

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library June 7, 2016 Meeting  
 Held: Tuesday, June 7, 2016

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, June 7, 2016 at 6:00 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, Daniel Styer and Jim Russell. Shirley Osler and Rita Lahmers were not in attendance. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

**MINUTES:**

Board President, Ray Booth, called for the reading of the minutes of the May10, 2016 regular meeting. A motion was made by Sandalynn Henry and seconded by Janet Addy 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 May 31, 2016, of the Library funds and the bills totaling \$33,885.36. There was one gift made by the Friends of the Library in the amount of \$600.00 for the month of May 2016 for the Summer Reading programs.

The Funds Status for May 31, 2016 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	96.559	\$280,643.33	\$ 0.00	\$280,643.33
2001	Technology Fund	0.000	0.00	0.00	0.00
4001	Capital Projects	<u>3.441</u>	<u>10,001.52</u>	<u>0.00</u>	<u>10,001.52</u>
	ALL FUNDS TOTAL		\$290,644.85	\$ 0.00	\$290,644.85
				Pooled Investments	\$ 10,001.61
				Less Secondary Balance	0.00
				Available Primary Checking Balance	\$ 280,643.24

A motion was made by Jim Russell and seconded by Sandalynn Henry to accept the Financial Statement and pay the bills in the amount of \$33,885.36 and accept the May 2016 gift. Upon roll call, the vote was: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

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Fiscal Officer, Karen Morrison, reported that an audit will occur on June 20-21, 2016.

### **LIBRARIAN'S REPORT:**

Director, Cody Addy, reported that the circulation report for May 2016 showed a circulation of 12,094 units. The visitor count for May 2016 was 3982.

### **COMMUNICATIONS AND COMMITTEE REPORTS:**

Cody Addy reported on the following topics:

- New status report on the Library's website;
- Carpet, tile and upholstery cleaning is finished and Cody is satisfied with the results;
- Author, Jason Wright, will visit the community and school with the visit tentatively scheduled for November 9 & 10;
- Ohio Plan Insurance is able to cover security measures;
- Updating IT equipment (batteries & new boxes);
- Students are registering for the Summer Reading program;
- Planning for youth programs (Princess ball, Make & Take, starting Lego Club & Art Club);
- Cy Young Days Hot Dog eating contest on June 25<sup>th</sup> (1-3p.m.);
- Website has new look with same URL.

### **OLD BUSINESS:**

Items in the 5 year plan are moving forward - parking lot, community WIFI, and building maintenance issues.

### **NEW BUSINESS:**

Cody is seeking approval to hire Nick Gheorghiu to do part-time maintenance 20 hours per week. The board discussed the options to hire (or contract with) Nick Gheorghiu.

Karen reported that the employee insurance cost will increase \$47.82 per month.

The board discussed training for the Assistant Fiscal Officer, Shirley Osler.

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**RES. 13-16** A motion was made by Sandalynn Henry and seconded by Janet Addy to approve a 3% increase in the hourly rate for Natalie Jones (+.32 to \$10.98) effective June 1, 2016. After discussion a roll call vote was taken resulting in the following votes: Ray Booth, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Janet Addy, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

The board discussed the handout for the new DOL Wage-Hour regulations effective December 1, 2016.

Jim will update the 360 review forms and email them to all trustees.

Having no other business to come before the board a motion was made by Janet Addy and seconded by Jim Russell to adjourn at 8:00 p.m.

**ADJOURNMENT: Tuesday, June 7, 2016 AT 8:00 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Ray Booth - Board President

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**RECORD # 927**