

**MINUTES OF THE PROPERTY & EXTENSION COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
March 15, 2022**

The Property & Extension Committee of the Portsmouth Public Library met in an official committee meeting on this date at 12:01 p.m. to discuss the South Webster branch stonework repair, New Boston branch Electrical Room repairs, and the 1202 Gallia Street demolition estimates. The following committee members were present: Mrs. Jennifer Schackart, 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. Mrs. Jennifer Schackart called the meeting to order. Representing the library were Paige Williams, Director; Dylan Markins, Fiscal Officer; Keely Woloschek, Deputy Fiscal Officer and Katie Williams, Marketing Manager.

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

- 1) Contacting Ms. Parker from the Prosecutor's Office in regards to the breach of the MOU agreement with Stockmeister Enterprises, INC.
- 2) The following repair estimate for the New Boston branch repairs:

**Roger Hemming Contractor LLC**

LIBRARY-NEWBOSTON							
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
1. R&R 1/2" drywall - hung, taped, floated, ready for paint	324.00 SF		0.47	2.17	0.00	171.08	1,026.44
14. PERMITS & FEES	1.00 EA		0.00	350.00	0.00	70.00	420.00
12. Detach & Reset Interior door unit - Premium grade	1.00 EA	181.09	0.00	0.00	0.00	36.22	217.31
8. Apply anti-microbial agent to the surface area	324.00 SF		0.00	0.29	0.00	18.80	112.76
11. Electrical (Bid Item)- detach & reset 2 comm. grade 240 panels, 1-100 amp panel, service to building	1.00 EA		0.00	7,500.00	0.00	1,500.00	9,000.00
3. Seal/prime then paint the surface area twice (3 coats)	324.00 SF		0.00	1.11	0.00	71.92	431.56
6. R&R Batt insulation - 4" - R13 - paper / foil faced	324.00 SF		0.27	0.89	0.00	75.18	451.02
<b>Total: LIBRARY-NEWBOSTON</b>					<b>0.00</b>	<b>1,943.20</b>	<b>11,659.09</b>
<b>Labor Minimums Applied</b>							
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
10. Water extract/remediation labor minimum	1.00 EA		0.00	64.54	0.00	12.90	77.44
13. Finish carpentry labor minimum	1.00 EA		0.00	105.82	0.00	21.16	126.98
<b>Totals: Labor Minimums Applied</b>					<b>0.00</b>	<b>34.06</b>	<b>204.42</b>
<b>Line Item Totals: LIBRARY-NEWBOSTON</b>					<b>0.00</b>	<b>1,977.26</b>	<b>11,863.51</b>

- 3) The following repair estimate for the demolition of 1202 Gallia Street:

## MULLINS CONSTRUCTION CO., INC.

Commercial Construction • Pre-Engineered Metal Buildings • Demolition • Site Development

8867 GREEN STREET • P.O. BOX 163  
WHEELERSBURG, OHIO 45694  
E:MAIL jmulins1957@frontier.com  
PHONE (740) 574-8012  
FAX (740) 574-8014

March 8, 2022

To: Portsmouth Public Library  
Attn: Tammy Isaac

We are pleased to present for your consideration, our price to raze the building at 1202 Gallia Street. Our work would include:

1. Demo the building and dispose of material in landfill
2. Remove basement materials and dispose
3. Remove asphalt and dispose
4. Remove and dispose of sidewalk – Waller St. side
5. Bring in compactable fill – compaction done but testing by others
6. Cover lot with 6" of topsoil
7. Seed and mulch

**Our Price – Labor and Materials: \$29,370**

**Replace curb and sidewalk along Waller Street**  
**Our Price – Labor and Materials: \$8,975**

If you have any questions or concerns regarding this proposal, or if we can be of any further assistance, please do not hesitate to contact our office.

Sincerely,

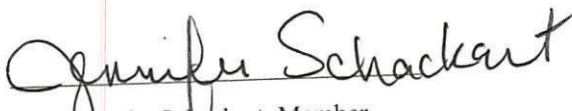


Mullins Construction Co., Inc.  
John W. Mullins, President

License Numbers:  
OH Electrical Contractor #24442, OH Plumbing Contractor #24442, KY Contractor Electrician #CE63026, KY Master Electrician #ME63558, WV Contractor #WV000419

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

Approved this 19<sup>th</sup> day of April, 2022.



