

**MINUTES OF THE PERSONNEL COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
December 15, 2020**

The Personnel Committee of the Portsmouth Public Library Board of Trustees met in an official committee meeting on this date at 12:09 p.m. via teleconference (YouTube Live) to discuss 2020 salary information, educational assistance, the Personnel Manual, a job description change and ratification of transfer and hiring. The following committee members were present: Mrs. Tamela Morton, Chair and Mr. Ralph Clay, member. Mrs. Kara Tieman, President of the Board; Ms. Ruthann Brush, Board member; Dr. Charles Kemp, Board member; Paige Williams, Director; Dylan Markins, Fiscal Officer; Hannah Robinson, Deputy Fiscal Officer and Terry Stevenson, Webmaster, were also in attendance.

On motion of Dr. Kemp, seconded by Mr. Clay, to enter into Executive Session at 12:10 p.m. to discuss 2021 staff salaries.

Terry Stevenson, Webmaster, exited the meeting upon entering into Executive Session.

Ryan Salmons, member, entered the meeting at 12:22 p.m.

Paige Williams, Director, Dylan Markins, Fiscal Officer and Hannah Robinson, Deputy Fiscal Officer exited the meeting upon the Board's discussion of 2021 salaries of the Director and Fiscal Officer.

On motion of Mr. Salmons, seconded by Mr. Clay, to exit Executive Session and reconvene the Personnel Committee meeting at 12:51 p.m.

The Personnel Committee reviewed and recommends to the full board to approve an increase of the salary scale in the amount of 4.5%, effective December 20, 2020, to reflect Ohio's minimum wage increases from 2019-2021.

