

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of Newcomerstown Public Library December 30, 2019 Meeting

Held: December 30, 2019

ORGANIZATIONAL MEETING

The Board of Trustees of the Newcomerstown Public Library met for an organizational meeting on Wednesday, December 30, 2019 at 6:05 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, Janet Addy, Sandalynn Henry, Shirley Hayes, Bryan Davis and Daniel Styer. Rita Lahmers was not in attendance. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

NEW TERM FOR FISCAL OFFICER:

Karen Morrison was given the oath of office by Daniel M. Styer for the position of Fiscal Officer for 2020. Janet Addy was given the oath of office by Daniel M. Styer for a new 7 year term as Trustee starting January 1, 2020.

ELECTION OF OFFICERS FOR 2020:

President, Jim Russell, called for nominations for each office. A motion was made by Sandalynn Henry, and seconded by Janet Addy to nominate and keep the same Officers for 2020: Jim Russell as President, Sandalynn Henry as Vice President and Daniel Styer as Secretary. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

The new officers will take office at the time of election and will finish this meeting.

APPOINTMENT OF FISCAL OFFICER:

Motion was made by Sandalynn Henry and seconded by Shirley Hayes to appoint Karen Morrison to continue as Newcomerstown Library Fiscal Officer for the year 2020. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPOINTMENT OF DEPUTY FISCAL OFFICER:

Motion was made by Sandalynn Henry and seconded by Shirley Hayes to appoint Patricia A. Arth to continue as Newcomerstown Library Deputy Fiscal Officer for the year 2020. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

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TEMPORARY APPROPRIATION:

RES. 01-20 Motion was made by Bryan Davis and seconded by Sandalynn Henry to approve temporary appropriations for 2020 in the amount of \$274,170.44. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPROVAL OF HONESTY BOND FOR 2020

RES. 02-20 Motion was made by Sandalynn Henry and seconded by Janet Addy to approve buying two \$25,000.00 honesty bonds one for Karen Morrison and one for Patricia A. Arth from the Ohio Plan Insurance at the approximate cost of \$170.00 for 2020. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPROVAL OF DEPOSITORY OF PUBLIC FUNDS FOR 2020

RES. 03-20 Motion was made by Janet Addy and seconded by Bryan Davis to approve Park National Bank as the Depository for public Funds for 2020. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPROVAL OF TRANSFER OF LINE ITEM FUNDS FOR 2020

RES. 04-20 Motion was made by Daniel Styer and seconded by Shirley Hayes to extend a Blanket Authorization to Fiscal Officer, Karen Morrison, to move funds between accounts during 2020. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

CALENDAR OF EVENTS:

Motion was made by Sandalynn Henry and seconded by Bryan to keep the date and time for the regular meetings of the Board of Trustees of the Newcomerstown Public Library at the second Tuesday of each month at 6:00 p.m. at the Library Annex Building. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPROVAL OF COMPENSATION SYSTEM FOR 2020:

RES. 05-20 Motion was made by Daniel Styer and seconded by Shirley Hayes to approve the compensation system for 2020 (Minimum & Maximum) at the ranges set forth in the table prepared by Cody and given to the Board with the Agenda document. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

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APPROVAL FOR FINE-BOX, PETTY CASH AND POSTAGE:

RES. 06-20 Motion was made by Sandalynn Henry and seconded by Bryan Davis to keep the fine box at \$50.00, set the petty cash at \$150.00 and keep the postage fund at \$50.00 for the year 2020. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

APPOINTMENT OF COMMITTEES FOR 2020:

Committees appointed for the year 2020 are: Records, Sandalynn Henry (Chairman), Rita Lahmers, Shirley Hayes and Karen Morrison; Long Range Planning: Jim Russell (Chairman), Janet Addy and Sandalynn Henry; Budget/Finance: Daniel Styer (Chairman), Jim Russell, Bryan Davis and Karen Morrison. The Library Director is an ex officio member of all committees.

Motion was made by Rita Lahmers and seconded by Janet Addy to approve the committee assignments. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, and Janet Addy, Yes. All voting, "Yes", the motion carried.

Having no other business to come before the Board, the motion was made by Janet Addy and seconded by Daniel Styer to Adjourn at 6:25 P.M.

ADJOURNMENT: MINDAY, DECEMBER 30, 2019 AT 6:25 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell -Board President

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