

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library April 13, 2021 Meeting  
 Held: Tuesday, April 13, 2021

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, April 13, 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, Bryan Davis, Daniel Styer, Janet Addy, Shirley Hayes (zoom), Rita Lahmers (zoom), and Sandalynn Henry. Staff member in attendance was Director, Cody Addy. Fiscal Officer, Karen Morrison, was not in attendance.

**MINUTES:**

Board President, Jim Russell, called for the reading of the minutes of the March 9, 2021, 2021 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 March 31, 2021, of the Library funds and the bills totaling \$36,612.45. There were no gifts for the month of March 2021.

The Funds Status for March 31, 2021 was as follows:

FUND#	FUND DESCRIPTION	%	FUND	INVESTMENTS	CHECKING &
		TOTAL			
		POOLED		BALANCE	BALANCE
1000	General	85.963%	\$367,770.09	\$ 0.00	\$367,770.09
2801	Caronavirus Relief Fund	0.000%	\$ .00	\$ 0.00	\$ .00
4001	Capital Projects	14.037%	\$ 60,054.27	0.00	\$ 60,054.27
ALL FUNDS TOTAL			\$427,824.36	\$ 0.00	\$427,824.36

A motion was made by Bryan Davis and seconded by Sandalynn Henry to accept the Financial Statement and pay the bills in the amount of \$36,612.45. Upon roll call, the vote was: Sandalynn Henry, Yes; Jim Russell, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; Janet Addy, Yes; Rita Lahmers, 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 March (46);
- b. Patron Count: March (1,037), February (714);
- c. Home Location: March (5,557), February (4,756);
- d. Other Locations: March (1,975), February (1,652);
- e. Difference: March 7532 - February 6,408 = Total +1,124;
- f. Hotspot Circulation: 1,867.5935 GBs.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Library Advocacy Week
  - Involved in OLC Digital Meetings
    - o Meetings with Gov. Mike DeWine and First Lady Fran DeWine, Senate President Matt Huffman (R-Lima), Ohio House Assistant Majority Whip Cindy Abrams (R-Harrison), Senate Finance Committee Chairman Matt Dolan (R-Chagrin Falls), Senate Minority Leader Kenny Yuko (D-Richmond Heights), and House Assistant Minority Leader Kristin Boggs (D-Columbus);
  - Involved in Local Digital Meetings
    - o Meetings with Senator Hottinger and Representative Hillyer;
- b. Cause Connector, Launch 2/10
  - \$4,106.96 is the current donation amount raised;
- c. Parking lot maintenance, receiving estimates to seal joints/crack, resurface, stripe, and paint curbs
  - Levco and Mid-Ohio Sealcoating have submitted
  - Waiting for one more submission;
- d. Continue Reevaluation of Covid Precautions w/vaccinations
  - Evaluate State Precautions and Mandates to come
  - Orders have rescinded with new in place to consolidate. For us nothing will currently change;

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### e. Strategic Planning

- Zoom Meeting with HBM Architects, Monday, April 12;
  - o Discuss opportunity for a space study
    - Several directors recommended the space study to provide a realistic representation of what can be done with our area
  - o Plan to have more information to discuss a board;
- Cost analysis of Strategic plan, nearly finished
  - o Once I have more information from HBM, the analysis will be sent out.

### OLD BUSINESS:

#### a. Schedule Finance Committee Meeting

- Waiting for Cost Analysis of Strategic Plan.

### NEW BUSINESS:

**RES. 07-21** Motion was made by Sandalynn Henry and seconded by Rita Lahmers to approve the rehiring of Breianna Fechuch for the position of Public Relations/Library Assistant for an hourly rate of \$11.02 (an increase of 3% from her prior rate). 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 Bryan Davis and seconded by Daniel Styer, to adjourn at 4:25 p.m.

**ADJOURNMENT: Tuesday, April 13, 2021 AT 4:25 P.M.**

### **SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President