

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library February 11, 2020 Meeting  
 Held: Tuesday, February 11, 2020

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, February 11, 2020 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, 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 January 14, 2020 regular meeting. There were 3 minor corrections. A motion was made by Rita Lahmers and seconded by Bryan Davis to accept the corrected Minutes of the regular meeting. Hearing no objections, the corrected Minutes for the regular meeting were approved.

**FISCAL OFFICER'S REPORT:**

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending January 31, 2020, of the Library funds and the bills totaling \$32,280.28. There were 2 gifts totaling \$231.00 for the month of January 2020 with the detail attached to the Report.

The Funds Status for January 31, 2020 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$163,581.53	\$ 0.00	\$163,581.53
4001	Capital Projects		<u>10,035.15</u>	<u>0.00</u>	<u>10,035.15</u>
	ALL FUNDS TOTAL		\$173,616.68	\$ 0.00	\$173,616.68

A motion was made Sandalynn Henry and seconded by Shirley Hayes to accept the Financial Statement and pay the bills in the amount of \$32,280.28 and to accept the gifts. 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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**RES. 09-20** A motion was made by Sandalynn Henry and seconded by Janet Addy to approve the Permanent Appropriations of \$839,938.47. 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.

### **LIBRARIAN'S REPORT:**

Director, Cody Addy, supplied a written circulation report for January 2020 showing a circulation of 10,661. The visitor count for January 2020 was 3,883. There were 2,199.48 gbs of data used on the Hotspots in January 2020.

### **COMMUNICATIONS AND COMMITTEE REPORTS:**

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

- a. Tuscarawas County Main Library Open House – Cody, Chris & Lauren attended;
- b. First Furnace Units to be replaced starting 2/10/2020,
  - 2nd unit replacement and maintenance proposals provided;
- c. Involved in Census – Pam is involved;
- d. Involvement in HGTV Home Town Takeover;
- e. Imagination Station Library coming to Tuscarawas County;
- f. Year-end reporting started;
- g. Author Visit and Book Talk during Cy Young Days,
  - Cy Young, An American Baseball Hero, By Scott Longert;
- h. Main Library Door issues – Pin Lock;
- i. New Thermostat in Library Annex.

### **OLD BUSINESS:**

- a. Board and Administration are covered under current insurance coverage.

### **NEW BUSINESS:**

- a. Christopher Jones, hired and offered Maintenance/Custodial full time position at \$13.00 an hour.  
(Pending Approval)
  - 30-years with ODOT, truck, power equipment/machine operations and upkeep;

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- 3-years Street Department/Cemetery Superintendent, managed crew to ensure roads, parks, cemeteries were maintained and prepared for events, budgeting, public relations;
- Service oriented, 7-years coaching in youth league, 4-years Park Board President.

**RES. 10-20** A motion was made by Janet Addy and seconded by Rita Lahmers to approve the hiring of Christopher Jones for the Maintenance/Custodial full time position at an hourly rate of \$13.00. 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.

**OTHER**

The Board noted that this is the year to renew the tax levy.

Fiscal Officer, Karen Morrison, completed the year end financial reporting.

Jim Russell noted he will be absent for the March 10, 2020 Trustee meeting.

Having no other business to come before the board a motion was made by Bryan Davis and seconded by Shirley Hayes to adjourn at 6:38 p.m.

**ADJOURNMENT: Tuesday, February 11, 2020 AT 6:38 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President

**RECORD # 977**