

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library August 9, 2016 Meeting  
 Held: Tuesday, August 9, 2016

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, August 9, 2016 at 6:00 p.m. at the Library Annex Building. The meeting was called to order by Board Vice President, Jim Russell, with the roll call of members. Members in attendance were: Sandalynn Henry, Janet Addy, Jim Russell, Shirley Osler, Daniel Styer, and Rita Lahmers. Ray Booth was not in attendance. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison.

**MINUTES:**

Board Vice President, Jim Russell, called for the reading of the minutes of the July 12, 2016 regular meeting. A motion was made by Rita Lahmers 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 July 31, 2016, of the Library funds and the bills totaling \$21,537.60. There were no gifts for the month of July 2016.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	96.554	\$280,208.83	\$ 0.00	\$280,208.83
2001	Technology Fund	0.000	0.00	0.00	0.00
4001	Capital Projects	3.446	10,001.68	0.00	10,001.68
	ALL FUNDS TOTAL		\$290,210.51	\$ 0.00	\$290,210.51
				Pooled Investments	\$ 10,001.77
				Less Secondary Balance	0.00
				Available Primary Checking Balance	\$ 280,208.74

A motion was made by Sandalynn Henry and seconded by Shirley Osler to accept the Financial Statement and pay the bills in the amount of \$21,537.60. Upon roll call, the vote was: 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 July 2016 showed a circulation of 13,561 units. The visitor count for July 2016 was 5043.

### COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy reported on the following topics:

- Children's Summer Reading – Total Pages 101,930 (Top Readers by Age 9yr: 12,809, 8yr: 9,620);
- Summer Reading Pool Party held August 8<sup>th</sup>;
- Purchased 2 Additional Public Computers;
- Family Movie Night – August 19<sup>th</sup>;
- Learn to sew classes – 2<sup>nd</sup> Thursday 5-8 p.m.;
- Working On: Incentive, Prize, and Award Policy.

### OLD BUSINESS:

Boyd's Asphalt will be resurfacing the parking lot at a cost of \$2,200.00.

Cody updated the board on security information. Waiting on info.

### NEW BUSINESS:

**RES. 16-16** A motion was made by Shirley Osler and seconded by Rita Lahmers to approve a 4% increase in the hourly rate for Belinda Larrick to \$9.61 effective September 1, 2016 as a result of her review and as recommended by Cody. After discussion a roll call vote was taken resulting in the following votes: 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. 17-16** A motion was made by Shirley Osler and seconded by Janet Addy to approve a 4% increase in the hourly rate for Breianna Fechuch to \$9.42 effective September 1, 2016 as a result of her review and as recommended by Cody. After discussion a roll call vote was taken resulting in the following votes: 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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A motion was made by Janet Addy and seconded by Sandalynn Henry to approve the Lamination Policy (PS 6.13) presented by Cody. After discussion a roll call vote was taken resulting in the following votes: 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.

A motion was made by Sandalynn Henry and seconded by Shirley Osler to approve the Borrowing Limits Policy (PS 3.41) presented by Cody. After discussion a roll call vote was taken resulting in the following votes: 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.

### OTHER BUSINESS:

A motion was made by Sandalynn Henry and seconded by Rita Lahmers to accept the resignation of Shirley Osler as Deputy Fiscal Officer effective July 13, 2016. After discussion a roll call vote was taken resulting in the following votes: 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.

A motion was made by Sandalynn Henry and seconded by Janet Addy to hire Patty Arth as Deputy Fiscal Officer at an hourly rate of \$25.00. After discussion a roll call vote was taken resulting in the following votes: Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; and Shirley Osler, Yes. Majority voting, "Yes", the motion carried. Rita Lahmers abstained from voting.

**RES. 18-16** A motion was made by Sandalynn Henry and seconded by Janet Addy to approve the resolution accepting the amounts and rates as determined by the budget commission and authorizing the necessary tax levies and certifying them to the County Auditor for \$200,000.00 (Rate of 2.5 mills). After discussion a roll call vote was taken resulting in the following votes: 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 6:40 Sandalynn Henry made a motion to go into executive session to discuss personnel. Rita Lahmers seconded the motion. The vote was as follows : Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. Motion carried.

At 8:12 Shirley Osler made a motion to come out of executive session. Rita Lahmers seconded the motion. The vote was as follows : Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. Motion carried.

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**RES. 19-16** A motion was made by Janet Addy and seconded by Sandalynn Henry to approve a 10% increase in the hourly rate for Cody Addy to \$18.51 effective September 1, 2016 as a result of his performance evaluation. After discussion a roll call vote was taken resulting in the following votes: 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.

Having no other business to come before the board a motion was made by Sandalynn Henry and seconded by Rita Lahmers Henry to adjourn at 8:13 p.m.

**ADJOURNMENT: Tuesday, August 9, 2016 AT 8:13 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Jim Russell – Board Vice President

**RECORD # 929**