

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library October 13, 2020 Meeting
 Held: Tuesday, October 13, 2020

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, October 13, 2020 at 4:00 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, Bryan Davis, Daniel Styer, 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 September 8, 2020 regular meeting. A motion was made by Shirley Hayes and seconded by Bryan Davis 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 September 30, 2020, of the Library funds and the bills totaling \$45,897.29. There were no gifts for the month of September 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		\$285,251.71	\$ 0.00	\$285,251.71
4001	Capital Projects		<u>60,049.11</u>	<u>0.00</u>	<u>60,049.11</u>
	ALL FUNDS TOTAL		\$345,300.82	\$ 0.00	\$345,300.82

A motion was made Rita Lahmers and seconded by Sandalynn Henry to accept the Financial Statement and pay the bills in the amount of \$45,897.29. Upon roll call, the vote was: Jim Russell, Yes; Sandalynn Henry, Yes; Rita Lahmers, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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FISCAL OFFICER'S REPORT: Continued

RES. 21-20 A motion was made by Sandalynn Henry and seconded by Rita Lahmers to approve the resolution authorizing the Fiscal Officer to submit an amended certificate to the County Auditor to increase the 2020 appropriations by \$25,000.00 which is the corona virus funds received by the Library. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Sandalynn Henry, Yes; Rita Lahmers, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

LIBRARIAN'S REPORT:

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

- a. Curbside Usage:
 - Month of September (20);
- b. Patron Count: September 2020 (909), August 2020 (824);
- c. Home Location: September 2020 (5,752), August 2020 (5,822);
- d. Other Locations: September 2020 (2,177), August 2020 (1,946);
- e. Difference: September 2020 7,929 – August 2020 7,768 = Total +161;
- f. Hotspot Circulation: 1,194.284 GBs.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Library hours of operation;
 - All days are increasing in patrons, will continue to monitor;
- b. Grants: The Mini CARES Grant, not received, expended early;
 - \$2,500 reimbursement grant, Village of Newcomerstown;
 - Another round to be offered;
 - Seeking Foundation for Appalachian Ohio; Investing in Youth Resiliency.

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OLD BUSINESS:

- a. Parking Lot: Eli Mona, IAP;
• Finished: New subcontractor utilized. Asphalt cut, pipe capped, asphalt repaired.

NEW BUSINESS:

- a. Discussion concerning Letter from Ohio Library Council (OLC) concerning payment of individual memberships for staff.
- b. Discussion concerning parent supervision of children (10 years old and under).

OTHER

- a. Levy Update;
• News release published;
• Signs placed;
• Reaching out to radio stations as election date approached.

- b. 4:00 p.m. Trustee meeting time is working out well for all.

Having no other business to come before the board a motion was made by Shirley Hayes and seconded by Bryan Davis, to adjourn at 4:40 p.m.

ADJOURNMENT: Tuesday, October 13, 2020 AT 4:40 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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