

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library June 8, 2021 Meeting
 Held: Tuesday, June 8, 2021

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, June 8, 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, Sandalynn Henry, Rita Lahmers. Shirley Hayes was not in attendance. Staff members in attendance were Director, Cody Addy and Fiscal Officer, Karen Morrison. There were no greets.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the May 11, 2021 regular meeting. A motion was made by Bryan Davis and seconded by Sandalynn Henry 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 May 31, 2021, of the Library funds and the bills totaling \$34,002.38. There were no gifts for the month of May 2021.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	85.595%	\$341,228.13	\$ 0.00	\$341,228.13
2801	Caronavirus Relief Fund	0.517%	\$ 2,087.40	\$ 0.00	\$ 2,087.40
4001	Capital Projects	14.888%	<u>\$ 60,055.22</u>	<u>\$ 0.00</u>	<u>\$ 60,055.22</u>
	ALL FUNDS TOTAL		\$403,370.75	\$ 0.00	\$403,370.75

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A motion was made by Rita Lahmers and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$34,002.38. Upon roll call, the vote was: Jim Russell, Yes; Bryan Davis, Yes; , Sandalynn Henry 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 May (42);
- b. Patron Count: May (1,023), April (1,024);
- c. Home Location: May (3,812), April (4,715);
- d. Other Locations: May (1,478), April (1,696);
- e. Difference: May 5,290 - April 6,411 = Total -1,121;
Exactly the same difference as last month.
- 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. Position for Youth Services Coordinator Open
 - Available in house to see about fulfillment;
- b. Summer Reading
 - Kickoff Date: June 8" with a Virtual Zoo Visit
 - Those that are registered will receive a Zoom password
 - Those able will view from personal devices;
- c. Lounge Seating Replacement;
- d. Vacation
 - As time permits, I (Cody) will be using vacation.

OLD BUSINESS:

- a. Schedule Finance Committee Meeting - August 2021.

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NEW BUSINESS:

- a. Resignation of Lauren Burns, Youth Services Coordinator
 - Resignation letter provided
- b. Promotion of Breianna Fechuch, Youth Service Coordinator
 - At over 6 years of experience within the library, working with our local youth, and experience working with 3 youth individuals, Brei will fill the role very well and has already built a strong reputation with those that visit.

RES. 08-21 Motion was made by Sandalynn Henry and seconded by Rita Lahmers to accept the resignation of Lauren Burris and to approve the promotion of Breianna Fechuch to the position of Youth Service Coordinator for an hourly rate of \$11.70 (Full time - \$24,336.00 annually with full time benefits). Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Bryan Davis, Yes, Rita Lahmers, Yes; and Janet Addy, Yes. All voting, "Yes", the motion carried.

- c. Promotion of Robin Troyer, Public Relations/Library Assistant
 - Hours will remain the same
 - Increased responsibility, Robin will assume responsibilities of PR/Library Assistant on June 14th
 - At a rate of \$10.50 hr. or \$16,380 annually (Pending Approval).

RES. 09-21 Motion was made by Bryan Davis and seconded by Janet Addy to approve the promotion of Robin Troyer to the position of Public Relations/Library Assistan for an hourly rate of \$10.50 (30 Hours per week - \$16,380.00 annually). Upon the roll call, the vote was; Sandalynn Henry, Yes; Daniel Styer, Yes; Jim Russell, Yes; Bryan Davis, Yes, Rita Lahmers, Yes; and Janet Addy, Yes. All voting, "Yes", the motion carried.

- d. Seeking 2 Part-Time employees to fill necessary positions
 - To replace 2 of the 3 from lay-offs and resignations
 - Ohio minimum \$8.80+.44 or 5% = \$9.24.

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OTHER:

Fiscal Officer, Karen Morrison, informed the Board that the cost of the Library's insurance will increase in July.

OPEN DISCUSSION: None

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

ADJOURNMENT: Tuesday, June 8, 2021 AT 4:40 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell - Board President

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