

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library November 12, 2019 Meeting
 Held: Tuesday, November 12, 2019

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, November 12, 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. There were no guests in attendance.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the October 8, 2019 regular meeting. A motion was made by Janet Addy and seconded by Bryan Davis 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 October 31, 2019, of the Library funds and the bills totaling \$35,017.44. There was 1 restricted gift for the sum of \$2,500.00 for the month of October 2019 with the details attached to the Financial Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$329,423.53	\$ 0.00	\$329,423.53
4001	Capital Projects		10,030.77	0.00	10,030.77
	ALL FUNDS TOTAL		\$339,454.30	\$ 0.00	\$339,454.30

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A motion was made Sandalynn Henry and seconded by Shirley Hayes to accept the Financial Statement and pay the bills in the amount of \$35,017.44 and accept the October 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.

LIBRARIAN'S REPORT:

Director; Cody Addy, supplied a written circulation report for October 2019 showing a circulation of 10,603. The visitor count for October 2019 was 4,006. There were 975.855 gbs of data used on the Hotspots in October 2019.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy gave the following information to the Board concerning the following topics:

- a. Infestation Halloween Party, 121 individual Participants;
- b. Trunk-or-Treat, 760 Individual Participants;
- c. Escape Room, 26 Individuals;
- d. 2020 Census, Application Process;
- e. Christmas Program – 12/23/2019;
- f. Employee Self-Evaluations and Evaluation Process;
- g. Closing of Orders;
- h. November Holiday Closures: 11, 28, 29, 30;
- j. December Holiday Closures: 24, 25, Early 31;
- k. Staff In-Service Day: 12/6/2019;
- k. Repair of Roof Drain system pipes.

OLD BUSINESS:

- a. Window Replacement
 - No New Information.
- b. Compensation System
 - Supporting Information (Most Recent Info. 2018).

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NEW BUSINESS:

a. Dress and Appearance Policy Review

- Staff request for review: Tattoos, at this time, due to employees' interaction with patrons, prospective patrons, and our involvement in the community, visible tattoos are not allowed. If one is able to visibly see a tattoo (uncovered or through clothing) you will be asked to return home to change. The time missed will not be compensated and you will not be allowed to make it up.

A motion was made Sandalynn Henry and seconded by Janet Addy to continue the Dress and Appearance Policy as is with no changes. 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.

b. Fines

- Fine Free Youth (Supporting Information). Cody is working on the Policy.

An Organizational Meeting will be held on December 30, 2019 at 6:00 with a dinner at Dick's Place to follow.

OTHER

Having no other business to come before the board a motion was made by Rita Lahmers and seconded by Daniel Styer to adjourn at 7:10 p.m.

ADJOURNMENT: Tuesday, November 12, 2019 AT 7:10 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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