Portsmouth Public Library Salary Scale Revised 12/15/2020 - Effective 12/20/2020																				
GRADE	Step 1	Step 1A	Step 2	Step 2A	Step 3	Step 3A	Step 4	Step 4A	Step 5	Step 5A	Step 6	Step 6A	Step 7	Step 7A	Step 8	Step 8A	Step 9	Step 9A	Step 10	Step 10A
I	\$ 8.82	\$ 8.96	\$ 9.10	\$ 9.24	\$ 9.38	\$ 9.53	\$ 9.68	\$ 9.83	\$ 9.98	\$ 10.13	\$ 10.29	\$ 10.45	\$ 10.61	\$ 10.77	\$ 10.94	\$ 11.11	\$ 11.28	\$ 11.45	\$ 11.63	\$ 11.81
II	\$ 9.64	\$ 9.79	\$ 9.94	\$ 10.09	\$ 10.25	\$ 10.41	\$ 10.57	\$ 10.73	\$ 10.90	\$ 11.07	\$ 11.24	\$ 11.41	\$ 11.59	\$ 11.77	\$ 11.95	\$ 12.13	\$ 12.32	\$ 12.51	\$ 12.70	\$ 12.90
III	\$ 10.59	\$ 10.75	\$ 10.92	\$ 11.09	\$ 11.26	\$ 11.43	\$ 11.61	\$ 11.79	\$ 11.97	\$ 12.15	\$ 12.34	\$ 12.53	\$ 12.72	\$ 12.92	\$ 13.12	\$ 13.32	\$ 13.52	\$ 13.73	\$ 13.94	\$ 14.15
IV	\$ 12.10	\$ 12.37	\$ 12.56	\$ 12.75	\$ 12.95	\$ 13.15	\$ 13.35	\$ 13.56	\$ 13.77	\$ 13.98	\$ 14.19	\$ 14.41	\$ 14.63	\$ 14.85	\$ 15.08	\$ 15.31	\$ 15.54	\$ 15.78	\$ 16.02	\$ 16.27
V	\$ 13.67	\$ 13.88	\$ 14.09	\$ 14.31	\$ 14.53	\$ 14.75	\$ 14.98	\$ 15.21	\$ 15.44	\$ 15.68	\$ 15.92	\$ 16.16	\$ 16.41	\$ 16.66	\$ 16.91	\$ 17.17	\$ 17.43	\$ 17.70	\$ 17.97	\$ 18.24
VI	\$ 15.22	\$ 15.45	\$ 15.69	\$ 15.93	\$ 16.17	\$ 16.42	\$ 16.67	\$ 16.93	\$ 17.19	\$ 17.45	\$ 17.72	\$ 17.99	\$ 18.26	\$ 18.54	\$ 18.82	\$ 19.11	\$ 19.40	\$ 19.70	\$ 20.00	\$ 20.30
VII	\$ 17.53	\$ 17.80	\$ 18.07	\$ 18.35	\$ 18.63	\$ 18.91	\$ 19.20	\$ 19.49	\$ 19.79	\$ 20.09	\$ 20.40	\$ 20.71	\$ 21.03	\$ 21.35	\$ 21.68	\$ 22.01	\$ 22.35	\$ 22.69	\$ 23.04	\$ 23.39
VIII	\$ 20.14	\$ 20.45	\$ 20.76	\$ 21.08	\$ 21.40	\$ 21.73	\$ 22.06	\$ 22.40	\$ 22.74	\$ 23.09	\$ 23.44	\$ 23.80	\$ 24.16	\$ 24.53	\$ 24.90	\$ 25.28	\$ 25.66	\$ 26.05	\$ 26.45	\$ 26.85
GRADE	Step 11	Step 11A	Step 12	Step 12A	Step 13	Step 13A	Step 14	Step 14A	Step 15	Step 15A	Step 16	Step 16A	Step 17	Step 17A	Step 18	Step 18A	Step 19	Step 19A	Step 20	Step 20A
I	\$ 11.90	\$ 12.17	\$ 12.36	\$ 12.55	\$ 12.74	\$ 12.94	\$ 13.14	\$ 13.34	\$ 13.55	\$ 13.76	\$ 13.97	\$ 14.18	\$ 14.40	\$ 14.62	\$ 14.84	\$ 15.07	\$ 15.30	\$ 15.53	\$ 15.77	\$ 16.01
II	\$ 13.09	\$ 13.29	\$ 13.49	\$ 13.70	\$ 13.91	\$ 14.12	\$ 14.34	\$ 14.56	\$ 14.78	\$ 15.01	\$ 15.24	\$ 15.47	\$ 15.71	\$ 15.95	\$ 16.19	\$ 16.44	\$ 16.69	\$ 16.95	\$ 17.21	\$ 17.47
III	\$ 14.38	\$ 14.59	\$ 14.80	\$ 15.02	\$ 15.24	\$ 15.47	\$ 15.70	\$ 15.94	\$ 16.18	\$ 16.42	\$ 16.67	\$ 16.92	\$ 17.17	\$ 17.43	\$ 17.69	\$ 17.96	\$ 18.23	\$ 18.50	\$ 18.78	\$ 19.06
IV	\$ 16.51	\$ 16.78	\$ 17.01	\$ 17.27	\$ 17.53	\$ 17.79	\$ 18.06	\$ 18.33	\$ 18.60	\$ 18.88	\$ 19.17	\$ 19.45	\$ 19.74	\$ 20.04	\$ 20.34	\$ 20.65	\$ 20.96	\$ 21.27	\$ 21.59	\$ 21.91
V	\$ 18.51	\$ 18.80	\$ 19.09	\$ 19.38	\$ 19.68	\$ 19.98	\$ 20.28	\$ 20.59	\$ 20.90	\$ 21.22	\$ 21.54	\$ 21.87	\$ 22.20	\$ 22.54	\$ 22.88	\$ 23.23	\$ 23.58	\$ 23.94	\$ 24.30	\$ 24.67
VI	\$ 20.60	\$ 20.92	\$ 21.24	\$ 21.56	\$ 21.89	\$ 22.22	\$ 22.56	\$ 22.90	\$ 23.25	\$ 23.60	\$ 23.96	\$ 24.32	\$ 24.69	\$ 25.07	\$ 25.45	\$ 25.84	\$ 26.23	\$ 26.63	\$ 27.03	\$ 27.44
VII	\$ 23.74	\$ 24.10	\$ 24.47	\$ 24.84	\$ 25.22	\$ 25.60	\$ 25.99	\$ 26.38	\$ 26.78	\$ 27.19	\$ 27.60	\$ 28.02	\$ 28.45	\$ 28.88	\$ 29.32	\$ 29.76	\$ 30.21	\$ 30.67	\$ 31.14	\$ 31.61
VIII	\$ 27.25	\$ 27.67	\$ 28.09	\$ 28.52	\$ 28.95	\$ 29.39	\$ 29.84	\$ 30.29	\$ 30.75	\$ 31.22	\$ 31.69	\$ 32.17	\$ 32.66	\$ 33.15	\$ 33.65	\$ 34.16	\$ 34.68	\$ 35.21	\$ 35.74	\$ 36.28
GRADE	Step 21	Step 21A	Step 22	Step 22A	Step 23	Step 23A														
I	\$ 16.28	\$ 16.51	\$ 16.76	\$ 17.02	\$ 17.28	\$ 17.54														
II	\$ 17.74	\$ 18.01	\$ 18.28	\$ 18.57	\$ 18.85	\$ 19.14														
III	\$ 19.34	\$ 19.64	\$ 19.94	\$ 20.24	\$ 20.55	\$ 20.86														
IV	\$ 22.22	\$ 22.58	\$ 22.90	\$ 23.25	\$ 23.60	\$ 23.96														
V	\$ 25.02	\$ 25.40	\$ 25.79	\$ 26.18	\$ 26.58	\$ 26.96														
VI	\$ 27.84	\$ 28.26	\$ 28.69	\$ 29.13	\$ 29.57	\$ 30.02														
VII	\$ 32.07	\$ 32.56	\$ 33.05	\$ 33.55	\$ 34.06	\$ 34.58														
VIII	\$ 36.81	\$ 37.37	\$ 37.94	\$ 38.51	\$ 39.09	\$ 39.68														

