

**MINUTES OF THE MATERIALS & EQUIPMENT COMMITTEE
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
February 19, 2019**

The Materials & Equipment Committee of the Portsmouth Public Library Board of Trustees met in an official committee meeting on this date at 12:00 p.m. to review the disposal list of computer/hardware equipment, furniture and electronics with disposal via the Board's Disposal of Property Policy. The following committee member was present: Mr. Ralph Clay, Committee Chair. Mrs. Kara Tieman, President of the Board; Mrs. Tamela Morton, Board Member; Mr. Richard Schisler, Board Member; Paige Williams, Director; Leah Jenkins, Fiscal Officer; Hannah Robinson, Deputy Fiscal Officer; Dr. Charles Kemp and Richard Calver were also in attendance.

The committee reviewed and recommends to the full board the disposal of the following equipment via the Board's Disposal of Property Policy:

Electronics

- Minolta Microfilm Machine model RP600Z (and table)- purchased February, 2008 from Garnet A. Wilson Library in Waverly, Ohio for \$250.00 (no property tag)
- CD Tower-metal tower- 27 ½ in. high x 24 ½ in. deep x 23 in. width (no property tag)
- Nakajima Electronic typewriter AX-66 (property tag #01436)

Computers

Computers – Purchased on 3/7/2013:

- 12501- Old ITC Patron Computer
- 12531- Old LU Patron Computer
- 12502- Old ITC Patron Computer
- 12532- Old LU Patron Computer
- 12503- Old ITC Patron Computer
- 12533- Old LU Patron Computer
- 12504- Old ITC Patron Computer
- 12534- Old LU Patron Computer
- 12505- Old ITC Patron Computer
- 12535- Old LU Patron Computer
- 12506- Old ITC Patron Computer
- 12536- Old LU Patron Computer
- 12507- Old ITC Patron Computer
- 12537- Old LU Patron Computer
- 12508- Old ITC Patron Computer
- 12538- Old LU Patron Computer
- 12509- Old ITC Patron Computer
- 12521- Old NB Patron Computer
- 12510- Old ITC Patron Computer
- 12522- Old NB Patron Computer
- 12511- Old ITC Patron Computer
- 12523- Old NB Patron Computer
- 12512- Old ITC Patron Computer
- 12524- Old NB Patron Computer
- 12513- Old ITC Patron Computer
- 12525- Old NB Patron Computer
- 12514- Old ITC Patron Computer
- 12526- Old NB Patron Computer
- 12515- Old ITC Patron Computer
- 12527- Old NB Patron Computer
- 12516- Old ITC Patron Computer

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12528- Old NB Patron Computer
12517- Old ITC Patron Computer
12518- Old ITC Patron Computer
12547- Old ITC Patron Computer
12548- Old ITC Patron Computer
12549- Old ITC Patron Spare
12546- Old ITC Patron Spare
12519- Old Staff Computer
12520- Old Staff Computer

Specifications

Processor: Intel 3.3 Ghz

Hard Drive 500 GB

Memory: 16 GB

Computers – Purchased on 7/10/14:

12551- Old Staff Computer
12552- Old Staff Computer
12553- Old Staff Computer
12554- Old Staff Computer
12555- Old Staff Computer
12556- Old Staff Computer
12557- Old Staff Computer
12558- Old Staff Computer
12559- Old Staff Computer
12560- Old Staff Computer
12561- Old Staff Computer
12562- Old Staff Computer
12563- Old Staff Computer
12564- Old Staff Computer
12565- Old Staff Computer
12566- Old Staff Computer
12567- Old Staff Computer
12570- Old Staff Computer
12572- Old Staff Computer
12573- Old Staff Computer
12576- Old Staff Computer
12598- Old Staff Computer
12574- Old Patron Computer
12575- Old Patron Computer
12608- Old Patron Computer
12624- Old Patron Computer
12625- Old Patron Computer

Specifications

Processor: Intel 2.9 Ghz

Hard Drive 500 GB

Memory: 16 GB

Misc

65 Old Keyboards

65 Old Mice

1 Broken ViewSonic Projector

1 Broken HP B&W Printer

Furniture

13 Office Chairs – broken parts

Floor Lamp – Broken Base

Aluminum Ladder – Bent
Circular Saw – Exposed Wires

There being no further business, on motion duly made and seconded, adjournment was taken at 12:02 p.m.

Approved this 19th day of March, 2019.

Ralph L. Clay

Ralph Clay, Chairman

**MINUTES OF THE PERSONNEL COMMITTEE
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
February 19, 2019**

The Personnel Committee of the Portsmouth Public Library Board of Trustees met in an official committee meeting on this date at 12:02 p.m. to discuss the hiring ratification of new employees and renewal of Humana Life Insurance. The following committee members were present: Mrs. Tamela Morton, Committee Chair and Mr. Ralph Clay, member. Mrs. Kara Tieman, President of the Board; Mr. Richard Schisler, member; Dr. Charles Kemp, Richard Calver, Paige Williams, Director; Leah Jenkins, Fiscal Officer and Hannah Robinson, Deputy Fiscal Officer were also in attendance.

The Personnel Committee reviewed and recommends to the full board to ratify the hiring of: Kellie Campbell – Full-time Circulation Clerk, effective 2/11/19 @ \$9.20/hr – replaces Marissa Tabor and Leslie Billings – Part-time Branch Clerk, effective 2/11/19 @ \$10.11/hr – replaces Laura Fitzpatrick.


The Personnel Committee also reviewed and recommends to the full board to approve the renewal of the Humana Life Insurance policy. The Insurance agreement expires as of 2/28/19. The renewal as of 3/1/19 has an increase to the current rate from 14¢ to 15¢ per \$1,000 of coverage. In addition, to increase the maximum life insurance coverage for salaries from \$75,000 to \$90,000.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:05 p.m.

Approved this 19th day of March, 2019.



Tamela Morton, Chairman



Ralph Clay, Member