

**MINUTES OF THE PROPERTY & EXTENSION COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
April 19, 2022**

The Property & Extension Committee of the Portsmouth Public Library met in an official committee meeting on this date at 12:13 p.m. to discuss the South Webster branch and a legal ad for Statement of Qualification from architects and engineers. The following committee members were present: Mr. Ryan Salmons, Member. Mrs. Tamela Moore-Morton, President of the Board; Dr. Charles Kemp, Vice-President of the Board and Mrs. Kara Tieman, Secretary of the Board were also in attendance. Mr. Ryan Salmons called the meeting to order. Representing the library were Paige Williams, Director; Dylan Markins, Fiscal Officer; Linda Berry, Deputy Director; and Keely Woloschek, Deputy Fiscal Officer.

The committee reviewed and recommends to the full board the following:

- 1) Waiting for further instruction from Ms. Parker at the Prosecutor's Office in regards to the breach of the MOU agreement with Stockmeister Enterprises, INC.
- 2) Advertising information in local newspapers and online for the annual Statement of Qualifications legal ad for architects and civil/structural engineers. The library can select professionals from this file without requiring a bidding if the professional fees are less than \$50,000.00. The ad will be posted as follows:

**Requests for Statements of Qualifications for Architectural and Engineering Services**

The Board of Trustees of the Portsmouth Public Library has established a file with qualifications of providers of professional design services for use by the Board when design services are needed that will cost less than \$50,000. Architects, Civil engineers and Structural engineers interested in being considered should respond with a statement of qualification. Each firm is responsible for updating its qualifications on an annual basis to remain current.

Statements of qualifications should include the following information:

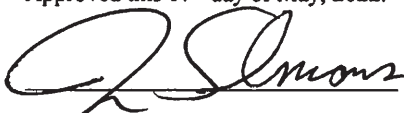
- 1) The firm's history
- 2) Education, experience and certification of owners and key personnel
- 3) Technical expertise of the firm's staff for the services provided
- 4) The firm's experience in providing substantially similar services in Ohio (ie. Design services for public libraries or governmental agencies)
- 5) The firm's past projects with the Library and Board, if any
- 6) Location of the firm – ability to provide on-site representation
- 7) List of consultants used to provide any services not performed by the design firm or consultant
- 8) Client references

Firms should submit the requested qualifications on or before Monday, May 23 by 4p.m. Please submit the information either in print or digital format to:

Paige Williams, Director  
Portsmouth Public Library  
1220 Gallia Street  
Portsmouth OH 45662  
pwilliams@yourppl.org

There being no further business, on motion duly made and seconded, adjournment was taken at 12:19 p.m.

Approved this 17<sup>th</sup> day of May, 2022.



Mr. Ryan Salmons, Member

**MINUTES OF THE MATERIALS & EQUIPMENT COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
April 19, 2022**

The Materials & Equipment Committee of the Portsmouth Public Library met in an official committee meeting on this date at 12:19 p.m. to discuss the Disposal List – Furniture and equipment. The following committee members were present: Dr. Charles Kemp, Member. Mrs. Tamela Moore-Morton, President of the Board; Mrs. Kara Tieman, Secretary of the Board; and Mr. Ryan Salmons, Board Member, were also present. Dr. Charles Kemp called the meeting to order. Representing the library was Paige Williams, Director; Dylan Markins, Fiscal Officer; Linda Berry, Deputy Director; and Keely Woloschek, Deputy Fiscal Officer.


The committee reviewed and recommends to the full board the following items to be disposed of:

1. Disposal List:

- Juvenile Book/CD Hanging Unit--Inventory Tag #LU-04092
- Solid Wood Folding Card Table--No tag
- Black Rolling Chair--Tag # LU-04131
- TV--No tag (or at least, I can't find one)
- TV Stand--Tag # LU-04045
- Old broken desk with duct tape--No tag
- Two flimsy, wooden shelving units--No tag
- Broken desk chair
- Broken shelf with wheels
- Cassette recorder
- Printing calculator
- Radioshack wireless intercom
- Cabinet without top shelf
- 3 Cd/Cassette/Radio players
- Broken copier
- Small filing cabinet
- Large filing cabinet - Tag #CH-03076
- Old TV (box style)
- VCR
- 2 Office Chairs

There being no further business, on motion duly made and seconded, adjournment was taken at 12:20 p.m.

