

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library September 8, 2020 Meeting
 Held: Tuesday, September 8, 2020

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, September 8, 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, Janet Addy, Daniel Styer, Shirley Hayes and Sandalynn Henry. Rita Lahmers and Bryan Davis were 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 August 11, 2020 regular meeting. A motion was made by Shirley Hayes and seconded by Sandalynn Henry 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 August 31, 2020, of the Library funds and the bills totaling \$25,818.01. There were no gifts for the month of August 2020.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General		\$274,788.34	\$ 0.00	\$274,788.34
4001	Capital Projects		<u>60,047.88</u>	<u>0.00</u>	<u>60,047.88</u>
	ALL FUNDS TOTAL		\$334,836.22	\$ 0.00	\$334,836.22

A motion was made Sandalynn Henry and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$25,818.01. Upon roll call, the vote was: Jim Russell, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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FISCAL OFFICER'S REPORT: Continued

RES. 18-20 A motion was made by Janet Addy and seconded by Shirley Hayes to approve the resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies (\$207,000) and certifying them to the County Auditor. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Sandalynn Henry, Yes; Shirley Hayes, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

LIBRARIAN'S REPORT:

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

- a. Curbside Usage:
 - Month of August (38);
- b. Patron Count: August 2020 (824), July 2020 (656);
- c. Home Location: August 2020 (5,822), July 2020 (4,402);
- d. Other Locations: August 2020 (1,946), July 2020 (473);
- e. Difference: August 2020 7,764 – July 2020 4,875 = Total +2,889;
- f. Hotspot Circulation: 713.21 GBs.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Library hours of operation;
 - Evaluation of times when the library is least utilized;
 - Consideration of closing/opening different hours;
 - Current trend, Tues. & Thurs. slower, Sat. picking up;
- b. Grants: The Mini CARES Grant, not received, expended early;
 - \$25,000 grant received on Tuesday, September 1st;
- c. Budget for 2021, Karen and Cody week of 7th;
- d. Windows being cleaned;
- c. Motor replacement / Henry Heating & Cooling.

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RES. 19-20 A motion was made by Sandalynn Henry and seconded by Janet Addy to approve the submission of the 2021 Budget to the Auditor with said Budget to be reviewed and approved at the next meeting. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

OLD BUSINESS:

- a. Sick Leave Policy;
 - Policy updated to provide understanding of separation wording is represented from director's contract;
 - Sick leave bucket, possible, but many stipulations.
- b. Parking Lot: Eli Mona, IAP;
 - Visited to view the issue; They will have more information in a week or so as to when the issue will be resolved;
 - Cory, Johnson Laux face timed for the visit and explained that it will be covered.

RES. 20-20 A motion was made by Janet Addy and seconded by Shirley Hayes to approve And adopt the Sick Leave Policy as revised by the Director. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

NEW BUSINESS:

- a. NCTPL Response to County Alert Levels, Color Chart;
 - Will not be adopted;
 - Director will decide level of action.

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OTHER

a. Levy Update;

- News release in process, working with Ray Booth;
- Signs may be set out October 3, 2020.

b. Jim is going to check with Bryan and Rita concerning a meeting time change to 4:00 p.m.

Having no other business to come before the board a motion was made by Shirley Hayes and seconded by Janet Addy to adjourn at 6:32 p.m.

ADJOURNMENT: Tuesday, September 8, 2020 AT 6:32 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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