

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library July 12, 2016 Meeting  
 Held: Tuesday, July 12, 2016

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, July 12, 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, Jim Russell, Shirley Osler, and Rita Lahmers . Daniel Styer was 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 June 7, 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 June 30, 2016, of the Library funds and the bills totaling \$40,709.72. There were no gifts for the month of June 2016.

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

| FUND# | FUND DESCRIPTION       | %      | FUND                               | INVESTMENTS    | CHECKING &          |
|-------|------------------------|--------|------------------------------------|----------------|---------------------|
|       |                        | TOTAL  |                                    |                |                     |
|       |                        | POOLED |                                    | BALANCE        | BALANCE             |
| 1000  | General                | 96.454 | \$272,036.40                       | \$ 0.00        | \$272,036.40        |
| 2001  | Technology Fund        | 0.000  | 0.00                               | 0.00           | 0.00                |
| 4001  | Capital Projects       | 3.546  | 10,001.60                          | 0.00           | 10,001.60           |
|       | <b>ALL FUNDS TOTAL</b> |        | <b>\$282,038.00</b>                | <b>\$ 0.00</b> | <b>\$282,038.00</b> |
|       |                        |        | Pooled Investments                 |                | \$ 10,001.69        |
|       |                        |        | Less Secondary Balance             |                | 0.00                |
|       |                        |        | Available Primary Checking Balance |                | \$ 272,036.31       |

A motion was made by Jim Russell and seconded by Rita Lahmers to accept the Financial Statement and pay the bills in the amount of \$40,709.72. Upon roll call, the vote was: Ray Booth, 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 June 2016 showed a circulation of 13,107 units. The visitor count for June 2016 was 4754.

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

Cody Addy reported on the following topics:

- Switching to TRI-S Controls, INC. for monitoring of the Annex, This should reduce phone costs;
- Summer Reading Programs have been very successful, with 120 to 140 children attending each Event;
- Friday, July 15 will be the Princess Ball;
- Margaret Hirschfield tendered her resignation.

### **OLD BUSINESS:**

Cody received a couple of bids for resurfacing and painting of the parking lot. Cody will choose who gets the bid. Neither company was interested in building the new parking lot.

Cody updated the board on security information received from OLC. Nothing decided.

Nick Gheorghiu declined the contract offer. Cody will extend him an offer as an employee.

### **NEW BUSINESS:**

Shirley Osler made a motion to hire Lauren Kasler Burris at a rate of \$8.51 for 24 hours a week to replace Michael Wise. The motion was seconded by Janet Addy. A roll call vote was taken as follows: Ray Booth, yes; Janet Addy, yes; Sandalynn Henry, yes; Shirley Osler, yes; Rita Lahmers, yes; and Jim Russell, yes. Motion carried.

Sandalynn Henry made a motion to hire Fred Dickinson at a rate of \$8.51 for 20 hours to replace Margaret Hirschfield. The motion was seconded by Rita Lahmers. A roll call vote was taken as follows: Ray Booth, yes; Janet Addy, yes; Sandalynn Henry, yes; Shirley Osler, yes; Rita Lahmers, yes; and Jim Russell, yes. Motion carried.

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**RES. 14-16** A motion was made by Shirley Osler and seconded by Rita Lahmers to approve a 4% increase in the hourly rate for Pam Pulley to \$10.93 effective July 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: Ray Booth, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

**RES. 15-16** A motion was made by Janet Addy and seconded by Shirley Osler to approve a 4% increase in the hourly rate for Carole Sulser to \$11.17 effective August 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: Ray Booth, 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:

Karen Morrison discussed recommendations made during the recent audit. Most suggestions had to do with the keeping of certain forms. Karen will make the changes necessary.

Karen also noted that all employees should get a policy manual and sign a document that they received and read the policies. Cody will see this is done.

The auditors had a question about Shirley Osler being the deputy clerk as a possible conflict of interest. A discussion was held. Shirley verbally said she would resign the position of Deputy Clerk. Karen suggested Patty Arth as a replacement since she is a township clerk and already knows the system. Karen will figure a possible hourly rate for such a position.

The auditors also wanted a policy about employees and election conduct. A sample policy was presented. Rita Lahmers made a motion to accept the policy. Shirley Osler seconded the motion. The roll call was as follows: Ray Booth, yes; Janet Addy, yes; Sandalynn Henry, yes; Shirley Osler, yes; Rita Lahmers, yes; and Jim Russell, yes. Motion carried.

At 7:30 Jim Russell made a motion to go into executive session to discuss personnel. Rita seconded the motion. The vote was as follows : Ray Booth, yes; Janet Addy, yes; Sandalynn Henry, yes; Shirley Osler, yes; Rita Lahmers, yes; and Jim Russell, yes. Motion carried.

At 7:54 Rita Lahmers made a motion to come out of executive session. This was seconded by Shirley Osler. The vote was as follows : Ray Booth, yes; Janet Addy, yes; Sandalynn Henry, yes; Shirley Osler, yes; Rita Lahmers, yes; and Jim Russell, yes. Motion carried.

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Because of the new Overtime rule Rita made a motion to change Kris Kincaid and Cody Addy to hourly positions. This was seconded by Shirley Osler. Ray Booth, yes; Janet Addy, yes; Sandalynn Henry, yes; Shirley Osler, yes; Rita Lahmers, yes; and Jim Russell, yes. Motion carried.

Having no other business to come before the board a motion was made by Rita Lahmers and seconded by Sandalynn Henry to adjourn at 8:05 p.m.

**ADJOURNMENT: Tuesday, July 12, 2016 AT 8:05 P.M.**

**SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Ray Booth - Board President

**RECORD # 928**