

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library May 10, 2016 Meeting

Held: Tuesday, May 10, 2016

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, May 10, 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 Jim Russell. Daniel Styer and Rita Lahmers were not in attendance. Staff member in attendance was: Director, Cody Addy. Fiscal Officer, Karen Morrison was in attendance for a portion of the meeting..

MINUTES:

Board President, Ray Booth, called for the reading of the minutes of the April 12, 2016 regular meeting. A motion was made by Shirley Osler and seconded by Jim Russell 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 April 30, 2016, of the Library funds and the bills totaling \$44,321.61. There were no gifts for the month of April 2016.

The Funds Status for April 30, 2016 was as follows:

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	96.735	\$296,363.37	\$ 0.00	\$296,363.37
2001	Technology Fund	0.000	0.00	0.00	0.00
4001	Capital Projects	<u>3.265</u>	<u>10,001.43</u>	<u>0.00</u>	<u>10,001.43</u>
	ALL FUNDS TOTAL		<u>\$306,364.80</u>	<u>\$ 0.00</u>	<u>\$306,364.80</u>
				Pooled Investments	\$ 10,001.52
				Less Secondary Balance	0.00
				Available Primary Checking Balance	\$ 296,363.28

A motion was made by Jim Russell and seconded by Janet Addy to accept the Financial Statement and pay the bills in the amount of \$44,321.61. Upon roll call, the vote was: Ray Booth, Yes; Shirley Osler, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; and Jim Russell, Yes. All voting, "Yes", the motion carried.

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Karen Morrison inquired about the possibility of changing June's regular meeting date. Cody will be on vacation and Karen will be at church conference.

A motion was made by Sandalynn Henry and seconded by Shirley Osler to change the regular meeting to Tuesday, June 7th 2016 at 6:00 in the Library Annex. Upon roll call, the vote was Ray Booth, Yes; Shirley Osler, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes. All voting "yes", the motion carried.

LIBRARIAN'S REPORT:

Director, Cody Addy, reported that the circulation report for April 2016 showed a circulation of 11,134 units. The visitor count for April 2016 was 4144.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy reported on the following topics:

- Carpet and upholstery cleaning will be all done on a Sunday;
- Letter concerning guns in the library written by Attorney Stevenson;
- Working through the suggestions from Patron Appreciation Day—more DVD's, more programs, and coffee available;
- School visits went well - Lots of interest in the Summer Reading Program;
- Progress is being made toward the parking lot;
- First Farmer's Market was held - Some discrepancy on time limits for setting up and selling - Safety issues are being addressed and everyone will be held to same time frame;
- Brea initiated a Prom Hair and Makeup program for girls going to the prom;
- Friends of the Library gave \$600 to be used with the Summer Reading Program;
- Resignation of Michael Wise - Cody is looking for a part-time replacement.

OLD BUSINESS:

Items in the 5 year plan are moving forward - parking lot, community WIFI, and building maintenance issues.

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NEW BUSINESS:

Cody brought up the possibility of a part-time maintenance person working possibly 20 hours a week. Cody will bring back a job description for the job. This person could assist with items of repair on the 5 year plan.

Jim suggested board members look at the core competencies on the OLC site and the 360 review document. Cody's evaluation will be coming up in July.

Having no other business to come before the board a motion was made Jim Russell and seconded by Janet Addy to adjourn at 7:13 p.m.

ADJOURNMENT: Tuesday, May 10, 2016 AT 7:13 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Ray Booth - Board President

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