The Personnel Committee reviewed and recommends to the full board to approve the 2021 educational assistance in the amount of \$3,000.00 per full-time employee who is attending an accredited institution of learning and upon complying with the guidelines set out in Section 505:1 of the Personnel Handbook.

The Personnel Committee reviewed and recommends to the full board to approve updates to the Personnel Manual pending legal counsel approval. The updates include allowing part-time staff to receive four hours of holiday pay for each holiday, a new streamlined vacation schedule, as well as wording changes.

## Proposed Policy update #1

**Summary: Update vacation accrual schedule for the first two service periods.**

### CURRENT POLICY

502:1

#### VACATIONS

**Policy:**

The established vacation year is the calendar year, January 1 through December 31, of each year. Vacations are accrued or earned based on the employee's length of service and time worked.

(1) A regular full time employee of the Portsmouth Pubic Library will accrue vacation benefits according to the following schedule:

Service Period	Paid Vacation
Service Years 1 – 7.....	3.08 hours per pay period worked – 10 days
Service Years 8 - 14 .....	4.62 hours per pay period worked - 15 days
Service Years 15 - 19 .....	6.16 hours per pay period worked - 20 days
Service Years 20 .....	6.47 hours per pay period worked - 21 days
Service Years 21 .....	6.78 hours per pay period worked - 22 days
Service Years 22 .....	7.09 hours per pay period worked - 23 days
Service Years 23 .....	7.40 hours per pay period worked - 24 days
Service Years 24 + .....	7.71 hours per pay period worked - 25 days

**PROPOSED UPDATE**

502:1

**VACATIONS**

**Policy:**

The established vacation year is the calendar year, January 1 through December 31, of each year. Vacations are accrued or earned based on the employee's length of service and time worked.

