

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library August 10, 2021 Meeting  
 Held: Tuesday, August 10, 2021

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, August 10, 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, Shirley Hayes, and Rita Lahmers. Staff member in attendance was Fiscal Officer, Karen Morrison. Director, Cody Addy was not in attendance. There were no guests.

**MINUTES:**

Board President, Jim Russell, called for the reading of the minutes of the July 13, 2021 regular meeting. A motion was made by Janet Addy and seconded by Rita Lahmers 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 July 31, 2021, of the Library funds and the bills totaling \$34,340.73. There were no gifts for the month of July 2021.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	84.0755%	\$328,082.47	\$ 0.00	\$328,082.47
2801	Caronavirus Relief Fund	0.535%	\$ 2,087.40	\$ 0.00	\$ 2,087.40
4001	Capital Projects	15.390%	\$ 60,055.71	\$ 0.00	\$ 60,055.71
	ALL FUNDS TOTAL		\$390,225.58	\$ 0.00	\$390,225.58

A motion was made by Shirley Hayes and seconded by Bryan Davis to accept the Financial Statement and pay the bills in the amount of \$34,340.73. Upon roll call, the vote was: Jim Russell, Yes; Bryan Davis, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Shirley Hayes, 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 July (29);
- b. Patron Count: July (2,013); June (2,023)
  - July 2020 (656) ; July 2019 (4,987);
- c. Home Location: July (4,433); June (4,987);
- d. Other Locations: July (659) ; June April (1,507);
- e. Difference: July 5,092 - June 6,397 = Total -1,305;
  - Statistics represent the transition in courier service contract Through SEO Consortium;
  - Most of the month went without delivery or pickup;
  - Service is solely building steam, but leaves much to be desired.
- f. Hotspot Circulation: 2,712.3967 GBs.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. LSTA \$100,000.00 Grant and accompanied documents submitted successfully, waiting for response.
- b. Carroll Asphalt cleaned, primed, seal coated, striped, painted bollards, and added glass beads on paint.
- c. Summer Reading has concluded for youth and adults
  - Youth: Avg. 75 Participants per week
  - 1,080 hours of reading completed
  - Adults: 14 Participants, 334 Items Read.

### OLD BUSINESS:

- a. August Finance Committee Date
    - Cody's schedule is currently open the last two weeks of the month on Monday, Tuesday, Thursday, and Friday.
    - We can shoot for 3:30 or 4 PM on one of the 8 days.
    - I will send this in email as well to help with scheduling.
- Finance Committee will meet on August 20, 2021 at 4:00.

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### LIBRARIAN'S REPORT:

At 4:15 p.m., Janet Addy made a motion to go into executive session to discuss the personnel matters. Rita Lahmers seconded the motion. The vote was as follows: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

At 4:20 p.m., Bryan Davis made a motion to come out of executive session. Shirley Hayes seconded the motion. The vote was as follows: Jim Russell, Yes; Bryan Davis, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Hayes, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

**RES. 10-21** Motion was made by Shirley Hayes and seconded by Janet Addy to approve an increase in the salary of Cody Addy by 4.0%, effective on September 1, 2021. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Rita Lahmers, Yes; Sandalynn Henry, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; Bryan Davis, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

**OTHER:** None

**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 4:25 p.m.

**ADJOURNMENT: Tuesday, August 10, 2021 AT 4:25 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board President

**RECORD # 996**