

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library October 11, 2016 Meeting
 Held: Tuesday, October 11, 2016

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, October 11, 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, 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.

MINUTES:

Board President, Ray Booth, called for the reading of the minutes of the September 13, 2016 regular meeting. A motion was made by Shirley Osler 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 September 30, 2016, of the Library funds and the bills totaling \$33,816.22. There were gifts totaling \$213.50 for the month of September 2016 with the detail attached to the Fund Status Report.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	97.284	\$358,202.41	\$ 0.00	\$358,202.41
2001	Technology Fund	0.000	0.00	0.00	0.00
4001	Capital Projects	2.716	10,001.85	0.00	10,001.85
ALL FUNDS TOTAL			\$368,204.26	\$ 0.00	\$368,204.26
Pooled Investments					\$ 10,001.94
Less Secondary Balance					0.00
Available Primary Checking Balance					\$ 358,202.32

A motion was made by Jim Russell and seconded by Janet Addy to accept the Financial Statement and September gifts and pay the bills in the amount of \$33,816.22. 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 September 2016 showed a circulation of 11,691 units. The visitor count for September 2016 was 4,205.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy reported on the following topics:

- The Library will be closed to the public on October 10th for a staff in service day;
- All Hallows Read will be held on October 14th, 11:00-5:00 P.M.;
- Patron Appreciation Day will be held on October 26th, 12:00-5:00 P.M.;
- The Homecoming Parade was rescheduled to be held on October 20th;
- A copy of the OLC Memo for Overtime Compensation Rules was given to each Trustee;
- John Wheeler from Cyber Shift Technologies is working on a plan for Community Wi-Fi;

OLD BUSINESS:

Boyd's Asphalt completed the resurfacing the parking lot.

A motion was made by Sandalynn Henry and seconded by Shirley Osler to approve and implement the Incentive, Prize, and Award 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 Library traffic signs were purchased and the Street Department is in possession of them for installation.

NEW BUSINESS:

The Trustees reviewed samples of Entrance and Exit signs designed by Synergy Sign & Graphics. Cody will get a second quote.

The Trustees were given a draft of an Employee Reimbursement Policy. The policy will be discussed at the next meeting.

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OTHER BUSINESS:

Cody discussed with the Trustees the employee training programs listed on the Agenda for all to review.

The Trustees discussed the dates for a Christmas dinner for the Staff and Board on or about mid December.

Having no other business to come before the board a motion was made by Jim Russell and seconded by Shirley Osler to adjourn at 6:45 p.m.

ADJOURNMENT: Tuesday, October 11, 2016 AT 6:45 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary

Ray Booth – Board President

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