

RECORD OF PROCEEDINGS

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

NEW BUSINESS:

a. Sick Leave Policy

Formal policy to cover what is in place – Review & Discuss Next Meeting.

At 6:42 p.m., Rita Lahmers made a motion to go into executive session to discuss the personnel matters. Sandalynn Henry seconded the motion. The vote was as follows: Jim Russell, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, “Yes”, the motion carried.

At 6:50 p.m., Rita Lahmers made a motion to come out of executive session. Bryan Davis seconded the motion. The vote was as follows: Jim Russell, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, “Yes”, the motion carried.

RES. 17-20 A motion was made by Shirley Hayes and seconded by Bryan Davis to approve an increase in the salary of Cody Addy by 3.0%, effective on September 1, 2020 and vacation time increase from 15 days to 20 days as per the policy. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Bryan Davis, 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 Sandalynn Henry and seconded by Shirley Hayes to adjourn at 6:55 p.m.

ADJOURNMENT: Tuesday, August 11, 2020 AT 6:55 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

RECORD # 983

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LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for June 2020 showing:

- a. Curbside Usage:
 - Month of July (37);
- b. Patron Count: July (656);
- c. Home Location: July 2020 (4,402), July 2019 (8,758);
- d. Other Locations: July 2020 (473), July 2019 (2,326);
- e. Difference: $4,402 - 11,084 = -6,682$;
- f. Hotspot Circulation: 860.85 GB.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Summer Reading – Child SR programming total: 196 in overall attendance – digital program
196 kits for children
 - Youth SR programming total: 46 in overall attendance;
- b. Security cameras & staff witness, Assault, issued no trespass
- c. Offering Saturday hours Starting the 11th
 - Usage been low, 4 or 5 (8/1/20, 25 visitors);
- d. Possible opportunity for a newly released "Cares Grant";
- e. Sump pump replacement, Annex.

OLD BUSINESS:

- a. Reevaluate the pandemic plan as needed;
 - Move slowly allowing adult programs and meeting space
 - Space limited by State Mandates and cleaning procedures
 - Local Government
 - Organizations/Non-profits
 - Other small groups;
- b. Levy Process Update – Signs & Business Cards;
- c. Parking Lot Repair – No Update.

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The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, August 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, Shirley Hayes and Sandalynn Henry. Janet Addy 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 July 14, 2020 regular meeting. A motion was made by Sandalynn Henry 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 July 31, 2020, of the Library funds and the bills totaling \$33,967.51. There were no gifts for the month of July 2020.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$178,246.57	\$ 0.00	\$178,246.57
4001	Capital Projects		60,046.61	0.00	60,046.61
	ALL FUNDS TOTAL		\$238,293.18	\$ 0.00	\$238,293.18

A motion was made Bryan Davis and seconded by Rita Lahmers to accept the Financial Statement and pay the bills in the amount of \$33,967.51. Upon roll call, the vote was: Jim Russell, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.