

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library June 8, 2021 Meeting
 Held: Tuesday, July 13, 2021

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, July 13, 2021 at 4:03pm 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, Janet Addy, Sandalynn Henry, Bryan Davis and Shirley Hayes. and Rita Lahmers. Board member Dan Styer was not in attendance. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison. Sandalynn Henry will be taking minutes for Dan Styer.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the June 8, 2021 regular meeting. With one minor correction, a motion was made by Bryan Davis and seconded by Rita Lahmers to approve the minutes. 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, for June 2021. The June report showed bills in the amount of \$56,076.76. There were no gifts for the month of June.

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	82.944%	\$324,882.74	\$ 0.00	\$ 324,882.74
2801	Caronavirus Relief Fund	0.539%	\$ 2,087.40	\$ 0.00	\$ 2,087.40
4001	Capital Projects	15.517%	\$ 60,055.22	\$ 0.00	\$ 60,055.22
	ALL FUNDS TOTAL		\$387,025.36	\$ 0.00	\$ 387,025.36

A motion was made by Janet Addy and seconded by Shirley Hayes to accept the Fiscal Officers report and pay the bills totaling \$56,076.76. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; Rita Lahmers, Yes; and Jim Russell, Yes. All voting "yes", the motion carried

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LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for June 2021.

- a. Curbside Usage: 26
- b. Patron Count: June 2,023 ; May 1,023
- c. Home Location: June 4,890 ; May 3,812
- d. Other Locations: June 1,507 ; May 1,478
- e. Difference: June 6,397 :May 290 =Total +1,107
- f. Hotspot Circulation: 2,705.0161 GBs

COMMUNICATIONS AND COMMITTEE REPORTS:

Director, Cody Addy gave the following information to the Board.

- a. Grant Possibilities, potential for lockers or vending
- b. New Furniture arrived.
- c. New fax machine is needed for the Fiscal Officer, purchase pending
- d. Ohio Revised Code, Printing for Identification forms. This is for a limited time only.
- e. Patron Compliment: Patron used hotspots to retrain and educate for his new career.

OLD BUSINESS

A date for the Finance Committee meeting is still to be determined.

NEW BUSINESS

a. Purchase of a new server. A motion was made by Sandalynn Henry to purchase a new server at a cost of \$5,813.42. Bryan Davis seconded the motion. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; Rita Lahmers, Yes; and Jim Russell, Yes. All voting "yes", the motion carried.

b. Esther Wilson was hired as parttime. A motion was made by Shirley Hayes to set Esther Wilson's wage at \$10.00 per hour. The motion was seconded by Rita Lahmers. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; Rita Lahmers, Yes; and Jim Russell, Yes. All voting "yes", the motion

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c. Sally Bates was hired as part time. A motion was made by Janet Addy to set Sally Bates wage at \$10.00 per hour. The motion was seconded by Shirley Hayes.. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; Rita Lahmers, Yes; and Jim Russell, Yes. All voting "yes", the motion carried.

d. June 19th is now a federal holiday. Cody will bring policy language to the board next meeting.

OTHER

Cody explained the library had to be closed for awhile because of a strange odor. After being checked thoroughly the problem seems to be eliminated.

Having no other business to come before the board a motion was made by Rita Lahmers to adjourn.

ADJOURNMENT: Tuesday, July 13, 2021 at 5:52p.m.

SUBMITTED BY:

Sandalynn Henry, Vice President

Jim Russell Board President