

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library, September 10, 2019

Meeting Held: Tuesday, September 10, 2019

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, September 10, 2019 at 6:00pm at the Library Annex Building. The meeting was called to order by Board President, Jim Russell, with the roll call of members. Members in attendance were: Jim Russell, Janet Addy, Sandalynn Henry, Rita Lahmers, Bryan Davis and Shirley Hayes. Member Dan Styer was not in attendance. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison. Sandalynn Henry will be taking minutes for Dan Styer.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the August 13, 2019 regular meeting. A motion was made by Rita Lahmers and seconded by Shirley Hayes 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, for August 31, 2019, of the Library funds and the bills totaling \$37,425.20. There were no gifts for the month of August.

The Fund Status for August 31,2019 was as follows:

		INVESTMENTS CHECKING &			
		% TOTAL	FUND	NON-POOLED	POOLED INVEST.
FUND	FUND DESCRIPTION	POOLED	BALANCE	BALANCE	BALANCE
1000	General	97.049%	\$329,887.40	\$ 0.00	\$329,887.40
4001	Capital Projects	<u>2.951%</u>	<u>\$10,030.59</u>	<u>\$ 0.00</u>	<u>\$ 10,030.59</u>
ALL FUNDS TOTAL			\$339,917.99	\$ 0.00	\$323,917.99
Pooled Investment				\$10,030.02	
Less Secondary Balance				0.00	
Available Primary Checking Balance					\$329,887.97

THESE MINUTES ARE NOT APPROVED - PROPOSED FOR POSTING ONLY

A motion was made by Bryan Davis and seconded by Janet Addy to accept the Fiscal Officers report and pay the bills totaling \$37,425.20. Upon roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Jim Russell, Yes. All voting "yes", the motion carried.

Karen also presented the Estimated Budget for 2020. After considering the budget there was discussion about moving funds for future Capital Improvements to the Captial Improvements savings account. These funds must remain in this account and must be used for capital projects. The current project will be window replacement in the Annex.

RES. 13-19 A motion was made by Rita Lahmers and seconded by Shirley Hayes to move \$50,000 into the Capital Improvement savings fund. Upon Roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Jim Russell, Yes. Motion carried.

Janet Addy moved and Sandalynn Henry seconded the approval of the Estimated Budget in the amount of \$515,767.03. Upon roll call the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Jim Russell, Yes. Motion carried.

LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for August 2019 showing a circulation of 10,248. The visitor count was 4302. Useage of the Hotspots remains high with some possible issures with batteries.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody made the Board aware of a letter to SEO asking that our retro cartridges be exempt for shipment to other libraries, noting the high possibiility of breakage and difficulty of replacement.

A debt free workshop is scheduled for Friday, September 13th, but may be cancelled due to lack of sign up.

Patron Appreciation Day will be help Wednesday, September 25th. There will be food, games and door prizes.

The library is partnering with the Chamber hosting a 6-stop Motorcycle Run. This is a fund raiser for local Toys for Tots.

OLD BUSINESS

There was a price increase for the replacement of the windows in the annex from \$44,970 to \$47,875. With grant moneys the cost to the library will be \$37,875. Rita Lahmers moved to hire Tango and Gatti to do the work. (contingent on the confirmation that it is under the required amount to let out bids) The motion was seconded by Janet Addy. Upon Roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Jim Russell, Yes. Motion carried.

NEW BUSINESS

Cody presented the board with a revised Meeting Room and Exhibit Spaces policy numbered PS1.51. Along with that was a revised form for requesting the use of the Annex as a meeting area. The new portion limits the time of use to either a one or a two hour time period. A motion was made by Sandalynn Henry and seconded by Bryan Davis to adopt the new policy and meeting room form. Upon roll call the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Jim Russell, Yes. Motion carried.

A motion was made by Shirley Hayes and seconded by Bryan Davis to accept the resignation of Brenda Kinsey. Upon Roll call, the vote was: Sandalynn Henry, Yes; Janet Addy, Yes; Rita Lahmers, Yes; Bryan Davis, Yes; Shirley Hayes, Yes; and Jim Russell, Yes. Motion carried.

After a short discussion about the concerns brought up last meeting by Larry Bays, Cody will write a letter to Mr. Bays reiterating our position to hold to the policy.

Having no other business to come before the board a motion was made by Bryan Davis to adjourn at 6:58 p.m.

ADJOURNMENT: Tuesday, September 10, 2019 at 6:58 p. m.

SUBMITTED BY:

Sandalynn Henry

Jim Russell Board President