

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library April 11, 2017 Meeting
 Held: Tuesday, April 11, 2017

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, April 11, 2017 at 6:05 p.m. 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, Ray Booth, Sandalynn Henry, Janet Addy, Shirley Osler, Rita Lahmers, and Daniel Styer. Staff member in attendance was: Director, Cody Addy. Fiscal Officer, Karen Morrison was not in attendance.

MINUTES:

Board President, Jim Russell, called for the reading of the minutes of the March 14, 2017 regular meeting. A motion was made by Shirley Osler 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 March 31, 2017, of the Library funds and the bills totaling \$30,792.98. There were gifts totaling \$581.71 for the month of March, 2017 with the details attached to the Financial Report.

The Funds Status for March 31, 2017 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	97.121	\$338,283.86	\$ 0.00	\$338,283.86
4001	Capital Projects	<u>2.879</u>	<u>10,028.25</u>	<u>0.00</u>	<u>10,028.25</u>
	ALL FUNDS TOTAL		\$348,312.11	\$ 0.00	\$348,312.11
					Pooled Investments \$ 10,002.43
					Less Secondary Balance 0.00
					Available Primary Checking Balance \$ 338,309.68

A motion was made by Sandalynn Henry and seconded by Rita Lahmers to accept the Financial Statement and pay the bills in the amount of \$30,792.98 and accept the gifts for March 2017. Upon roll call, the vote was: Jim Russell, Yes; Ray Booth, Yes; Daniel Styer, Yes; Sandalynn Henry, Yes; Janet Addy, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

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LIBRARIAN'S REPORT:

Director, Cody Addy, supplied a written circulation report for March 2017 showing a circulation of 14,814 units. The visitor count for March 2017 was 5,073.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy gave the Board information in his agenda concerning the following topics:

- Cody may take a vacation day on April 14th;
- A meeting was held on April 5th with the Police Chief to discuss security measures;
- TAMS meeting will be held on April 24th at 4 P.M.;
- One-Book, One-Community: Meeting on April 25th at 4 P.M.;
- NCT-CAN: Meeting on April 26th at Noon;
- Cody's State Year-End report is finished;
- Phone System; problem with new firewall;
- Staples Business Advantage service was purchased (\$99.00);
- Recycling book service for Friends Area – Discover Books;
- School visits in May will focus on Summer Reading.

OLD BUSINESS:

The Board discussed the following items:

1. Security Measures; and
2. Primary Responsibilities & Clarification Sheet; and
3. Lending Mobile Hotspot as an alternative to Community WiFi; and
4. Employee Health Care policy; and
5. Bereavement policy.

A motion was made by Sandalynn Henry and seconded by Ray Booth to approve the Health Insurance Policy. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

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A motion was made by Ray Booth and seconded by Janet Addy to approve the Bereavement Leave Policy with the following revisions 1) add "significant other" to first paragraph and 2) add "all bereavement leave is subject to approval by the Director." After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

NEW BUSINESS:

Jury Duty and Court Leave Policy will be discussed at the next meeting.

Jim Russell updated the Board concerning the parking lot project.

The Library will be closed on the Friday prior to Christmas.

Having no other business to come before the board a motion was made by Ray Booth and seconded by Janet Addy to adjourn at 8.05 p.m.

ADJOURNMENT: Tuesday, April 11, 2017 AT 8:05 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell – Board President

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