Mrs. Jennifer Schackart, Member

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

The Materials & Equipment Committee of the Portsmouth Public Library met in an official committee meeting on this date at 12:13 p.m. to discuss the Miscellaneous Items Disposal List. 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 Mrs. Jennifer Schackart, Board Member were also present. Dr. Charles Kemp called the meeting to order. Representing the library was Paige Williams, Director; Dylan Markins, Fiscal Officer; Keely Woloschek, Deputy Fiscal Officer and Katie Williams, Marketing Manager.

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

1. Disposal List:

- 1 Kodak slide projector
- 1 Karaoke machine with 20+ CDs
- Mic stand
- 1 black broken cart
- 10 office chairs (4 tall, 6 low)
- 2 coffee tables
- 1 bench
- 3 typewriters
- 1 4 drawer square filing cabinet
- 1 TV/monitor?
- 1 broken/warped paper cutter
- 1 black slim filing cabinet, 2 tan
- 1 microfilm machine
- 1 tall black cabinet
- 1 Lions Club magnisight donated 1997
- 1 old heater
- 1 old camera
- 1 podium
- 1 projector screen
- 5 cassette players
- 5 DVD players
- 1 VHS player
- JVC TV
- 5 card tables
- 3 red chairs from YS
- 3 upholstered chairs
- 6 wooden chairs

There being no further business, on motion duly made and seconded, adjournment was taken at 12:14 p.m.

Approved this 19<sup>th</sup> day of April, 2022.

  
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Dr. Charles Kemp, Member

**MINUTES OF THE POLICY COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
March 15, 2022**

The Policy Committee of the Portsmouth Public Library met in an official committee meeting on this date at 12:25 p.m. to discuss the Patron Borrowing Policy, Public Records Request Policy, and Public Records Retention Policy. The following committee members were present: Dr. Charles Kemp, Chair, and Mrs. Jennifer Schackart, Member. Mrs. Tamela Morton, President of the Board; and Mrs. Kara Tieman, Secretary were also present. Paige Williams, 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. 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 picture ID. Responsible Party must present a picture ID 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 day circulation, Adult card only, Limit 1 on adult card, 2 renewals, \$100 lost fee and \$1.00 per day overdue fines

Leap Pads: 21 day circulation, Adult card only, Limit 1 on adult card, no holds, 2 renewals, \$100 lost fee and \$1.00 per day overdue fines

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

All Bookmobile materials have a circulation period of twenty-eight (28) days.

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

Effective 4/1 /22

## **2. Public Records Request Policy**

### **Portsmouth Public Library Public Records Policy**

Openness leads to a better-informed citizenry, which leads to better government and better public policy. It is the policy of the Portsmouth Public Library ("the Library") to strictly adhere to its obligations under Ohio's Public Records Law. All records of the Library are public unless they are exempt from disclosure under Ohio or Federal law, such as under the exemption in the Ohio Revised Code Section 149.432 that prohibits the Library from releasing any library records or from disclosing any patron information except in those situations specified in the statute.

#### **Section 1: Public Records**

Portsmouth Public Library, in accordance with the Ohio Revised Code, defines records as including the following: Any document - paper, electronic (including, but not limited to, business email) or other format - that is created or received by, or comes under the jurisdiction of the Library that documents the organization, functions, policies, decisions, procedures, operations or other activities of the office. All records of the Library meeting this definition are public unless they are specifically exempt from disclosure under Ohio law or Federal law.

##### **Section 1.1**

It is the policy of the Library that, as required by Ohio law, records will be organized and maintained so that they are available for inspection and copying in accordance with the Ohio Public Records law. Current record retention schedules shall also be made available to the public.

#### **Section 2: Record Requests**

Each request for public records should be evaluated for a response using the following guidelines:

##### **Section 2.1**

Although no specific language is required to make a request, the requester must at least identify the records requested with sufficient clarity to allow the Library to identify, retrieve, and review the records. If it is not clear what records are being sought, the requester will be contacted by a Library records custodian for clarification. The records custodian will assist the requester in revising the request by informing the requester of the manner in which the Library keeps its records. (The records custodian is the office or employee lawfully responsible for the direct custody and care of a public record. The records custodian is not necessarily the original preparer or receiver of the record.)