(1) A regular full time employee of the Portsmouth Pubic Library will accrue vacation benefits according to the following schedule:

Service Period	Paid Vacation
Service Years 1 – 4.....	3.08 hours per pay period worked – 10 days
Service Years 5 - 9 .....	4.62 hours per pay period worked - 15 days
Service Years 10 – 19.....	6.16 hours per pay period worked - 20 days
Service Years 20+.....	7.71 hours per pay period worked - 25 days

**Proposed Policy update #2**

**Summary: Add part-time employees Holiday pay and a formatting change.**

**CURRENT POLICY**

503:1

**HOLIDAY AND PERSONAL LEAVE**

**Policy:**

It is the policy of the Library to observe holidays each year as may be determined by the Board of Trustees. Eligible full time employees will be given an eight-hour day off with pay for each holiday observed.

(1) The following holidays are observed unless otherwise modified by the Board of Trustees and the Library will be closed: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

**PROPOSED UPDATE**

503:1

**HOLIDAY AND PERSONAL LEAVE**

**Policy:**

It is the policy of the Library to observe holidays each year as may be determined by the Board of Trustees. **Full time employees will be given a day off with eight-hours pay for each holiday observed. Part time employees will be given a day off with four-hours pay for each holiday observed.**

(1) The following holidays are observed unless otherwise modified by the Board of Trustees, and the Library will be closed:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

**Proposed Policy update #3**

**Summary: Changes to sections 4 and 10.**

**CURRENT POLICY**

508:1

**SICK LEAVE**

**Policy:**

It is the policy of the Board of Trustees to provide sick leave benefits to all full-time employees of the Library.



(1) Each full-time employee whose salary is paid in whole or in part by the Library shall be granted sick leave of 4.62 hours with pay for each completed pay period (15 days per year). Employees may use sick leave for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees, and to illness or death in the employee's immediate family.

(4) Illness or inability to report for duty must be reported by 8:00 a.m. Employees must follow the established procedures for reporting off work. (See Attendance and Punctuality, section 701:1).

(10) Use of sick leave in excess of 10 days (80 hours) during any consecutive twelve- month period will be considered excessive and will result in disciplinary action up to and including termination. Leave taken as approved under FMLA is exempt from the 80-hour ceiling.

## PROPOSED UPDATE

508:1

### SICK LEAVE

#### Policy:

It is the policy of the Board of Trustees to provide sick leave benefits to all full-time employees of the Library.

(1) Each full-time employee whose salary is paid in whole or in part by the Library shall be granted sick leave of 4.62 hours with pay for each completed pay period (15 days per year). Employees may use sick leave for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees, and to illness or death in the employee's immediate family.

(4) **Illness or inability to report for duty must be reported a minimum of 1 hour prior to the start of the missed shift or earlier, if possible.** Employees must follow the established procedures for reporting off work. (See Attendance and Punctuality, section 701:1).

(10) Use of **unscheduled** sick leave in excess of 10 days (**10 call-off events**) during any consecutive twelve- month period will be considered excessive and will result in disciplinary action up to and including termination. **A “call-off event” is defined as a single work day. Consecutive days-off will be counted as individual events unless a medical excuse is provided for the period. “Unscheduled” is defined as any sick leave requested less than two days prior to the use of the leave time, although, when possible, such leave should be scheduled the month prior. Last minute requests should be infrequent.** Leave taken as approved under FMLA is **not considered unscheduled time off.**

## Proposed Policy update #4

Summary: Omit section number 12 due to redundancy.

### CURRENT POLICY

701:1

#### ATTENDANCE AND PUNCTUALITY

**Policy:**

It is the policy of the Board of Trustees to require good attendance and punctuality on the part of library employees. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action, up to and including dismissal.

(1) Employees are expected to report to work whenever scheduled and to be at their work station at the starting time and at the prescribed time after rest and meal breaks.

(11) Corrective action will be recommended if an employee exhibits a pattern of absenteeism (i.e., consistently missing a specific day of the week; the day before or after a holiday; the day before or after a scheduled vacation) despite having sufficient paid time off to cover those absences. Such cases should be reviewed with the Director or Human Resources before issuing any corrective action.

