

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library March 9, 2021 Meeting  
 Held: Tuesday, March 9, 2021

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, March 9, 2021 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, Bryan Davis, Daniel Styer, Janet Addy (zoom), Shirley Hayes (zoom), and Sandalynn Henry. Rita Lahmers 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 February 9, 2021 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 February 28, 2021, of the Library funds and the bills totaling \$31,567.64. There were no gifts for the month of February 2021.

The Funds Status for February 28, 2021 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	80.261%	\$244,185.68	\$ 0.00	\$244,185.68
2801	Caronavirus Relief Fund	0.000%	\$ .00	\$ 0.00	\$ .00
4001	Capital Projects	19.739%	<u>\$ 60,053.73</u>	<u>0.00</u>	<u>\$ 60,053.73</u>
	ALL FUNDS TOTAL		\$304,239.41	\$ 0.00	\$304,239.41

A motion was made by Bryan Davis and seconded by Shirley Hayes to accept the Financial Statement and pay the bills in the amount of \$31,567.64. Upon roll call, the vote was: Sandalynn Henry, Yes; Jim Russell, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; Janet Addy, 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 January 2021 showing:

- a. Curbside Usage:
  - Month of February (55);
- b. Patron Count: February (714), January (938);
- c. Home Location: February (4,756), January (5422);
- d. Other Locations: February (1,652), January (1,858);
- e. Difference: February 6,408 - January 7,280 = Total -872;
- f. Hotspot Circulation: 2,175.9133 GBs.

### **COMMUNICATIONS AND COMMITTEE REPORTS:**

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

- a. Cause Connector, Launch 2/10
  - Nearing \$600.00 to be matched for Hotspot Service;
- b. 3CX Phone System Upgrades with Spectrum
  - Finished, working out bugs;
- c. Continue Reevaluation of Covid Precautions w/vaccinations
  - Evaluate State Precautions and Mandates to come
  - Still have residents that assume we are closed to public;
- d. Covid 15-Minute Rapid Test Distribution at NCT PL, partnership with the State Department of Health
  - Zero Cost;
  - eMed visit required by the State for medication needs;
  - Downloaded App and device with video conference capabilities required for eMed visit
- e. Dr. Seuss: 6 titles in question, NCT will follow policy (PS 2 & PS 2.6).

### **OLD BUSINESS:**

- a. Planning Committee - Trustees were give the plan and they discussed the same;
  - Met and approved the current Strategic Plan as an overview for the next 5 years;
    - o See attached plan;
  - Step 2, Price items on the plan;
  - Step 3, Budget accordingly.

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**NEW BUSINESS:**

Schedule Finance Committee meeting when all funds are identified that could be applied to the Strategic Plan.

Having no other business to come before the board a motion was made by Sandalynn Henry and seconded by Daniel Styer, to adjourn at 4:24 p.m.

**ADJOURNMENT: Tuesday, March 9, 2021 AT 4:24 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President

**RECORD # 991**