

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library January 14, 2020 Meeting
 Held: Tuesday, January 14, 2020

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, January 14, 2020 at 6:03 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, Shirley Hayes 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 December 10, 2019 regular meeting. There was one minor correction. A motion was made by Janet Addy and seconded by Rita Lahmers to accept the corrected Minutes of the regular meeting. Hearing no objections, the corrected Minutes for the regular meeting were approved.

Board President, Jim Russell, called for the reading of the minutes of the December 30, 2019 organizational meeting. There was one minor correction. A motion was made by and Sandalynn Henry and seconded by Shirley Hayes to accept the corrected Minutes of the regular meeting. Hearing no objections, the corrected Minutes for the organizational meeting were approved.

FISCAL OFFICER'S REPORT:

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending December 31, 2019, of the Library funds and the bills totaling \$137,421.50. There was one gift of \$90.00 for the month of December 2019 with the detail attached to the Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$264,137.58	\$ 0.00	\$264,137.58
4001	Capital Projects		10,032.86	0.00	10,032.86
	ALL FUNDS TOTAL		\$274,170.44	\$ 0.00	\$274,170.44

A motion was made Rita Lahmers and seconded by Bryan Davis to accept the Financial Statement and pay the bills in the amount of \$137,421.50 and to accept the gift. Upon roll call, the vote was: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Hayes, 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 December 2019 showing a circulation of 9,591. The visitor count for December 2019 was 3,632. There were 1,258 gbs of data used on the Hotspots in December 2019.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Whobilation, approx. 150 in attendance;
 - Featured in the Columbus Dispatch;
- b. Maintenance/Custodial Position;
 - Interest being shown;
 - Résumés are beginning to be offered;
- c. Video Games;
 - State Library has provided that cartridge games are still to be considered in circulation;
 - Up for reconsideration at another meeting;
- d. Insurance Plan and Materials Calculator;
 - Being reviewed and completed;
- e. Public Tax Prep;
 - Free tax preparation, changed and not being offered in NCT;
- f. In-house paperwork completed for new year;
- g. 2020 Employee and Board Contact List;
- h. Evaluation meetings being accomplished as schedules permit;
- i. Chamber Meeting, January 21st;
- j. NCT-CAN Meeting, January 22nd (Community Actio9n Network);
- k. Year-end reporting to begin in February;
- l. T-Mobile Hot Spots;
 - 5G Possibility of needing new equipment.

OLD BUSINESS:

- a. Assistant Director, Email Wage Discussion;
- b. Henry Heating and Cooling (Furnace Units – New Building – 4 Units (2 are old).

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OLD BUSINESS:

RES. 07-20 A motion was made by Sandalynn Henry and seconded by Rita Lahmers to revise Res. 16-19 concerning Chris Kincaid's old hourly rate which was \$15.14 and approve an increase in the hourly wage of Chris Kincaid by \$2.00 to \$17.14 an hour, 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; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

RES. 08-20 A motion was made by Bryan Davis and seconded by Sandalynn Henry to encumber \$40,000.00 to replace part of the furnace units in the new building as part of a process to upgrade all the units over time. 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; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

NEW BUSINESS:

NONE

OTHER

Having no other business to come before the board a motion was made by Janet Addy and seconded by Rita Lahmers to adjourn at 7:00 p.m.

ADJOURNMENT: Tuesday, January 14, 2020 AT 7:00 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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