##### **Section 2.2**

The requester does not have to put a records request in writing, and does not have to provide his or her identity or the intended use of the requested public record. It is the Library's general policy that this information is only to be requested if the written request or disclosure of identity of the requester or intended use of the record would benefit the requester by enhancing the ability of the Library to identify, locate or deliver the requested public records, and if the requester is informed that the written request or disclosure of identity of the requester or intended use of the record is not mandatory.



### Section 2.3

Public records are to be made available for inspection at the Administration Offices located at 1220 Gallia Street, Portsmouth, OH, during regular business hours (10:00 a.m. to 5:00 p.m.) with the exception of published holidays. Public records must be made available for inspection promptly. Copies of public records must be made available within a reasonable period of time. "Prompt" and "reasonable" take into account the volume of records requested; the proximity of the location where the records are stored; and, the necessity for any legal review of the records requested.

### Section 2.4

Responses to the public record requests will be completed in a reasonable time taking into account the scope of the request, the ease or difficulty of identifying, compiling and reviewing potentially responsive records, and the operational needs of the Library.

- a) Routine Requests - Routine requests for records should be satisfied in an expedient manner. Routine requests include completed meeting minutes, budgets, salary information, forms and applications, and such other records requests that the Board of Trustees determine are "routine."
- b) Non-routine Requests - If a request is beyond "routine", such as seeking an extensive search of materials, a voluminous number of copies or information that must be researched or calculated, the Library will acknowledge receipt of the request in writing. Further the written acknowledgement must include: 1) an estimate of the time it will take to satisfy the request, 2) an estimated cost to be borne by the requester if the request is fulfilled or if the Library will waive such costs, and 3) identification of the type of items within the responsive records that may be exempt from disclosure and/or subject to redaction.

### Section 2.5

Any denial of public records requested must include an explanation, including legal authority. If portions of a record are public and portions are exempt, the exempt portions are to be redacted and the rest released. If there are redactions, each redaction must be accompanied by a supporting explanation, including legal authority. If the initial request was in writing, the explanation also shall be provided in writing.

### Section 3: Costs for Public Records

Those seeking public records will be charged only the actual cost of making copies.

#### Section 3.1

The charge for paper copies is 10 cents per page.

#### Section 3.2

The charge for downloaded computer files to an electronic storage device is \$8.00 per device.

#### Section 3.3

There is no charge for documents that are emailed.

#### Section 3.4

Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies.

#### Section 3.5

The Library may require the requester to pay, in advance, the cost involved in providing the copies, including postage.

#### Section 4: Electronic Records

Records in the form of e-mail, text messaging, and instant messaging, including those sent and received via a hand-held communications device, are to be treated in the same fashion as records in other formats, such as paper or audiotape. Public record content transmitted to or from private accounts or personal devices is subject to disclosure. All employees or representatives of the Library are required to retain their e-mail records and other electronic records in accordance with applicable records retention schedules.

#### Section 5: Failure to Respond to a Public Records Request

Portsmouth Public Library recognizes that the consequences of failing to respond to a public records request in accordance with the law may result in a court ordering the Library to comply with the law and to pay the requester attorney's fees and statutory damages.

### 3. Public Records Retention Schedule

#### Portsmouth Public Library Records Retention Policy

The Portsmouth Public Library like other public entities in the State of Ohio, must retain certain records from year to year. The Board of Trustees of the Portsmouth Public Library adopts the following policy for records retention:

A library records commission shall be created and consist of the members of the Board of Trustees and the Library's Fiscal Officer. The President of the library board shall serve as chair of the commission. The commission must meet at least once every twelve months.

The commission shall review applications for one-time disposal of obsolete records and schedules of records retention and disposition submitted by an employee of the library. The commission may at any time review any schedule it has previously approved and for good cause shown, may revise that schedule. Items listed on the Board approved Records Retention schedule and the RC-2 approved by the Ohio Historical Society may be disposed of by following the provisions of Ohio Revised Code Section 149.411.

