

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library February 9, 2016 Meeting

Held: Tuesday, February 9, 2016

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, February 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: Jim Russell, Sandalynn Henry, Janet Addy, Rita Lahmers, and Daniel Styer. Members not in attendance were: Shirley Osler and Ray Booth. Staff members in attendance were: Director, Cody Addy, and Fiscal Officer, Karen Morrison. Wanda Gray was in attendance as a staff member and she discussed her staff member duties with the Board.

MINUTES:

Board Vice President, Jim Russell, called for the reading of the minutes of the January 19, 2016 regular meeting. A motion was made by Janet Addy and seconded by Rita Lahmers 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 January 31, 2016, of the Library funds and the bills totaling \$24,635.45. There were no gifts for the month of January 2016.

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

FUND#	FUND DESCRIPTION	%	TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	95.981		\$238,870.49	\$ 0.00	\$238,870.49
2001	Technology Fund	0.000		0.00	0.00	0.00
4001	Capital Projects	4.019		10,001.19	0.00	10,001.19
	ALL FUNDS TOTAL			\$248,871.68	\$ 0.00	\$248,871.68
						Pooled Investments \$ 10,001.28
						Less Secondary Balance 0.00
						Available Primary Checking Balance \$ 238,870.40

A motion was made by Sandalynn Henry and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$24,635.45. Upon roll call, the vote was: Jim Russell, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Rita Lahmers, 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 January 2016 showed a circulation of 11,816 units. The visitor count for January 2016 was 3,442.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy reported on the following topics;

- Rearranging of the Reference Area to be more user friendly (Genealogy - rotational displays and information, Section for Ohio and Local Authors);
- Testing of Gaming Area in Teen the Section (Using an older TV and Wifi System);
- Visit from SEO on January 29th;
- Cody will be taking a week's vacation in June.

OLD BUSINESS:

The Trustees discussed ideas for a 1-5 Year Plan and will continue their discussion at the next meeting.

NEW BUSINESS:

The Trustees discussed the benefits of purchasing a new Microfilm Machine and Cody presented the Quotes from World Micrographics, Inc.

RES. 11-16 A motion was made by Janet Addy and seconded by Sandalynn Henry to approve the purchase of a new microfilm machine (ScanPro 1100) from World Micrographics, Inc. at a cost of \$6,195.00. After discussion a roll call vote was taken resulting in the following votes: Jim Russell, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Rita Lahmers, Yes; and Daniel Styer, Yes. All voting, "Yes", the motion carried.

Karen Morrison reported that the CPA Firm of Wilson, Phillips & Agin of Zanesville will be performing an audit for the Library this year.

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Having no other business to come before the board a motion was made by Rita Lahmers and seconded by Jim Russell to adjourn at 7:10 p.m.

ADJOURNMENT: Tuesday, February 9, 2016 AT 7:10 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Jim Russell - Board Vice President

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