

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library May 12, 2020 Meeting

Held: Tuesday, May 12, 2020

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Meeting Held: Tuesday, May 12, 2020

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, May 12, 2020 at 6:02pm 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, Bryan Davis and Shirley Hayes. and Rita Lahmers. Board member Dan Styer was not in attendance. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison. Sandalynn Henry will be taking minutes for Dan Styer.

**MINUTES:**

Board President, Jim Russell, called for the reading of the minutes of the March 10, 2020 regular meeting and the minutes from a special meeting held March 16, 2020. Seeing no corrections, a motion was made by Bryan Davis and seconded by Shirley Hayes to approve the minutes. Hearing no objections, the Minutes for the regular meeting and the special meeting were approved.

**FISCAL OFFICER'S REPORT;**

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, for March and April 2020. The March report showed bills in the amount of \$54,136.18 and a donation of \$139 in gifts.

The Fund Status for March 31, 2020 was as follows:

FUND	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	82.372%	\$280,549.46	\$ 0.00	\$280,549.46
4001	Capital Projects	17.628%	\$ 60,039.59	\$ 0.00	\$ 60,039.59
	ALL FUNDS TOTAL		\$340,589.05	\$ 0.00	\$340,589.05
				Pooled Investment	\$ 60,039.02
				Less Secondary Balance	0.00
				Available Primary Checking Balance	\$280,550.03

A motion was made by Janet Addy and seconded by Rita Lahmers to accept the Fiscal Officers report and pay the bills totaling \$54,136.18 and accept the gifts of \$139. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; Rita Lahmers, Yes; and Jim Russell, Yes. All voting "yes", the motion carried.

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Because the library was closed by the Corona Virus, Fiscal Officer, Karen Morrison, also presented the Financial Report, date ending April 4, 2020, of the library fund and the bills totaling \$38,221.78. There were no gifts.

The Fund Status for April 30, 2020 was as follows:

FUND	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	80.977%	\$255,591.05	\$ 0.00	\$255,591.05
4001	Capital Projects	19.023%	\$ 60,041.81	\$ 0.00	\$ 60,041.81
	<b>ALL FUNDS TOTAL</b>		<b>\$315,632.86</b>	<b>\$ 0.00</b>	<b>\$315,632.86</b>
				Pooled Investment	\$ 60,041.24
				Less Secondary Balance	0.00
				<b>Available Primary Checking Balance</b>	<b>\$255,591.62</b>

A motion was made by Shirley Hayes and seconded by Bryan Davis to accept the Financial Report and pay the bills totally \$38,221.78. Upon roll call, Sandalynn Henry, Yes; Janet Addy, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; Rita Lahmers, Yes; and Jim Russell, Yes. All voting "yes", the motion carried.

**LIBRARIAN'S REPORT:**

Director, Cody Addy, supplied a written circulation report for March and April. The Library was closed most of that time so there was very little circulation.

**COMMUNICATIONS AND COMMITTEE REPORTS:**

Director, Cody Addy gave the following information to the Board.

- a. Due to Corona Virus guidelines the Farmer's Market has been cancelled.
- b. Staff back on May 4th.
- c. Curbside pick up will begin May 12th.
- d. Fines will return on June 1st.
- e. It will take 5 weeks to install plexiglass sneeze guard around the circulation desk. Jim suggested looking into the plexiglass face shields.
- f. Installation of security cameras is almost finished.
- g. Budget cuts may lead to layoffs and possible shortening of hours.

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**OLD BUSINESS**

Fiscal Officer, Karen Morrison, presented information about our levy renewal.

RES. 13-20 A motion was made by Rita Lahmers and seconded by Bryan Davis to send the certificate of estimated property tax to the county auditor. Upon roll call, Sandalynn Henry, Yes; Janet Addy, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; Rita Lahmers, Yes; and Jim Russell, Yes. All voting "yes", the motion carried.

**RES. 14-20.** A motion was made by Sandalynn Henry and seconded by Shirley Hayes to hire the law firm of Barnes and Thornburg, LLP. to handle the levy language and procedures. Greg Stype is the contact. He has worked on our previous levys.

**NEW BUSINESS**

Fiscal Officer, Karen Morrison read a letter from the auditors about the recent agreed upon procedure audit. All board members signed the letter. There were no problems found.

The meeting was adjourned at 6:50PM.

**ADJOURNMENT:** Tuesday, May12, 2020 at 6:50p.m.

**SUBMITTED BY:**

\_\_\_\_\_  
Sandalynn Henry

\_\_\_\_\_  
Jim Russell Board President

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