(12) Use of sick leave in excess of 10 days (80 hours) during any consecutive twelve-month period will be considered excessive and will result in disciplinary action up to and including termination. Leave taken as approved under FMLA covered is exempt from the 80-hour ceiling.

### PROPOSED UPDATE

701:1

#### ATTENDANCE AND PUNCTUALITY

**Policy:**

It is the policy of the Board of Trustees to require good attendance and punctuality on the part of library employees. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action, up to and including dismissal.

(1) Employees are expected to report to work whenever scheduled and to be at their work station at the starting time and at the prescribed time after rest and meal breaks.

(11) Corrective action will be recommended if an employee exhibits a pattern of absenteeism (i.e., consistently missing a specific day of the week; the day before or after a holiday; the day before or after a scheduled vacation) despite having sufficient paid time off to cover those absences. Such cases should be reviewed with the Director or Human Resources before issuing any corrective action.

~~(12) — Use of sick leave in excess of 10 days (80 hours) during any consecutive twelve-month period will be considered excessive and will result in disciplinary action up to and including termination. Leave taken as approved under FMLA covered is exempt from the 80-hour ceiling.~~

## Proposed Policy update #5

Summary: Update dress-code to current styles and combine the standards to be more concise.

### CURRENT POLICY

802:1

#### PERSONAL APPEARANCE OF EMPLOYEES

##### Policy:

It is the policy of the Board of Trustees that an employee's dress and grooming should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed.

(1) Every employee has some contact with the public and therefore represents the Library in appearance as well as by actions. The properly attired employee helps create a favorable image for the Library. Accordingly, the personal appearance of Library staff members shall be governed by the following standards:

(a) Employees are expected to dress in a manner that is normally acceptable in business establishments.

(b) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.

(c) Sideburns, mustaches, and beards should be neatly trimmed. Eccentric styles of facial hair will not be permitted.

(d) No facial jewelry may be worn during working hours.



- (e) From time to time the Library may determine that certain items are not considered businesslike apparel for any staff member and may not be worn during regular business hours. These determinations will be issued in writing through the Human Resources Coordinator. The following clothing is not permitted during working hours: hats; workout clothing; shorts, skirts or culottes; spaghetti-strapped shirts or baby tees; open-toed shoes; t-shirts with political or religious slogans or advertising inappropriate in a business setting.
  - (f) Pages are permitted to wear blue jeans depending on the nature of the work required and individual staff members in other job classifications may be given permission by their immediate supervisor to wear blue jeans during scheduled working hours. Otherwise, the wearing of such apparel is not permitted except on designated dress down days.
  - (g) As a result of the variety and nature of work, individual employees may need to wear attire necessary to complete a specific task or duty. Dress should not interfere with the safety of the individual employee or others within the work environment. Also, dress should not distract the public or other Library employees from their work.
  - (h) All employees are expected to maintain good personal hygiene.
  - (i) An employee whose attire is determined to be inappropriate may be required to change clothing or may be directed not to wear that clothing again, depending on the nature of the attire. Management reserves the right to use discretion in all matters of professionalism and appearance, even when an employee may technically be in compliance. Employees who must leave the premises to obtain proper attire will not be paid for the time.
- (2) Appropriate dress should reflect the Library's business image as well as the Library's neutral position on political and social issues.

## **PROPOSED UPDATE**

802:1

### **PERSONAL APPEARANCE OF EMPLOYEES**

#### **Policy:**

It is the policy of the Board of Trustees that an employee's dress and grooming should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed.



