

**MINUTES OF THE PERSONNEL COMMITTEE
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
February 15, 2022**

The Personnel Committee of the Portsmouth Public Library met in an official committee meeting on this date at 1:04 p.m. to discuss corrections to staff salaries, updates to job descriptions, life insurance renewal, and making an In-Service day a holiday. The following committee members were present: Mr. Ryan Salmons, Member. Mrs. Tamela Morton, President of the Board; Dr. Charles Kemp, Vice-President; Ms. Ruthann Brush, Board Member and Mrs. Jennifer Schackart, Board Member were present. Paige Williams, Director; Linda Berry, Deputy Director; Dylan Markins, Fiscal Officer; Keely Woloschek, Deputy Fiscal Officer and Katie Williams, Marketing Manager, were also in attendance.

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

- 1) Corrections to Staff Salaries:
Jennifer Burchett – Branch Associate – Grade IV, Step 3 - \$15.39
Shaylee Marshall – Adult Services Associate (PT) – Grade IV, Step 3 - \$15.39
Tyler Prosch – Technology Lab Associate – Grade IV, Step 4 - \$15.86
Anna Warnock – Technology Lab Associate – Grade IV, Step 5 - \$16.34
- 2) Updates to Job Descriptions
- 3) Life Insurance Renewal – The Humana Life Insurance agreement expires as of 2/28/22. The renewal as of 3/1/22 has an increase to the current rate from 18¢ to 19 ¢ per \$1,000 of coverage.
- 4) In-Service Day to Holiday – The annual In-service Training Day scheduled for President's Day on February 21 will be cancelled due to Covid and the high transmission rates in Scioto County. I would like to postpone the In-Service until the positivity rates are very low. Director is requesting the Board allow President's Day, February 21, 2022, to be a holiday for staff. Full-time staff would receive 8 hours of holiday pay and part-time staff would receive 4 hours of holiday pay.

There being no further business, on motion duly made and seconded, adjournment was taken at 1:11 p.m.

Approved this 15th day of March, 2022.



Mr. Ryan Salmons, Member

**MINUTES OF THE MATERIALS & EQUIPMENT COMMITTEE
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
February 15, 2022**

The Materials & Equipment Committee of the Portsmouth Public Library met in an official committee meeting on this date at 1:12 p.m. to discuss the Furniture and Equipment Disposal List. The following committee members were present: Ms. Ruthann Brush, Chair and Mrs. Jennifer Schackart, Member. Mrs. Tamela Morton, President of the Board; Dr. Charles Kemp, Vice-President and Mr. Ryan Salmons, Member were also present. Paige Williams, Director; Linda Berry, Deputy Director; Dylan Markins, Fiscal Officer; Keely Woloschek, Deputy Fiscal Officer; and Katie Williams, Marketing Manager, were also in attendance.

The committee reviewed and recommends to the full board the following items for removal:

1) Furniture and Equipment Disposal List

Black Office Chair – broken – property tag #LU04131

3 red soft fabric children's seats – fabric worn and torn

Wooden shelf

6 Wooden carts

Broken metal desk

2 broken glass lamps from Adult Services

Minolta Microfilm Machine model RP600Z and table - purchased February, 2008 from Garnet A. Wilson Library in Waverly, Ohio

2 CD Towers- metal tower- 27 ½ in. high x 24 ½ in. deep x 23 in. width

Nakajima Electronic typewriter AX-66 - property tag# 01436

"Russ Bassett" Black microfilm cabinet 25 x 28 ½ x 52 ½ in metal - property tag# 01421

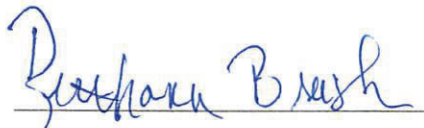
18 Bi-Folkal kits from Homebound Services

2 light fixtures from Donut Shop

2 light/fan fixtures from Donut Shop

There being no further business, on motion duly made and seconded, adjournment was taken at 1:14 p.m.

Approved this 15th day of March, 2022.



Ms. Ruthann Brush, Chair