

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library January 12, 2021 Meeting
 Held: Tuesday, January 12, 2021

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, January 12, 2021 at 4:05 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, (zoom), Janet Addy (zoom) and Sandalynn Henry (zoom). 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 December 8, 2020 regular meeting. A motion was made by Shirley Hayes and seconded by Janet Addy to accept the Minutes of the regular meeting. Hearing no objections, the Minutes for the regular meeting were approved.

Board President, Jim Russell, called for the reading of the minutes of the December 29, 2020 organizational meeting. There was a spelling error identified. A motion was made by Rita Lahmers and seconded by Bryan Davis to accept the Corrected Minutes of the organizationa 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 December 31, 2020, of the Library funds and the bills totaling \$44,484.94. There were no gifts for the month of December 2020.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	81.268%	\$260,537.16	\$ 0.00	\$260,537.16
2801	Caronavirus Relief Fund	.000%	\$.00	\$ 0.00	\$.00
4001	Capital Projects	18.732%	\$ 60,052.13	0.00	\$ 60,052.13
	ALL FUNDS TOTAL		\$320,589.29	\$ 0.00	\$320,589.29

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A motion was made by Rita Lahmers and seconded by Bryan Davis to accept the Financial Statement and pay the bills in the amount of \$44,484.94. Upon roll call, the vote was: Jim Russell, Yes; Sandalynn Henry, Yes; Rita Lahmers, Yes; Bryan Davis, 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 November 2021 showing:

- a. Curbside Usage:
 - Month of October (48);
- b. Patron Count: December 2020 (832), November 2020 (837);
- c. Home Location: December 2020 (5731), November 2020 (5,521);
- d. Other Locations: December 2020 (1,947), November 2020 (1,854);
- e. Difference: December 2020 7,675, November 2020 7375 = Total +303;
- f. Hotspot Circulation: 1,888.1114 GBs.

COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Projector to arrive before next meeting;
- b. T-Mobile Hot Spots – adding more;
- c. Insurance Plan and Materials Calculator;
 - Being reviewed and completed;
- d. In-house paperwork completed for new year;
- e. 2021 Employee and Board Contact Lists provided to Trustees;
- f. Discussions and performance raises finished for staff;
- g. Chamber;
 - Chamber Treasurer;
- h. Year-end reporting to begin in February;
- i. Henry Heating;
 - Conducted their maintenance, report went well;
- j. Purchases;
 - With finances being truly stable, Cody is planning to increase purchases to regular capacity;
- k. Memorial donations;
 - Received donations in remembrance of Mick Mayhew.

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OLD BUSINESS:

a. Meetings

- Hybrid meetings, continue to keep track of spread and need.

NEW BUSINESS:

RES. 06-21 Motion was made by Shirley Hayes seconded by Rita Lahmers to approve permanent appropriations for 2021 in the amount of \$775,358.23. Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Shirley Hayes, Yes; Bryan Davis, Yes, Rita Lahmers, Yes; and Janet Addy, Yes. All voting, "Yes", the motion carried.

Having no other business to come before the board a motion was made by Shirley Hayes and seconded by Rita Lahmers, to adjourn at 4:22 p.m.

ADJOURNMENT: Tuesday, January 12, 2021 AT 4:22 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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