

10-2020

**MINUTES OF THE MATERIALS & EQUIPMENT COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
March 17, 2020**

The Materials & Equipment Committee of the Portsmouth Public Library Board of Trustees met in an official committee meeting on this date at 12:05 p.m. to review the Wi-Fi service agreement with META Solutions. The following committee members were present: Mr. Ralph Clay, Committee Chair and Dr. Charles Kemp, member. Mrs. Kara Tieman, President of the Board; Mr. Ryan Salmons, Vice-President; Mrs. Tamela Morton, Board Member; Paige Williams, Director; Dylan Markins, Fiscal Officer; Hannah Robinson, Deputy Fiscal Officer and Becky Schultz, IT Coordinator, were also in attendance.

The committee reviewed and recommends to the full board the approval of the Wi-Fi Service Agreement with META Solutions, effective 07/01/2020 – 06/30/2025, at a minimum service agreement total cost of \$23,881.40. The agreement will supply both equipment and service for Wi-Fi throughout the system.

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

Approved this 21<sup>st</sup> day of April, 2020.

  
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Ralph Clay, Chairman

**MINUTES OF THE PROPERTY & EXTENSION COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
March 17, 2020**

The Property & Extension Committee of the Portsmouth Public Library Board of Trustees met in an official committee meeting on this date at 12:07 p.m. to review an energy agreement for natural gas service. The following committee member was present: Mr. Ryan Salmons, member. Mrs. Kara Tieman, President of the Board; Mr. Ralph Clay, Secretary of the Board; Mrs. Tamela Morton, Board member; Dr. Charles Kemp, Board member; Paige Williams, Director; Dylan Markins, Fiscal Officer and Hannah Robinson, Deputy Fiscal Officer, were also in attendance.

The committee discussed and recommends to the full board, the approval of the natural gas supplier agreement from Santanna Energy, which will provide natural gas to all locations at the rate of \$0.357/Ccf for a length of 36 months beginning April 2020.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:09 p.m.

Approved this 21<sup>st</sup> day of April, 2020.



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Ryan Salmons, Member

**MINUTES OF THE PERSONNEL COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
March 17, 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. to discuss the extended closure guidelines for Library personnel. The following committee members were present: Mrs. Tamela Morton, Committee Chair, Mr. Ryan Salmons, member and Mr. Ralph Clay, member. Mrs. Kara Tieman, President of the Board; Dr. Charles Kemp, Board member; Paige Williams, Director; Dylan Markins, Fiscal Officer and Hannah Robinson, Deputy Fiscal Officer, were also in attendance.

The Personnel Committee reviewed and recommends to the full board to approve the following extended closure guidelines for Library personnel:

1. The Library system will close to the public at close of business effective March 18, 2020 due to COVID-19 pandemic.
2. The Library system will plan on reopening on April 6, 2020.
3. Staff will continue to work at the Library unless the State mandates a change in guidelines.
4. The Library will be offering curbside service to patrons effective Monday, March 23, 2020.
5. The Library will continue paying employee salaries through April 6, 2020.

The Personnel Committee also discussed the following staffing guidelines during closure:

1. Staff will continue to report to work through the closure to public – Thursday, March 19 – Sunday, April 4 with re-opening on Monday, April 6.
2. Leave policies will remain the same unless staff member or family is diagnosed with COVID-19 (Federal Law pending)
3. Scheduling;
  - a) CDC advises staggering shifts of staff at least one hour apart – 8-4:30 and 9:30-6
  - b) Work week: Supervisors will schedule staff Monday – Saturday to further stagger shifts
4. Main safe distances – individual assignments only
5. Disinfect all workspaces, desks, telephones, equipment and computers

There being no further business, on motion duly made and seconded, adjournment was taken at 12:39 p.m.

Approved this 21<sup>st</sup> day of April, 2020.



Tamela Morton, Chairman



Ryan Salmons, Member