

RECORD OF PROCEEDINGS

Minutes of The Board of Trustees of the Newcomerstown Public Library September 13, 2016 Meeting

Held: Tuesday, September 13, 2016

The Board of Trustees of the Newcomerstown Public Library met in regular session on Tuesday, September 13, 2016 at 6:05 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 August 9, 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 August 31, 2016, of the Library funds and the bills totaling \$35,098.47. There were no gifts for the month of August 2016.

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

FUND#	FUND DESCRIPTION	% TOTAL POOLED	FUND BALANCE	INVESTMENTS NON-POOLED BALANCE	CHECKING & POOLED INVEST. BALANCE
1000	General	97.234	\$351,599.71	\$ 0.00	\$351,599.71
2001	Technology Fund	0.000	0.00	0.00	0.00
4001	Capital Projects	<u>2.766</u>	<u>10,001.77</u>	<u>0.00</u>	<u>10,001.77</u>
	ALL FUNDS TOTAL		<u>\$361,601.48</u>	<u>\$ 0.00</u>	<u>\$361,601.48</u>
			Pooled Investments		\$ 10,001.86
			Less Secondary Balance		0.00
			Available Primary Checking Balance		\$ 351,599.62

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 \$35,098.47. 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 August 2016 showed a circulation of 14,934 units. The visitor count for August 2016 was 5368.

COMMUNICATIONS AND COMMITTEE REPORTS:

Cody Addy reported on the following topics:

- Jason Wright, One Book One Community Author, will visit Newcomerstown Schools and Community in November with donations for the event being \$1,600.00 to date;
- Pam and Belinda are working on "Patron Appreciation Day";
- The Homecoming Parade will occur on September 29, 2016;
- Euchre Nights returned September 9, 2016^h;
- Trivia Nights to return in November;
- The new President of the "Friends of the Library" will be Michael Wise;
- Incentive, Prize, and Award Policy will be discussed at next meeting.

OLD BUSINESS:

Boyd's Asphalt will be resurfacing the parking lot. Waiting for date.

Cody is continuing his search for maintenance personnel.

NEW BUSINESS:

The Library will change to a bi-weekly pay period starting in January 2017.

The Library will purchase traffic signs and the Street Department will install them.

RES. 20-16 A motion was made by Janet Addy and seconded by Shirley Osler to approve an estimated budget projection of \$469,231.00 for 2017. 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.

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RES. 21-16 A motion was made by Sandalynn Henry and seconded by Rita Lahmers to approve the following reimbursements for Pam Pulley: PO #2042016 = \$82.87 and PO #2212016 = \$17.99. 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.

OTHER BUSINESS:

The Trustees discussed the status of Community Wi-Fi and decided that Cody should search for a professional person or company that could perform a feasibility study concerning the same.

At 7:15 Sandalynn Henry made a motion to go into executive session to discuss personnel. Shirley Osler seconded the motion. The vote was as follows: 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.

At 7:40 Sandalynn Henry made a motion to come out of executive session. Janet Addy seconded the motion. The vote was as follows: 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.

RES. 22-16 A motion was made by Jim Russell and seconded by Shirley Osler to approve the employment contract for Cody Addy effective September 1, 2016. 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.

Having no other business to come before the board a motion was made by Jim Russell and seconded by Janet Addy to adjourn at 7:45 p.m.

ADJOURNMENT: Tuesday, September 13, 2016 AT 7:45 P.M.

SUBMITTED BY:

Daniel M. Styer- Secretary
RECORD # 930

Ray Booth – Board President