

Record of Proceedings

Minutes of The Board of Trustees of the Newcomerstown Public Library

Tuesday, March 14, 2023

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, March 14, 2023 at 4:00 pm at the Library Annex Building. The meeting was called to order by President, Rita Lahmers, with roll call of members. Members in attendance were: Janet Addy, Bryan Davis, Jim Russell, Fred Dickinson and Shirley Hayes. Dee Stocker was absent. Staff members in attendance were Cody Addy, Director, and Karen Morrison, Fiscal Officer.

Minutes:

President, Rita Lahmers, called the reading of the minutes for the January 10, meeting. Shirley Hayes moved to approve the minutes and Fred Dickinson seconded it. Hearing no objections, the minutes were approved.

Fiscal Officer's Report

The Board looked over the Fiscal Officer, Karen Morrison, prepared reports. The Board approved the Financial Report ending, January 31, 2023 and to pay the bills totaling \$28,661.29 and to accept the gift of \$50.00. See attached sheet for Funds Status for January 2023. Jim Russell made the motion to accept the above report and payments. It was seconded by Bryan Davis. Hearing no objections, the motion was approved. The Board did not meet in February but did look over and approve the Financial Report ending, February 28 and approved to pay the bills totaling \$41,110.11. Fred Dickinson made the motion to accept the report and Shirley Hayes seconded it. Hearing no objections, the motion was carried.

Librarian's Report:

Cody presented the following:

- a. Patron Count: February 2,222; February 2022: 1,804; February 2021: 714.
- b. Home Location: February 4,782; January 5,121.
- c. Other Location: February 3,703; January 1,982.
- d. Difference: February 8,485; January 7,103 = Total + 1,382.

- e. Hotspot Circulation: 6,433.2653 GBs

Communications

- a. Sedgwick Unemployment Claim reported that they had 2 more false claims from here.
- b. Cody report that they helped with the school's Book Fair.
- c. Cody provided the Board with copies of The Board Contact info for 2023.
- d. The Policy Committee met on January 26,2023. Cody provide the updated and new revisions for members.

Old Business:

- a. The Oracle Elevator Hydraulic Replacement issue and remodeling of the annex was tabled for a later date.

New Business

- a. Cody presented a plan to update the Youth Service Desk, Preparation Area, and Storage. If approved Henry Construction would do the work for \$8,052.00. Don Brown of Eagle Valley Wood Designs would make all the cabinetry for \$6,300.00. The total for the project would be \$14,352.00.
- b. With Board Approval of this project, Brei Fechuch would seek local grants to help with this remodel of her department.
- c. Fred Dickinson made a motion to accept the remodeling project for the Youth Area in the amount of \$14,352.00. Bryan Davis seconded it. The motion was carried.
- d. Cody discussed updating the library's technology. A quote from Synced was provided. This included an update of the switch, router, security licensing, additional general supplies for setup and operations. The total being \$7600.72. Jim Russell made a motion to accept the above quote from Synced and Shirley seconded. Hearing no objections, the motion carried.
- e. Janet Addy moved to go into executive session to discuss elevator. Fred Dickinson seconded. The motion carried.

- f. Shirley Hayes moved to come out of executive session and Fred Dickinson seconded. The motion carried.

Bryan Davis moved to adjourn at 5:22 PM.

Submitted by:

Janet Addy Secretary

Rita Lahmers President

Not Approved-Proposed for Posting Only