(1) Every employee has some contact with the public and therefore represents the Library in appearance as well as by actions. The properly attired employee helps create a favorable image for the Library. Accordingly, the personal appearance of Library staff members shall be governed by the following standards:

- (a) Employees are expected to dress in a manner that is normally acceptable in business establishments. **Jeans are permitted on designated days at the discretion of the Director.**
- (b) All employees are expected to maintain good personal hygiene.
- (c) **Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches, and beards should also be neatly trimmed. Eccentric styles of facial hair will not be permitted.**
- (d) **Facial jewelry must be replaced with a clear stud during working hours.**
- (e) ~~From time to time the Library may determine that certain items are not considered businesslike apparel for any staff member and may not be worn during regular business hours.~~ These determinations will be issued in writing through the Human Resources Coordinator. (moved to (f) ).**The following clothing is NOT permitted during working hours: hats, pants with holes/tears/fringes, yoga-pants, shorts, mini-skirts, spaghetti-strapped shirts, midriff shirts, open-toed shoes, and t-shirts with political/religious/inappropriate slogans. Leggings shall be permitted when worn with a shirt or dress that reaches mid-thigh or longer. [From 2.] Appropriate dress should reflect the Library's business image as well as the Library's neutral position on political and social issues.**
- (f) **Maintenance staff are permitted to wear blue jeans, daily, depending on the nature of the work required. Individual staff members in other job classifications may be given permission by their immediate supervisor to wear blue jeans during scheduled working hours. Otherwise, the wearing of such apparel is not permitted except on designated dress down days.**
- ~~(g) As a result of the variety and nature of work, individual employees may need to wear attire necessary to complete a specific task or duty. Dress should not interfere with the safety of the individual employee or others within the work environment. Also, dress should not distract the public or other Library employees from their work.~~
- (g) An employee whose attire is determined to be inappropriate may be required to change clothing or may be directed not to wear that clothing again, depending on the nature of the attire. These determinations will be issued in writing through the Human Resources

Coordinator. Management reserves the right to use discretion in all matters of professionalism and appearance, even when an employee may technically be in compliance. Employees who must leave the premises to obtain proper attire will not be paid for the time.

## **“FINAL” COPY OF PROPOSED UPDATE**

802:1

### **PERSONAL APPEARANCE OF EMPLOYEES**

#### **Policy:**

It is the policy of the Board of Trustees that an employee's dress and grooming should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed.

(1) Every employee has some contact with the public and therefore represents the Library in appearance as well as by actions. The properly attired employee helps create a favorable image for the Library. Accordingly, the personal appearance of Library staff members shall be governed by the following standards:

- (a) Employees are expected to dress in a manner that is normally acceptable in business establishments. Jeans are permitted on designated days at the discretion of the Director.
- (b) All employees are expected to maintain good personal hygiene.
- (c) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches, and beards should also be neatly trimmed. Eccentric styles of facial hair will not be permitted.
- (d) Facial jewelry must be replaced with a clear stud during working hours.
- (e) The following clothing is NOT permitted during working hours:  
Hats, pants with holes/tears/fringes, yoga-pants, shorts, mini-skirts, spaghetti-strapped shirts, midriff shirts, open-toed shoes, and t-shirts with political/religious/or inappropriate language. Leggings shall be permitted when worn with a shirt or dress that reaches mid-thigh or longer. Appropriate dress should reflect the Library's business image as well as the Library's neutral position on political and social issues.

- (f) Maintenance staff are permitted to wear blue jeans, daily, depending on the nature of the work required. Individual staff members in other job classifications may be given permission by their immediate supervisor to wear blue jeans during scheduled working hours. Otherwise, the wearing of such apparel is not permitted except on designated dress down days.
  
- (g) An employee whose attire is determined to be inappropriate may be required to change clothing or may be directed not to wear that clothing again, depending on the nature of the attire. These determinations will be issued in writing through the Human Resources Coordinator. Management reserves the right to use discretion in all matters of professionalism and appearance, even when an employee may technically be in compliance. Employees who must leave the premises to obtain proper attire will not be paid for the time.

Mr. Clay left the meeting at 12:57 p.m.

The Personnel Committee reviewed and recommends to the full board the approval of an update to the Public Services Coordinator job description to include all adult and young adult programming system-wide.

