

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library December 10, 2019 Meeting
 Held: Tuesday, December 10, 2019

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, December 10, 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, Janet Addy and Sandalynn Henry. Shirley Hayes was not in attendance. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

There was one guest in attendance: Robert Thornsley attended the meeting at 6:30 and made a brief statement to the Board and then departed.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the November 12, 2019 regular meeting. A motion was made by Bryan Davis and seconded by Janet Addy 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 November 30, 2019, of the Library funds and the bills totaling \$34,061.95. There were no gifts for the month of November 2019.

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

| FUND# | FUND DESCRIPTION | % TOTAL POOLED | FUND BALANCE | INVESTMENTS NON-POOLED BALANCE | CHECKING & POOLED INVEST. BALANCE |
|-------|------------------|----------------------|-----------------|--------------------------------------|---|
| 1000 | General | | \$323,258.94 | \$ 0.00 | \$323,258.94 |
| 4001 | Capital Projects | | 10,030.85 | 0.00 | 10,030.85 |
| | ALL FUNDS TOTAL | | \$333,289.79 | \$ 0.00 | \$333,289.79 |

A motion was made Rita Lahmers and seconded by Sandalynn Henry to accept the Financial Statement and pay the bills in the amount of \$34,061.95. Upon roll call, the vote was: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, 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 November 2019 showing a circulation of 9,416. The visitor count for November 2019 was 3,435. There were 1,148 gbs of data used on the Hotspots in November 2019.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Staff In-Service Day (Friday 12/6/2019);
- b. Christmas Program, Whobilation, December 23;
- c. Employee Self-Evaluations and Evaluation Process – Started;
- d. December Holiday Closures: 24, 25, Early 31.

OLD BUSINESS:

- a. Window Replacement, Finished and Invoice Submitted.
- b. Compensation System – Trustees received supporting information (Most Recent Info. 2018).
- c. PS 3.51 Overdue Fines

The library charges overdue fines of \$1 per day on DVDs, Video Games, Mobile Hotspots, Preloaded Game Consoles, Tech Items, and Browsing titles in all formats. Overdue fines are not charged for any other items. Fines are not charged on children's or teen items. Items included are books, movies, magazines, and other borrowable items marked with labels starting with E (Early), i (Juvenile), or YA (Young Adult);

By not charging fines for the specified items above, it does not remove the need and use of lost or damaged material fees.

A motion was made Sandalynn Henry and seconded by Janet Addy to approve the Overdue Fines Policy as revised. Upon roll call, the vote was: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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NEW BUSINESS:

RES. 14-19 A motion was made by Rita Lahmers and seconded by Bryan Davis to approve the hiring of the new employee, Charlotte Perry, at \$8.98 per hour (Ohio Minimum wage of \$8.55 plus 5%). Upon roll call, the vote was: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

RES. 15-19 A motion was made by Sandalynn Henry and seconded by Rita Lahmers to change the payroll date from Tuesday to Wednesday (extend 1 day) starting January 1, 2020. Upon roll call, the vote was: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

At 6:22 p.m., Bryan Davis made a motion to go into executive session to discuss the personnel matters. Sandalynn Henry seconded the motion. The vote was as follows: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

At 6:26 p.m., Janet Addy 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; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

RES. 16-19 A motion was made by Bryan Davis and seconded by Rita Lahmers to approve an increase in the hourly wage of Chris Kincaid by 13.6% to \$16.70 an hour (\$34,736.00 annually), effective as of the date set forth in his review. 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; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

RES. 17-19 A motion was made by Sandalynn Henry and seconded by Janet Addy to approve an increase in the salary of Karen Morrison by 4% to \$18,495.26, effective January 1, 2020. 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; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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RES. 18-19 A motion was made by Janet Addy and seconded by Bryan Davis to approve a Salary Increase Bucket of 5% for 2020 . 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; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

At 6:33 p.m., Rita Lahmers made a motion to go into executive session to discuss the personnel matters. Janet Addy seconded the motion. The vote was as follows: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

At 7:32 p.m., Rita Lahmers made a motion to come out of executive session. Sandalynn Henry seconded the motion. The vote was as follows: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, 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 Janet Addy and seconded by Sandalynn Henry to adjourn at 7:35 p.m.

ADJOURNMENT: Tuesday, December 10, 2019 AT 7:35 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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