Approved this 17<sup>th</sup> day of May, 2022.

  
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Dr. Charles Kemp, Member

**MINUTES OF THE POLICY COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
April 19, 2022**

The Policy Committee of the Portsmouth Public Library met in an official committee meeting on this date at 12:20 p.m. to discuss the Patron Borrowing Policy and Updated Credit Card Policy. The following committee members were present: Dr. Charles Kemp, Chair. Mrs. Tamela Morton, President of the Board; Mrs. Kara Tieman, Secretary; and Mr. Ryan Salmons, Board Member, were also present. Paige Williams, Director; Dylan Markins, Fiscal Officer; Linda Berry, Deputy Director; and Keely Woloschek, Deputy Fiscal Officer, were also in attendance.

The committee reviewed and recommends to the full board the following:

1) Patron Borrowing Policy

**Borrowing Policy**

Obtaining a Library Card

All persons who wish to borrow materials from the Library must obtain a library card. The library card must be presented each time materials are borrowed. A picture ID may be accepted in lieu of a library card one time before a replacement card will be required.

The following persons may obtain a Portsmouth Public Library card by presenting valid identification:

- Ohio Residents
- Kentucky Residents from Greenup and Lewis Counties
- Students attending educational institutions in Scioto County

Valid identification for persons 18 years and older will be defined as a valid state or federal issued picture ID such as a valid driver's license or valid state identification card and proof of current address. Responsible Party must present a valid picture ID and proof of current address to obtain a card for children under the age of 18. In some instances, official paperwork may be required to establish juvenile/adult relationships.

Borrowing Policies

A library card-holder may have a maximum of up to 25 items at any one time on their card. A total of ten (10) DVDs may be borrowed on an Adult card and a total of five (5) DVDs may be borrowed on a Juvenile card.

Materials Circulation Periods are:

Regular and New Books: 28 days

- New Author Reserve Books, Magazines, Holiday Books and Audiobooks: 14 days
- DVDs: 7 days
- Wifi Hotspots: 21 days, Adult card only, Limit 1 on adult card, 2 renewals, \$100 lost fee and \$1.00 per day overdue fines
- Leap Pads: 21 days, Adult card only, Limit 1 on adult card, no holds, 2 renewals, \$100 lost fee and \$1.00 per day overdue fines
- All Bookmobile materials have a circulation period of twenty-eight (28) days.

Library items may be renewed up to three (3) times. Items with holds and items on a Teacher's card cannot be renewed.



Damage Fees: Minimal and Repairable Damage - \$3.00 per item / Non-repairable and total damage - replacement cost of item (patron may have item upon full payment unless disposed of due to health and safety issues)

Lost Fees: Replacement cost of item

Replacement Library Card Fees: Initial Library Card: Free/ Replacement Card: \$2.00

Any library card with:

- More than three (3) overdue items will be blocked until items are returned.
- A balance of more than \$5.00 will be blocked until it is paid below \$5.00.
- Items overdue more than 21 days will be charged replacement costs of the items until the materials are returned in good condition.

Effective 4/1/22

## 2) **Credit Card Policy**

This policy applies to Portsmouth Public Library and its branches, hereafter referred to as the Library, as approved by the Portsmouth Public Library Board of Trustees, hereafter referred to as the Board. This policy applies to all (i) payment cards, checks, or other payment instruments associated with a credit account issued by a financial institution or a retailer, and (ii) payment cards related to the receipt of grant funds. All such cards and instruments are referred to herein as "credit cards". "Payment or presentation instruments" refer to any card, check, or account number which can be used to purchase goods or services, including online purchasing accounts. This policy does not apply to procurement cards (P-cards), or to gasoline cards or other payment cards that are capable of use only for the purchase of certain limited types of goods.

For purposes of this policy, the Deputy Fiscal Officer may perform the functions of the Fiscal Officer in the absence of the Fiscal Officer.

The Library will not obtain or maintain any debit cards.

Credit cards will be established in the name of the Portsmouth Public Library with a maximum credit limit not to exceed \$2,500 per card or \$5,000 if in the name of the Fiscal Officer.

The Fiscal Officer will work with the appropriate financial institutions that issue credit cards to determine the best type of credit card accounts for the Library, and also to determine which store credit card accounts the Library will utilize.

