

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library, June 2, 2020

Meeting Held: Tuesday, June 2, 2020

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, June 2, 2020 at 6:03pm 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 May 12, 2020 regular meeting. Seeing no corrections, a motion was made by Rita Lahmers and seconded by Janet Addy to approve the minutes. 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, for May. The May report showed bills in the amount of \$48,936.88. There were no gifts.

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

FUND	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	78.690%	\$221,716.35	\$ 0.00	\$221,716.35
4001	Capital Projects	21.31%	<u>\$60,043.96</u>	<u>\$ 0.00</u>	<u>\$ 60,043.96</u>
ALL FUNDS TOTAL			\$281,760.31	\$ 0.00	\$281,760.31
Pooled Investment			\$60,043.96		
Less Secondary Balance			0.00		
Available Primary Checking Balance \$221,716.92					

A motion was made by Bryan Davis and seconded by Shirley Hayes to accept the Fiscal Officers report and pay the bills totaling \$48,936.88. 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. Mention was made that we should have received about 41% of our funds but have only received 29%.

LIBRARIAN'S REPORT:

Director, Cody Addy, reported that the library circulation was down about 5,504 from last year due to Covid 19 closure. He reported there was an average of 10 requests per day.

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 with vendors working with St. Paul's church
- b. Staff back with curbside available
- c. Due dates extended until the 20th.
- d. Rick Hogue will be providing droplet guards
- e. The library has worked with OLC for collective purchasing for PPE.

OLD BUSINESS

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

RES. 15-20 A motion was made by Sandalynn Henry and seconded by Janet Addy to send the needed paperwork to the Newcomerstown Board of Education for their action on the process of placing a 2.5 percent renewal levy on the ballot. 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. The deadline for filing is August 5th.

RES. 16-20 This replaces resolution 09-20 from the February 11, 2020 meeting. Karen made a correction to the amount. Rita Lahmers made the motion to approve the filing of the permanent appropriations in the amount of \$789,938.47. Shirley Hayes seconded the motion. 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.

NEW BUSINESS

Director, Cody Addy discussed the two plans taking into account the forecast of reduction of funds. After a discussion a motion RES. 17-20 was made to go with the 25% reduction plan which calls for a layoff of 2 employees and finding places in the budget than can be reduced. There will be no reduction in operating hours at this time. The motion was made by Rita Lahmers and seconded by Bryan Davis. 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.

Cody also reported that Summer Reading would be different with packets available for families to pick up.

Shirley Hayes moved to adjourn the meeting at 7:06PM. Bryan Davis seconded the motion.

ADJOURNMENT: Tuesday, June 2, 2020 at 7:06p.m.

SUBMITTED BY:

Sandalynn Henry

Jim Russell Board President

Page #981