## Public Services Coordinator

**Type:** Full Time **Salary Range:** Hourly **Reports To:** Library Director

**Summary:** The Public Services Coordinator is responsible for overseeing the workflow of the Public Services Department, which contains the Reference and Circulation public desks. The Public Services Coordinator also ensures that the Public Services Department provides the best possible service for PPL patrons, staff and the surrounding community, including providing excellent customer service, training in current information, technologies and resources, overseeing programming for the young adult and adult patrons at the Main Library and collection development and maintenance.

**Minimum Job Requirements:**

- The ability to meet scheduled hours with rare absences; includes evenings and weekends
- An MLS from an ALA-accredited institution
- Minimum three years of experience in a public library setting
- The ability to use Microsoft Office applications, email, the library automation system, and the Internet
- The ability to understand and communicate complex information and the ability to resolve complex problems;
- the job has significant accountability for customer satisfaction
- 2-3 years supervisory experience and the ability to manage a multi-function department



- Commitment to excellence in customer service and representing the library in a positive manner

***Essential Functions:***

- Maintain, integrate and coordinate all functions of the Public Services Department
- Provides system-wide leadership in the administration, planning, implementation, promotion and evaluation of all young adult and adult programming
- Direct workflow and supervise staff in the Public Services Department
- Coordinate collection development and maintenance system-wide
- Provide readers' advisory and reference services
- Participate in staff training on policies and procedures

***Additional Functions:***

- Plan and present informational programs, presentations and readers' groups
- Identifies reading trends among adult and young adult patrons
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to adult and teen library services
- Serves on professional and community committees, as requested, to advance the library and the library profession
- May serve as lead person as scheduled
- Other Duties as Assigned

***Knowledge, Skills, and Abilities:***

- Knowledge of current issues and trends in adult and young adult literature
- Considerable knowledge and understanding of library operations and library services
- The ability to communicate effectively orally and in writing
- The ability to assign and oversee the work of direct reports
- The ability and experience with hiring, scheduling, evaluating and other supervisory tasks
- The ability to exercise initiative and independent judgment
- Thorough knowledge of public library services and programs
- Knowledge of basic library operations
- The ability to handle and maintain confidential and sensitive information, accessing such information for legitimate library business only
- Knowledge of and compliance with library policies and procedures
- The ability to work cooperatively and effectively with other staff members and library departments
- Knowledge of and compliance with emergency and safety policies and procedures
- The ability to deal with frequent interruptions in work and move among various tasks effectively
- The ability to learn and implement current and emerging technologies

***Special Requirements:***

- Driver's License and access to reliable transportation / vehicle
- Update job-related knowledge and skills through continuing education workshops, webinars, conferences and staff development activities



***Physical Requirements:***

- Considerable manual dexterity for use of keyboard and standard office equipment
- Requires ability to manipulate library materials, such as books, magazines and DVDs
- Requires a combination of sitting, standing and walking for the majority of a shift
- Requires regularly lifting items weighing up to sixty pounds
- Some reaching, bending, climbing, and twisting
- The ability to push full book carts for considerable distances
- 70% computer work
- Minimal outdoor activity; majority of time in climate-controlled environment
- Regularly required to talk and/or hear within normal ranges
- The ability to respond to alarms and communicate safety information to patrons and staff
- Visual acuity for sustained use of computer monitor

***This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and the requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this document. Any essential functions of this position will be evaluated as necessary should an applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible***

The Personnel Committee reviewed and recommends to the full board to ratify the transfer of Kellie Campbell – Full-time Custodian, effective 11/16/2020 @ \$10.43/hr. – replaces Sharon Fritz (PT), as well as to ratify the hiring of Amber Hemmings – Full-time Branch Clerk, effective 12/14/2020 @ \$10.11/hr. – replaces Leslie Billings.

There being no further business, on motion duly made and seconded, adjournment was taken at 1:00 p.m.  
Approved this 12<sup>th</sup> day of January, 2021.

