

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library October 12, 2021 Meeting  
 Held: Tuesday, October 12, 2021

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, October 12, 2021 at 4:00 p.m. at the Library Annex Building. The meeting was called to order by Board Vice President, Sandalynn Henry, with the roll call of members. Members in attendance were: Bryan Davis, Daniel Styer, Janet Addy, Sandalynn Henry, Shirley Hayes, and Rita Lahmers. Jim Russell was not in attendance. Staff members in attendance were Fiscal Officer, Karen Morrison, and Director, Cody Addy. There were no guests.

**MINUTES:**

Board Vice President, Sandalynn Henry, called for the reading of the minutes of the September 14, 2021 regular meeting. A motion was made by Bryan Davis 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 September 30, 2021, of the Library funds and the bills totaling \$40,074.65. There was \$78.00 in restricted gifts for the month of September 2021.

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

FUND#	FUND DESCRIPTION	%	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
		TOTAL POOLED			
1000	General	86.573%	\$400,681.23	\$ 0.00	\$400,681.23
2801	Caronavirus Relief Fund	0.451%	\$ 2,087.40	\$ 0.00	\$ 2,087.40
4001	Capital Projects	12.976%	\$ 60,056.73	\$ 0.00	\$ 60,056.73
	ALL FUNDS TOTAL		\$462,825.36	\$ 0.00	\$462,825.36

A motion was made by Janet Addy and seconded by Rita Lahmers to accept the Financial Statement and pay the bills in the amount of \$40,074.65 and accept the September 2021 gifts. Upon roll call, the vote was: Bryan Davis, 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 October 2021 showing:

- a. Curbside Usage:
  - Month of September: 55;
- b. COVID Take-Home Kits: 783;
- c. Patron Count: September (2,224); August (2,273);
  - September 2020 (909 ; August 2019 (3891);
- d. Home Location: September (4,970); August (4,418);
- e. Other Locations: September (1,553) ; August (1,144);
- f. Difference: September 6,523 – August 5,562 = Total +961;
- g. Hotspot Circulation: 2,364.6425 GBs.

### COMMUNICATIONS AND COMMITTEE REPORTS:

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

- a. LSTA \$100,000.00, not awarded;
- b. Monitoring an HVAC Cooling unit;
- c. Bats, Annex Chimney, Terminix for recommendations;
- d. Make 'N' Take: Program full & offering multiple sessions over several days;
- e. Baby Bounce, Toddler Time, & Story Time;
  - All have participants, lacks numbers due to COVID;
- f. Tuscarawas County PLF Distribution Letter;
  - County directors are in agreement to keep distribution percentages the same as previous years;
- g. Business Trick-or-Treat, 3-4 PM, held in far portion of the lot;
  - Weather permitting, back up location with NERS;
  - Community Trick-or-Treat, 4-6 PM;
- h. After hours Halloween Program being discussed for Children;
- i. T-Mobile Hotspots;
- j. Thank you cards.



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**OLD BUSINESS:**

Financial Committee, Board Approval Results (Short Discussion).

**NEW BUSINESS:**

2022 Appropriations/Budget – Approved at next meeting.

**OTHER: NONE**

**OPEN DISCUSSION: NONE**

Having no other business to come before the board a motion was made by Shirley Hayes and seconded by Bryan Davis, to adjourn at 4:20 p.m.

**ADJOURNMENT: Tuesday, October 12, 2021 AT 4:20 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Sandalyann Henry – Vice Board President

**RECORD # 998**