride, Saturday, September 7<sup>th</sup>;
- e. Storage Unit Finished;
- d. Desk in Office has been refinished to be more functional;
- e. Cody Addy, Vacation: Ended up using sick leave for wisdom teeth extraction. Will use Vacation and PTO for the following:
  - Monday, August 12th, Cody will work the Back to School Fair; with Lauren and then take the other half of the day vacation
  - Tuesday, August 13th, vacation, but will be at Board;
  - Thursday, August 15th, PTO, Cody's Mom's Hip Replacement Surgery;
  - Friday, August 16th, I will help with the Hotdog Grilling and then take vacation when it dies down or is over;
  - Saturday, August 17th, Work the Gateway Festival with multiple groups, Work West Chester for Fred as a Volunteer for Face Painting;



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- Monday, August 19th, Fall back plan if any days do not go as thought.

Chris Kincaid reviewed the above information with the Board.

### OLD BUSINESS:

- a. Grants for Annex maintenance and upkeep have been submitted;
  - Waiting on responses;
  - Will be in touch with Tango & Gatti soon for new estimate and work;
- b. Pest Policy Copy - Adopted;
- c. Meeting Space Policy and Form Recommendation Change (Cody is working on it);
- d. Social Media Policy (Cody is working on them);
  - Public Services Policy;
  - Personnel Policy.

### NEW BUSINESS:

Chris Kincaid reported that "Terminex" has been contacted to perform pest treatment.

At 7:00 p.m., ; Sandalynn Henry 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 7:05 p.m., Shirley Hayes made a motion to come out of executive session. Bryan Davis 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.

**RES. 12-20** A motion was made by Sandalynn Henry and seconded by Janet Addy to approve an increase in the salary of Cody Addy by 4.0%, effective on September 1, 2019. 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.

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**OTHER**

Having no other business to come before the board a motion was made by Rita Lahmers and seconded by Janet Addy to adjourn at 7:07 p.m.

**ADJOURNMENT: Tuesday, August 13, 2019 AT 7:07 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President

**RECORD # 970**