Records shall fall into two categories: Permanent and Non-Permanent. *Records may be retained on any commercially viable media that provides an accurate reproduction of the record.* The following list shows the retention period of specific records, which is compiled from recommendations from the Auditor of State's Office and the Ohio Historical Society.

#### Records Retention Policy

#### Records Retention Schedule

According to the Ohio Historical Society, records shall fall into two categories: Permanent and Non-Permanent. Records may be retained on any commercially viable media that provides an accurate reproduction of the record. The following list, which is compiled from the recommendations of the Auditor of State's Office and the Ohio Historical Society, shows the retention period of specific records,

Permanent	
Annual Financial Report to the Auditor of State	
Annual Report to the State Library	
Audit Reports from the Auditor of State	
Board of Trustees Minutes	
Building Specifications and Plans	
Library Statistics – Annual Report	
Payroll Records	
Payroll Tax Records	
Ohio Public Employees Retirement System Reports	
W-2 Forms	

Non-Permanent	Retention Period
Injury/Incident Reports	5 years provided no pending action
Accounting Records not specified	5 years provided audited
Accounts Payable Ledger	5 years provided audited
Administrative Policy and Procedure Files	One year after superseded
Amended Official Certificates	5 years provided audited
Annual Budget Resolutions	5 years provided audited
Annual Certificate of Estimated Resources	5 years provided audited
Applications for Employment	Retain with personnel record if applicant employed; others, 1 year from application date
Appropriation Ledgers	5 years provided audited
Automated System Backups	3 months
Bank Deposit Receipts	Until audited
Bank Statements	4 years provided audited
Bids – Successful	15 years after completion of project

Non-Permanent	Retention Period
Bids – Unsuccessful	4 years after letting of contract provided audited
Board Agenda Packets & Audio Recordings	3 years
Book Inventories	Maintained online; until superseded
Budgets – Annual	10 years
Cancelled Checks	4 years provided audited
Cash Journals	4 years provided audited
Cash Register Tapes	Until audited
Certificates of Total Amount from Sources Available for Expenditures	4 years provided audited



Check Registers	4 years provided audited
Committee Reports	One year
Contracts and Leases	Twelve years after expiration
Deduction authorizations	Until superseded or employment terminated
Deferred Compensation Deduction Reports	5 years provided audited
Depository Agreements	4 years provided audited
Employee Handbooks	Until superseded
Employee Request for Leave Forms	Until audited
Employee Schedules	Fiscal year plus two years
Encumbrance and Expenditure Journal	5 years provided audited
General Correspondence	3 years – Included in Board agenda packet
Gift Donor Forms – Gifts for the Library	3 years
I-9 Immigration Verification Forms (retained separately from personnel files)	Three years after date of hire, or one year after termination of employment, whichever is later
ILL Records	30 Days unless financial obligation
Insurance Policies/Bonds	Twelve years after expiration provided all claims have been settled
Inventories, except books	Until superseded
Investment Reports	4 years provided audited
Job descriptions	Until superseded
Job Postings/advertisements of job openings, promotions, training programs or opportunities for overtime work	One year if no action pending
Non-Permanent	Retention Period
Levy Official Files – info created by the Library	Life of levy plus 5 years
Lost Books/Fine Records	Once paid removed from patron history
Personnel Files	6 years after termination of employment
Prevailing Wage Records	4 years provided audited
Purchase Orders	2 years provided audited
Quarterly Payroll Reports for State	75 years
Receipt Books	Until audited
Receipt Journals	5 years provided audited
Public Records Requests	2 years

Records Commission/Records Disposal documents	Ten years
Software	Destroy when obsolete
Time Sheets	4 years provided audited
Transient material (all informal and/or temporary messages and notes, including e-mail and voice mail messages, and all drafts used in the production of public records)	Discretionary; retain until no longer of administrative value
Unemployment Compensation Forms	4 years provided audited
Vehicle Maintenance Records	Until vehicle sold
Voucher with Invoices	5 years provided audited
W-4 Forms	Until superseded
Workers' Compensation Claims	10 years after date of final payment

Until Audited and Provided Audited is defined as the Auditor of State, or other contracted auditors, have audited the fiscal years encompassed and the audit report has been duly released.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:25 p.m.

Approved this 19<sup>th</sup> day of April, 2022.



Dr. Charles Kemp, Chair