The Fiscal Officer is responsible for:

- a. working with the issuing financial institution for the issuance of credit cards, to determine the dates when credit cards expire, for the re-issuance of replacement cards, and for the cancellation of cards.
- b. determining, when necessary, the need to cancel a credit card account and any adjustment to credit limits on the credit cards.
- c. notifying the issuing financial institution of a lost or stolen card immediately. Library personnel using a credit card must immediately notify the Fiscal Officer when they become aware that a card is lost or stolen.

Credit cards issued to the Library and in the name of an employee will be kept by the named employee unless otherwise stated in this policy. All other credit cards will be kept in the office of the Fiscal Officer and may be signed out to authorized Library personnel, as necessary. The credit card should be returned immediately to the office of the Fiscal Officer once the purchases for which it was checked out have been made unless the employee is on business travel, in which case he or she should return the card to the office of the Fiscal Officer immediately upon his/her return to the Library.

Credit cards may be signed out only to the following Library personnel:

- Director
- Deputy Director
- Fiscal Officer
- Deputy Fiscal Officer
- Human Resources Coordinator
- IT Coordinator
  - Systems Admin/Webmaster
  - Technology Analyst
  - Technology Lab Associate/Assistant
- Maintenance Coordinator
  - Custodian
- Technical Services Coordinator
  - Technical Services Associate/Assistant
- Local History Supervisor
  - Local History Associate/Assistant
- Marketing Manager
- Branch Supervisor
  - Branch Associate/Assistant
- Youth Services Coordinator
  - Youth Services Associate/Assistant
- Adult Services Coordinator
  - Adult Services Associate/Assistant
- Outreach Services Coordinator
  - Outreach Services Associate/Assistant/Driver

A credit card may not be used by anyone other than the individual to whom it is signed out.

Prior to an employee's initial use of a credit card, each employee must agree to and sign the **Credit Card Responsibility and Use Procedures**.

The Board authorizes the use of Library credit cards for use in connection with Board-approved or Library-related activities and only those types of expenses that are for the benefit of the Library that serve a valid and proper public purpose shall be paid for by credit card. Credit cards will be used primarily for travel expenses to conferences and/or workshops, programming supplies, and pre-payment of materials when required by a vendor. In any event, credit cards may be used only for expenditures that have been pre-approved by the Library Director on the prescribed requisition form and for which a purchase order has been issued. Credit cards may be used only for expenditures that are within the applicable budget.

For each purchase made using a credit card, an itemized receipt indicating the date, amount paid, the vendor, the goods/services purchased must be submitted to the Fiscal Officer promptly following the purchase. The employee using the credit card is personally liable to reimburse the Library if he or she does not provide an itemized receipt in accordance with the Board policy.

Use of the credit card for personal expenditures, for expenditures in excess of the applicable credit limit, or otherwise in violation of this policy constitutes a misuse of the credit card. Any Library personnel engaging in the misuse of the credit card will be responsible to reimburse the Library for any unauthorized expenditures and may be subject to disciplinary action up to and including termination of employment. Anyone knowingly misusing a credit card for expenses beyond those authorized in this Board policy is committing a crime of misuse of a credit card. An officer or employee of the Library who knowingly misuses a credit card account held by the Library violates the Ohio Revised Code section 2913.21, which is a misdemeanor of the first degree. The Library may garnish the employee's paycheck to recover the unauthorized expenses.

If a credit card is lost or stolen, or if any Library personnel become aware of unauthorized or fraudulent use of any of the Library's credit card accounts, the same must be reported immediately to the Fiscal Officer.

All monthly credit card statements and other correspondence associated with the credit card accounts will be sent to the Fiscal Officer at the Portsmouth Public Library. Payment of the monthly statements must be made in a timely fashion so that finance charges and late payment fees are not incurred.


The Director shall serve as Compliance Officer and therefore will review the following every 6 months:

- The number of credit cards issued to the Library
- Number of active credit cards
- Expiration dates of the cards
- Credit limits of the cards

On an annual basis, the Fiscal Officer will submit a report to the Library Board of Trustees regarding any and all credit card rewards received by the Library.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:22 p.m.

Approved this 17<sup>th</sup> day of May, 2022.



Dr. Charles Kemp, Chair