

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library January 10, 2017 Meeting
Held: Tuesday, January 10, 2017

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, January 10, 2017 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, and Daniel Styer. Members not in attendance were: Shirley Osler and Rita Lahmers. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison. Ryan Grewell of Smart Way Communications was in attendance from 6:00 p.m. to 6:30 p.m. and gave a presentation concerning Subsidized Wi-Fi.

MINUTES:

Board President, Ray Booth, called for the reading of the minutes of the December 13, 2016 regular meeting. A motion was made by Ray Booth and seconded by Sandalynn Henry to accept the Minutes of the regular meeting. Hearing no objections, the Minutes for the regular meeting were approved.

Board President, Ray Booth, called for the reading of the minutes of the January 3, 2017 organizational meeting. A motion was made by Sandalynn Henry and seconded by Janet Addy to accept the Minutes of the organizational meeting. Hearing no objections, the Minutes for the regular meeting were approved.

Board President, Ray Booth, called for the reading of the minutes of the January 3, 2017 special meeting. There was one correction, i.e. the purpose of the executive session was to discuss a purchase of real estate. A motion was made by Janet Addy and seconded by Ray Booth to accept the Minutes of the corrected special 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 December 31, 2016, of the Library funds and the bills totaling \$42,185.60. There were gifts in the amount of \$600.12 for the month of December 2016 with the detail attached to the Fund Status Report.

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library January 10, 2017 Meeting
 Held: Tuesday, January 10, 2017

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	97.029	\$326,694.19	\$ 0.00	\$326,694.19
2001	Technology Fund	0.000	0.00	0.00	0.00
4001	Capital Projects	2.971	10,002.09	0.00	10,002.09
ALL FUNDS TOTAL			\$326,696.28	\$ 0.00	\$336,696.28
Pooled Investments					\$ 10,002.18
Less Secondary Balance					0.00
Available Primary Checking Balance					\$ 326,694.10

A motion was made by Sandalynn Henry and seconded by Janet Addy to accept the Financial Statement and December gifts and pay the bills in the amount of \$42,185.60. Upon roll call, the vote was: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

LIBRARIAN'S REPORT:

Director, Cody Addy, reported that the circulation report for December 2016 showed a circulation of 11913 units. The visitor count for December 2016 was 4,060.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy reported on the following topics:

- Cody is taking sick leave the week of January 13th;
- Jason Bunting accepted the FT Maintenance/Custodial position;
- Lauren Burris accepted the FT In-house position;
- Polar Express Event, 170-200 additional patron count;
- Cody is working on draft of policy for Employee Insurance Benefits;
- Cody presented 2 handouts to the Board, i.e. Employee & Board Contact List and Board History & Succession List.

OLD BUSINESS:

Synergy Sigh & Graphics will proceed with construction of Entrance & Exit signs.

Discussion concerning the pursuit of security measures under SB199.

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library January 10, 2017 Meeting

Held: Tuesday, January 10, 2017

RES. 28-16 A motion was made by Ray Booth and seconded by Janet Addy to proceed with the execution of the purchase agreement (upon its approval) and purchase of real property located at 117 N. Bridge Street, Newcomerstown (3 parcels). After discussion a roll call vote was taken resulting in the following votes: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

Cody and Jim Russell continue to discuss the suggested compensation plans. They will report to the Board at a later date.

NEW BUSINESS:

A motion was made by Ray Booth and seconded by Sandalynn Henry to accept the resignation of Fred E. Dickinson from his employment position. After discussion a roll call vote was taken resulting in the following votes: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

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

ADJOURNMENT: Tuesday, January 10, 2017 AT 7:10 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Ray Booth – Board President

RECORD # 936