

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library May 11, 2021 Meeting  
 Held: Tuesday, May 11, 2021

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, May 11, 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, Shirley Hayes, Rita Lahmers. Sandalynn Henry was not in attendance. 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 April 13, 2021 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.

**FISCAL OFFICER'S REPORT:**

Fiscal Officer, Karen Morrison, prepared for the Trustees, the Financial Report, date ending April 30, 2021, of the Library funds and the bills totaling \$41,956.56. There were no gifts for the month of April 2021.

The Funds Status for April 30, 2021 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	85.471%	\$353,297.93	\$ 0.00	\$353,297.93
2801	Caronavirus Relief Fund	0.000%	\$ .00	\$ 0.00	\$ .00
4001	Capital Projects	14.529%	<u>\$ 60,054.76</u>	<u>0.00</u>	<u>\$ 60,054.76</u>
	ALL FUNDS TOTAL		\$413,352.69	\$ 0.00	\$413,352.69

A motion was made by Bryan Davis and seconded by Rita Lahmers to accept the Financial Statement and pay the bills in the amount of \$41,956.56. Upon roll call, the vote was: 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.

## RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library May 11, 2021 Meeting  
Held: Tuesday, May 11, 2021

### LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for January 2021 showing:

- a. Curbside Usage:
  - Month of April (36);
- b. Patron Count: April (1,024), March (1,037);
- c. Home Location: April (4,715), March (5,557);
- d. Other Locations: April (1,696), March (1,975);
- e. Difference: April 6,411 - March 7532 = Total -1,121;
- f. Hotspot Circulation: 2,063.7782 GBs.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. Cause Connector, Launch 2/10
  - Signed letter for the grant supplied to Cause Connector
  - Should be receiving check soon. (\$2,087.40 total to us and \$2,087.40 supplied to help fund similar projects)
- b. Parking lot maintenance, receiving estimates to seal joints/crack, resurface, stripe, and paint curbs
  - Carroll Asphalt & Sales, LLC/Tuscoat to handle the resurfacing and painting of the lot, \$2,515.00
  - Date TBD
- c. Continue Reevaluation of Covid Precautions w/vaccinations
  - Evaluate State Precautions and Mandates to come
- d. Summer Reading
  - Lauren has been working to incorporate an almost all outdoor summer reading program for our area youth
  - Kickoff will be a virtual Zoo visit that parents can access from personal devices. Space to be provided at the annex for those that do not have access options
  - Adult summer reading is also in the, process of passive programs.

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library May 11, 2021 Meeting

Held: Tuesday, May 11, 2021

---

**OLD BUSINESS:**

- a. Strategic Planning
  - HBM Architects, Monday
    - o Discuss opportunity for a space study
    - o Information provided
  - Cost analysis of Strategic plan, nearly finished.
    - o Once I have more information from I-IBM, the analysis will be sent out
- b. Schedule Finance Committee Meeting
  - to be scheduled.

**NEW BUSINESS:** None

**OTHER:** None

**OPEN DISCUSSION:** None

Having no other business to come before the board a motion was made by Rita Lahmers and seconded by Shirley Hayes, to adjourn at 4:25 p.m.

**ADJOURNMENT:** Tuesday, May 11, 2021 AT 4:35 P.M.

**SUBMITTED BY:**

\_\_\_\_\_  
Daniel M. Styer- Secretary

\_\_\_\_\_  
Jim Russell – Board President

**RECORD # 993**