

RECORD OF PROCEEDINGS

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

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, July 14, 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, Janet Addy, Shirley Hayes and Sandalynn Henry. Bryan Davis was not in attendance. 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 June 2, 2020 regular meeting. A motion was made by Janet Addy and seconded by Shirley Hayes 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 June 30, 2020, of the Library funds and the bills totaling \$58,435.92. There were no gifts for the month of June 2020.

The Funds Status for June 30, 2020 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$181,792.58	\$ 0.00	\$181,792.58
4001	Capital Projects		<u>60,045.34</u>	<u>0.00</u>	<u>60,045.34</u>
	ALL FUNDS TOTAL		\$241,837.92	\$ 0.00	\$241,837.92

A motion was made Rita Lahmers and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$58,435.92. Upon roll call, the vote was: Jim Russell, 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 June 2020 showing:

- a. Curbside Usage:
 - Month of June (97) Month of May (130);
- b. Patron Count: June 10th -30th , 333 visitors;
- c. Home Location: June 2020 (3,446), June 2019 (7,974);
- d. Other Locations: June 2020 (364), June 2019 (2,307);
- e. Difference: 3,810 – 10,281 = -6,471;
- f. Hotspot Circulation: 331.887 GB.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Summer Reading: Week 1 (78), Week 2 (49);
- b. Security cameras, Theft reported to police;
- c. Offering Saturday hours Starting the 11th;
 - Evaluate usage;
- d. Due dates have not been extended after the 20th;
- e. Healthy staff;
- f. Continuation of budget evaluation;
- g. Continued reevaluation of Phases of Opening Plan;
 - PPE purchased and received.

OLD BUSINESS:

- a. Reevaluate the pandemic plan as needed;
- b. Levy Process Update.

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NEW BUSINESS:

Cody reported: Blower motor replaced and asphalt around down spout to be repaired.

OTHER

Having no other business to come before the board a motion was made by Sandalynn Henry and seconded by Shirley Hayes to adjourn at 6:25 p.m.

ADJOURNMENT: Tuesday, July 14, 2020 AT 6:25 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

RECORD # 982