

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library December 13, 2016 Meeting  
 Held: Tuesday, December 13, 2016

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, December 13, 2016 at 6:01 p.m. at the Library Annex Building. The meeting was called to order by Board President, Ray Booth, with the roll call of members. Members in attendance were: Ray Booth, Sandalynn Henry, Janet Addy, Jim Russell, Shirley Osler, Daniel Styer, and Rita Lahmers. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison. There were no guests in attendance.

**MINUTES:**

Board President, Ray Booth, called for the reading of the minutes of the November 8, 2016 regular meeting. A motion was made by Sandalynn Henry and seconded by Shirley Osler 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 November 30, 2016, of the Library funds and the bills totaling \$23,534.16. There were gifts in the amount of \$405.00 for the month of November 2016 with the detail attached to the Fund Status Report.

The Funds Status for November 30, 2016 was as follows:

FUND#	FUND DESCRIPTION	%	FUND	INVESTMENTS	CHECKING &
		TOTAL			
		POOLED		BALANCE	BALANCE
1000	General	97.155	\$341,698.63	\$ 0.00	\$341,698.63
2001	Technology Fund	0.000	0.00	0.00	0.00
4001	Capital Projects	<u>2.844</u>	<u>10,002.01</u>	<u>0.00</u>	<u>10,002.01</u>
ALL FUNDS TOTAL			\$351,700.64	\$ 0.00	\$351,700.64
Pooled Investments					\$ 10,002.10
Less Secondary Balance					0.00
Available Primary Checking Balance					\$ 341,698.54

A motion was made by Jim Russell and seconded by Janet Addy to accept the Financial Statement and November gifts and pay the bills in the amount of \$23,534.16. Upon roll call, the vote was: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

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### LIBRARIAN'S REPORT:

Director, Cody Addy, reported that the circulation report for November 2016 showed a circulation of 11796 units. The visitor count for November 2016 was 3,771.

### COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy reported on the following topics:

- Cody is taking a couple of days sick leave;
- Star Wars Movie Marathon being held at Annex – 7 days;
- Polar Express Event will be held on Wednesday, December 21<sup>st</sup>;
- Toys for local tots, Mitten Tree and Christmas Jar donation for Elementary;
- New timers for parking lot and security/flag pole lights;
- Ryan Grewell of Smart Way will attend January Board meeting to discuss Wi-fi.

### OLD BUSINESS:

**RES. 24-16** A motion was made by Sandalynn Henry and seconded by Rita Lahmers to approve and proceed with the purchase of entrance and exit signs from Synergy Sign & Graphics. After discussion a roll call vote was taken resulting in the following votes: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

The Board discussed 2 handouts provided by Cody (2015 Public Library Statistics & Compensation System Sheet).

### NEW BUSINESS:

At 6:45 p.m. Sandalynn Henry made a motion to go into executive session to discuss personnel matters. Shirley Osler seconded the motion. The vote was as follows: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

At 7:00 Rita Lahmers made a motion to come out of executive session. This was seconded by Janet Addy. The vote was as follows: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

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**RES. 25-16** A motion was made by Sandalynn Henry and seconded by Jim Russell to approve the hiring of Jason Bunting to fill the position of Maintenance/Custodial person for an hourly rate of \$12.00 plus insurance benefits. After discussion a roll call vote was taken resulting in the following votes: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

**RES. 26-16** A motion was made by Sandalynn Henry and seconded by Shirley Osler for Cody to make an employment offer to Loren Burris for a full time position of Library Assistant. After discussion a roll call vote was taken resulting in the following votes: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

**RES. 27-16** A motion was made by Rita Lahmers and seconded by Sandalynn Henry to approve an increase in salary for Karen Morrison to the total of \$16,440.00 annually. After discussion a roll call vote was taken resulting in the following votes: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

The Board organizational meeting will be held on January 3, 2017 at 6:00.

Having no other business to come before the board a motion was made by Jim Russell and seconded by Shirley Osler to adjourn at 7:30 p.m.

**ADJOURNMENT: Tuesday, December 13, 2016 AT 7:30 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Ray Booth – Board President

**RECORD # 933**