

**MINUTES OF THE AUDIT, BUDGET & EXPENDITURE COMMITTEE
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
January 11, 2022**

The Audit, Budget & Expenditure Committee of the Portsmouth Public Library met in an official committee meeting on this date at 12:04 p.m. to discuss the 2022 Estimated Revenue and Appropriations. The following committee members were present: Mrs. Kara Tieman, Member. Mrs. Tamela Moore-Morton, President of the Board and Dr. Charles Kemp, Vice-President of the Board were also present. Representing the library were Paige Williams, Director; Linda Berry, Deputy Director; Dylan Markins, Fiscal Officer; Keely Woloschek, Deputy Fiscal Officer and Katie Williams, Marketing Manager. Jennifer Schackart was also in attendance.

The committee reviewed and recommends to the full board the following 2022 estimated revenue and appropriations:

2022 Estimated Revenues & Appropriations

General Fund 101

Estimated Revenue

| | |
|---------------------------------------------------------|-----------------------|
| 101-00-4-1100s Public Library Fund (PLF) | \$2,888,170.00 |
| 101-00-4-1210s General Property Tax | 1,079,000.00 |
| 101-00-4-3000s Patron Fines & Fees | 21,000.00 |
| 101-00-4-4000s Interest | 5,000.00 |
| 101-00-4-6000s Contributions | 12,000.00 |
| 101-00-4-8000s Sale of Surplus, Rental & Reimbursements | 125,000.00 |
| TOTAL Estimated Receipts | \$4,130,170.00 |

Appropriations

| | |
|----------------------------------------------|----------------|
| 101-00-5-1000s Payroll & Benefits | \$3,008,500.00 |
| 101-00-5-2000s General Operating Supplies | 72,000.00 |
| 101-00-5-3000s Utilities & Maintenance | 434,500.00 |
| 101-00-5-4000s Library Materials Expenses | 265,000.00 |
| 101-00-5-5000s Building & Equipment Expenses | 135,000.00 |
| 101-00-5-7000s Entity Dues & Memberships | 8,000.00 |

GRAND TOTAL FUND 101 **\$3,923,000.00**

There being no further business, on motion duly made and seconded, adjournment was taken at 12:06 p.m.

Approved this 15th day of February, 2022.



Mrs. Kara Tieman, Member

**MINUTES OF THE MATERIALS & EQUIPMENT COMMITTEE
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
January 11, 2022**

The Materials & Equipment Committee of the Portsmouth Public Library met in an official committee meeting on this date at 12:06 p.m. to discuss the Computer & Miscellaneous Items Disposal List. The following committee members were present: Dr. Charles Kemp, Member. Mrs. Tamela Moore-Morton, President of the Board and Mrs. Kara Tieman, Board Member were also present. Representing the library was Paige Williams, Director; Linda Berry, Deputy Director; Dylan Markins, Fiscal Officer; Keely Woloschek, Deputy Fiscal Officer and Katie Williams, Marketing Manager. Jennifer Schackart was also in attendance.

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

1. Disposal List:

Computers

- 12635 – Old LH Staff Computer – December 2016
- 12636 – Old LH Staff Computer – December 2016
- 12634 – Old LU Staff Computer – December 2016
- 12633 – Old SW Staff Computer – December 2016
- 12631 – Old WH Staff Computer – December 2016
- 12646 – Old Technical Services Computer – December 2016
- 12641 – Old PS Staff Computer – December 2016
- 12642 – Old PS Staff Computer – December 2016
- 12643 – Old PS Staff Computer – December 2016
- 12644 – Old PS Staff Computer – December 2016
- 12637 – Old YS Staff Computer – December 2016
- 12639 – Old Homebound Staff Computer – December 2016
- 12640 – Old Homebound Staff Computer – December 2016
- 12645 – Old Director Office Computer – December 2016
- 12638 – Old Maintenance Computer – December 2016
- 12444 – Old LU PAC – July 2012
- 12369 – Old NB PAC – July 2012
- 12441 – Old SW PAC – July 2012
- 12370 – Old WH PAC – July 2012
- 12361 – Old PS PAC – July 2012
- 12362 – Old PS PAC – July 2012
- 12363 – Old PS PAC – July 2012
- 12445 – Old PS PAC – July 2012
- 12365 – Old PS PAC – July 2012
- 12446 – Old PS PAC – July 2012

Miscellaneous

- 3 old battery backups
- 5 broken barcode scanners
- 2 broken receipt printers
- 25 old keyboards
- 25 old mice
- 25 old power cables

There being no further business, on motion duly made and seconded, adjournment was taken at 12:08 p.m.

Approved this 15th day of February, 2022.



Dr. Charles Kemp, Member

MINUTES OF THE PROPERTY & EXTENSION COMMITTEE
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
January 11, 2022

The Property & Extension Committee of the Portsmouth Public Library met in an official committee meeting on this date at 12:08 p.m. to discuss the Portsmouth Public Library Roof Repairs – Repair \$43,500 or Bid out for replacement. No committee members were present but Mrs. Tamela Moore-Morton, President of the Board; Dr. Charles Kemp, Vice-President of the Board and Mrs. Kara Tieman, Board Member were in attendance. Mrs. Kara Tieman called the meeting to order. Representing the library were Paige Williams, Director; Linda Berry, Deputy Director; Dylan Markins, Fiscal Officer; Keely Woloschek, Deputy Fiscal Officer and Katie Williams, Marketing Manager. Jennifer Schackart was also in attendance.

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

Option 1. Remove all of the hip tiles on all 4 hips on the main tile roof, replace the wood stringer and install ice and water (tamko) includes removing an additional 2-3 tiles wide (field tiles) on both sides of each hip and installing ice and water shield. Then reinstall all tiles and install flexim roof mortar along the hips. Then remove all of the main tile roof ridge tiles, install ice and water shield, replace the wood stringer and reinstall the ridge tiles and install flexim roof mortar. Also includes up to 25 tiles for repair all over the roof. Total - \$43,500.

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

Approved this 15th day of February, 2022.

A handwritten signature in black ink, appearing to read 'Kara Tieman', written over a horizontal line.

Mrs. Kara Tieman, Member