  
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Pamela Morton, Chair

**MINUTES OF THE MATERIALS & EQUIPMENT COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
December 15, 2020**

The Materials & Equipment Committee of the Portsmouth Public Library Board of Trustees met in an official committee meeting on this date at 1:02 p.m. via teleconference (YouTube Live) to review the disposal list of furniture and equipment, IT equipment and miscellaneous items with disposal via the Board's Disposal of Property Policy. The following committee members were present: Ms. Ruthann Brush, member and Dr. Charles Kemp, member. Mrs. Kara Tieman, President of the Board; Mr. Ryan Salmons, Vice-President of the Board; Mrs. Tamela Morton, Board Member; Paige Williams, Director; Dylan Markins, Fiscal Officer; Hannah Robinson, Deputy Fiscal Officer and Terry Stevenson, Webmaster, 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:

*Furniture and Equipment*

- 4 Big Red easy chairs from Lucasville (very faded fabric)
- 12 wooden frame seats from SW
- 4 tables from SW
- 6 grayish low back seats from Main (fabric badly worn)
- 22 back cloth chairs from IT Lab. (fabric worn, some backs were loose.)
- A faded child's teepee tent
- Old snack machine (missing knobs)
- Popcorn machine (sparks flew and then there was nothing)
- Small refrigerator
- Old power-washer (worn, leaked and won't start)
- 12 red metal frame seats from Lucasville (frames are broken or bent)
- Minolta Microfilm Machine model RP600Z (and table)- purchased February, 2008 from Garnet A. Wilson Library in Waverly, Ohio for \$250.00 (no property tag)
- 2 CD Towers- 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
- Bookshelf missing top section
- Broken black office chair – property tag #LU-04131

*IT Equipment Disposal List*

**Computers**

- 12577 – Old SW Patron Computer – July 2014
- 12578 – Old SW Patron Computer – July 2014
- 12579 – Old SW Patron Computer – July 2014
- 12580 – Old SW Patron Computer – July 2014
- 12581 – Old SW Patron Computer – July 2014
- 12582 – Old SW Patron Computer – July 2014

- 12583 – Old SW Patron Computer – July 2014
- 12584 – Old SW Patron Computer – July 2014
- 12585 – Old WH Patron Computer – July 2014
- 12586 – Old WH Patron Computer – July 2014
- 12586 – Old WH Patron Computer – July 2014
- 12587 – Old WH Patron Computer – July 2014
- 12588 – Old WH Patron Computer – July 2014
- 12589 – Old WH Patron Computer – July 2014
- 12590 – Old WH Patron Computer – July 2014
- 12591 – Old WH Patron Computer – July 2014
- 12592 – Old WH Patron Computer – July 2014
- 12593 – Old WH Patron Computer – July 2014
- 12594 – Old WH Patron Computer – July 2014
- 12498 – Old Patron Computer – November 2011
- 12444 – Old Public Access Catalog – July 2012
- 12369 – Old Public Access Catalog – July 2012
- 12446 – Old Public Access Catalog – July 2012
- 12361 – Old Public Access Catalog – July 2012
- 12362 – Old Public Access Catalog – July 2012
- 12363 – Old Public Access Catalog – July 2012
- 12445 – Old Public Access Catalog – July 2012
- 12365 – Old Public Access Catalog – July 2012
- 12443 – Old Public Access Catalog – July 2012
- 12441 – Old Public Access Catalog – July 2012
- 12370 – Old Public Access Catalog – July 2012
- 12367 – Old Public Access Catalog – July 2012
- 12368 – Old Public Access Catalog – July 2012

**Miscellaneous**

- 6 Broken Printers
- 5 Broken Battery Backups
- 1 Broken Projector
- 1 Broken Fax Machine
- 1 Broken LCD Monitor

There being no further business, on motion duly made and seconded, adjournment was taken at 1:07 p.m.

Approved this 12<sup>th</sup> day of January, 2021.



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Dr. Charles Kemp, Member