

**RECORD OF PROCEEDINGS**

Minutes of The Board of Trustees of the Newcomerstown Public Library November 8, 2016 Meeting  
 Held: Tuesday, November 8, 2016

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, November 8, 2016 at 6:02 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, Shirley Osler, Daniel Styer, and Rita Lahmers. Staff members in attendance were: Director, Cody Addy and Fiscal Officer, Karen Morrison. There were no guests in attendance.

**MINUTES:**

Board President, Ray Booth, called for the reading of the minutes of the October 11, 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 October 31, 2016, of the Library funds and the bills totaling \$44,075.94. There was a gift in the amount of \$200.00 for the month of October 2016 with the detail attached to the Fund Status Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	97.140	\$339,713.37	\$ 0.00	\$339,713.37
2001	Technology Fund	0.000	0.00	0.00	0.00
4001	Capital Projects	<u>2.860</u>	<u>10,001.93</u>	<u>0.00</u>	<u>10,001.93</u>
<b>ALL FUNDS TOTAL</b>			<b>\$349,715.30</b>	<b>\$ 0.00</b>	<b>\$349,715.30</b>
Pooled Investments					\$ 10,002.02
Less Secondary Balance					0.00
Available Primary Checking Balance					\$ 339,713.28

A motion was made by Jim Russell and seconded by Shirley Osler to accept the Financial Statement and October gifts and pay the bills in the amount of \$44,075.94. Upon roll call, the vote was: Ray Booth, Yes; Daniel Styer, Yes; Janet Addy, Yes; Sandalynn Henry, Yes; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

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### **LIBRARIAN'S REPORT:**

Director, Cody Addy, reported that the circulation report for October 2016 showed a circulation of 12944 units. The visitor count for October 2016 was 4,945.

### **COMMUNICATIONS AND COMMITTEE REPORTS:**

Cody Addy reported on the following topics:

- All Hallows Read: 408 Patron Count;
- Patron Appreciation Day: 248 Patron Count;
- Community Trick or Treat: 600 Patron Count;
- "Meet the Author Night", with Jason Wright, will be held in the Middle School Auditorium On November 9<sup>th</sup> at 7:00 p.m.; a book signing will follow the event.
- The Reading Festival was held at the New Town Mall on Saturday, November 5<sup>th</sup>, 10 a.m.-3p.m., 1293 stopped by the Newcomerstown Library's booth.
- One Book Event: Kent State Tuscarawas Campus, Monday, November 7<sup>th</sup> at 7p.m.;
- Polar Express Event; Wednesday, December 21<sup>st</sup>;
- The Library will be a drop off location for the local Toys for Tots;
- The Mitten Tree program will provide scarfs, hats, and gloves for Elementary students;
- Two new blower motors and a control board were installed at the main building at a cost of \$1,191.00;
- Natalie Jones is retiring at the first of the new year.

The Trustees appreciate Natalie's service over the last 9-1/2 years and wish her well with her retirement.

### **OLD BUSINESS:**

Community Wi-Fi Project: John Wheeler declined the project; Cody met with Nic Brown And Ryan Grewell from Smart Way; Cody will contact them to schedule a meeting with the Board.

Cody is collecting additional pricing information for Entrance and Exit signs:  
Lighting Signs - Quote was \$575.00 per sign (waiting for designs).

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### NEW BUSINESS:

**RES. 23-16** A motion was made by Jim Russell and seconded by Shirley Osler to approve a 4% increase (+\$0.50) in the hourly rate for Chris Kincaid to \$13.00 effective November 1, 2016 as a result of her review and as recommended by Cody. 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; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

The Trustees discussed the pros and cons of combining the Maintenance and Janitor job positions into one full time position.

A motion was made by Rita Lahmers and seconded by Sandalynn Henry to approve and implement the Employee Reimbursement Policy as drafted by Cody. 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; Jim Russell, Yes; Shirley Osler, Yes; and Rita Lahmers, Yes. All voting, "Yes", the motion carried.

The Board members and Staff members will get together in December for a Christmas dinner. Ray and Cody will work on the details.

Having no other business to come before the board a motion was made by Jim Russell and seconded by Shirley Osler to adjourn at 7:05 p.m.

**ADJOURNMENT: Tuesday, November 8, 2016 AT 7:05 P.M.**

### **SUBMITTED BY:**

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Daniel M. Styer- Secretary

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Ray Booth – Board President

**RECORD # 932**