

RECORD OF PROCEEDINGS

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

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, April 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, Shirley Osler, Sandalynn Henry, Janet Addy, and Daniel Styer. Jim Russell and Rita Lahmers were not in attendance. Staff member in attendance was: Director, Cody Addy. Fiscal Officer, Karen Morrison was not in attendance.

MINUTES:

Board President, Ray Booth, called for the reading of the minutes of the March 8, 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 March 31, 2016, of the Library funds and the bills totaling \$28,713.92. There were no gifts for the month of March 2016.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	96.909	\$313,613.17	\$ 0.00	\$313,613.17
2001	Technology Fund	0.000	0.00	0.00	0.00
4001	Capital Projects	<u>3.091</u>	<u>10,001.35</u>	<u>0.00</u>	<u>10,001.35</u>
ALL FUNDS TOTAL			\$323,614.52	\$ 0.00	\$323,614.52
Pooled Investments					\$ 10,001.44
Less Secondary Balance					0.00
Available Primary Checking Balance					\$ 313,613.08

A motion was made by Shirley Osler and seconded by Sandalynn Henry to accept the Financial Statement and pay the bills in the amount of \$28,713.92. Upon roll call, the vote was: Ray Booth, Yes; Shirley Osler, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

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LIBRARIAN'S REPORT:

Director, Cody Addy, reported that the circulation report for March 2016 showed a circulation of 13,176 units. The visitor count for March 2016 was 5,666.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy reported on the following topics;

- DJ Redman is a volunteer at the library doing color coding and straightening of shelves;
- Alarm System – waiting until the end of the quarter to combine both buildings to one system;
- National Pet day will be on April 11, 2016 – patrons to bring pets;
- No success in contacting John R. Starkey about murals;
- Handout – Estimate to clean carpets and furniture – Republic Covic Connection;
- Summer reading schedule is finished;
- Review Jim Russell's email – Rotary Event – Community Forum.

OLD BUSINESS:

The Trustees reviewed and discussed the inspection report for both buildings. Cody will draft a priority list to schedule repairs.

Community Wifi Service – Cody is investigating cost feasibility.

NEW BUSINESS:

RES. 12-16 A motion was made by Shirley Osler and seconded by Sandalynn Henry to approve the cleaning estimate/order for \$1,600.00 submitted by The Covic Republic Connection. After discussion a roll call vote was taken resulting in the following votes: Shirley Osler, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Ray Booth, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

Discussion by Cody and the Trustees concerning a crisis plan. Cody will collect additional information and the discussion will continue in later meetings.

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Having no other business to come before the board a motion was made Sandalynn Henry and seconded by Janet Addy to adjourn at 7:05 p.m.

ADJOURNMENT: Tuesday, April 12, 2016 AT 7:05 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Ray Booth - Board President

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RECORD # 925