

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library March 10, 2020 Meeting
 Held: Tuesday, March 10, 2020

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, March 10, 2020 at 6:00 p.m. at the Library Annex Building. The meeting was called to order by Board Vice President, Sandalynn Henry, with the roll call of members. Members in attendance were: Rita Lahmers, Daniel Styer, Bryan Davis, Janet Addy, Shirley Hayes and Sandalynn Henry. Jim Russell was not in attendance. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

MINUTES:

Board Vice President, Sandalynn Henry, called for the reading of the minutes of the February 11, 2020 regular meeting. A motion was made by Rita Lahmers 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 February 29, 2020, of the Library funds and the bills totaling \$42,978.96. There were 3 gifts totaling \$220.00 for the month of February 2020 with the detail attached to the Report.

The Funds Status for February 29, 2020 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$180,389.50	\$ 0.00	\$180,389.50
4001	Capital Projects		<u>60,037.22</u>	<u>0.00</u>	<u>60,037.22</u>
	ALL FUNDS TOTAL		\$240,426.72	\$ 0.00	\$240,426.72

A motion was made Janet Addy and seconded by Shirley Hayes to accept the Financial Statement and pay the bills in the amount of \$42,978.96 and to accept the gifts. Upon roll call, the vote was: 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 February 2020 showing a circulation of 9,493. The visitor count for February 2020 was 3,575. There were 1,409.55 gbs of data used on the Hotspots in February 2020.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Farmers' Market Registration: Finished;
- b. Furnace Replacements: Finished and on a monthly service agreement for warranty;
- c. Main Doors: Hinges replaced, working well,
 - Maintenance on automatic button, weather strip, lock;
- d. Year-end Report: Statistics changed for documentation;
- e. Provided Fine/Fee form for patrons questioning their account;
- f. Updating Hotspot checkout agreement form;
- g. Phone System: Being updated to 3CX Cloud System with Applications for Smart Phones;
- h. Security Cameras: Software/hardware being updated adding monitoring options to circulation desks and office,
 - Allow opportunity to see all public areas of the facility, offer assistance and security monitoring.

OLD BUSINESS:

- a. Security Cameras
 - Update existing and install additional cameras inside and out
- 29, 8MP Varifocal Cameras and installation/configuration quote \$16,313.85

RES. 11-20 A motion was made by Rita Lahmers and seconded by Bryan Davis to approve the purchase 15 additional Security Cameras (inside and out) and update the existing Cameras at a cost of \$16,613.85. After discussion a roll call vote was taken resulting in the following votes: 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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NEW BUSINESS:

Cody presented to the Trustees a copy of the "Warren-Trumbull County Public Library Pandemic Preparedness Plan" and the Trustees reviews said plan.

A motion was made by Janet Addy and seconded by Shirley Hayes to adopt the Warren-Trumbull Pandemic Preparedness Plan with future revisions applied as needed. After discussion a roll call vote was taken resulting in the following votes: 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

Having no other business to come before the board a motion was made by Shirley Hayes and seconded by Bryan Davis to adjourn at 6:55 p.m.

ADJOURNMENT: Tuesday, March 10, 2020 AT 6:55 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Sandalynn Henry – Board Vice President

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