

**MINUTES OF THE AUDIT, BUDGET & EXPENDITURE COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 21, 2021**

The Audit, Budget & Expenditure Committee of the Portsmouth Public Library met in an official committee meeting on this date at 12:00 p.m., to discuss the approval of a depository contract, appropriations, donations and fund transfers. The following committee member was present: Mrs. Kara Tieman - Member. Mrs. Tamela Morton - President of the Board; Dr. Charles Kemp – Vice President; Ruthann Brush - Board Member; Paige Williams - Director; Dylan Markins - Fiscal Officer; Keely Woloschek - Deputy Fiscal Officer; Acynda Spriggs – HR Coordinator and Katie Williams – Publicity & Programs Manager, were also in attendance.

The committee reviewed and recommended to the full board to approve the Proposal for Banking Services for Depository from US Bank.

The committee reviewed and recommended to the full board to accept the following appropriations and transfers:

- Appropriate \$15,000.00 in unappropriated funds into: 101-00-5-2900 – Other Supplies and appropriate \$35,000.00 in unappropriated funds into: 101-00-5-3700 – Professional Services.
- Approve the following transfers:

From - 101-00-5-3370 – Security & Monitoring to 101-00-5-7100 – Dues & Memberships \$1,500.00  
From - 101-00-5-3599 – Rents/Leases (Other) to 101-00-5-2910 – Supplies (Programs) \$3,500.00  
From - 101-00-5-3800 – Processing to 101-00-5-2900 – Supplies (Other) \$7,500.00

The committee reviewed and recommended to the full board donations and refunds/reimbursements:

Approve the following donations from 2021Q2:

Chapman Family -	\$500.00
Leslie Sisler -	\$100.00
<u>Kroger -</u>	<u>\$571.76</u>
Total	\$1,171.76

Approve the following Refunds & Reimbursements from 2021Q2:

PPL – Reimbursement of Employee Premiums	\$6,983.04
PPL – Reimbursement of Employee Premiums	\$6,791.16
ADP – Refund of Overpayment on 2020 941 Amendment Costs	\$390.00
<u>ADP – Refund of Overpayment on 2020 941 Amendment Costs</u>	<u>\$390.00</u>
Total	\$14,554.20

There being no further business, on motion duly made and seconded, adjournment was taken at 12:05 p.m.

Approved this 19th day of October 2021.



Mrs. Kara Tieman, Member

**MINUTES OF THE PERSONNEL COMMITTEE MEETING  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 21, 2021**

The Personnel Committee of the Portsmouth Public Library Board of Trustees met in an official committee meeting on this date at 12:05 p.m. at the Library to discuss Health Insurance and the Deputy Director position. The following committee members were present: Mrs. Kara Tieman – Member. Mrs. Tamela Morton – President, Dr. Charles Kemp – Vice-President and Ms. Ruthann Brush – Member. Representing the library were Paige Williams – Director, Dylan Markins – Fiscal Officer, Keely Woloschek – Deputy Fiscal Officer, Acynda Spriggs – HR Coordinator and Katie Williams – Publicity & Programs Manager were also in attendance.

The committee discussed and recommended to the full board, to approve the renewal of employee health insurance with Anthem Blue Cross Blue Shield policy “Anthem Option 20 w/Rx Option T2 ” to begin October 1, 2021.

The committee discussed and recommended to the full board, to approve the employee’s responsibility for payment of health insurance premiums of 12.5% for single coverage for full-time employees and 25% for dependent coverage for full-time employees beginning October 1, 2021.

The committee discussed and recommended to the full board, to approve the HRA with employee responsible for the first \$1,000.00, the library responsible for the next \$2,500.00 and then the employee pays the remaining \$1,500.00 to meet Anthem’s max out-of-pocket deductible of \$5,000.00 per covered individual.

The committee discussed and recommended to the full board, to approve People’s Insurance as the third-party administrator (TPA) to administer the HRA.

The committee discussed and recommended to the full board, to approve advertising and hiring a Deputy Director with a salary range of \$50,000 to \$57,000 commensurate with experience.

There being no further business, on motion duly made and seconded, adjournment was taken at 1:05 p.m.

Approved this 19<sup>th</sup> day of October 2021.



Kara Tieman, Member

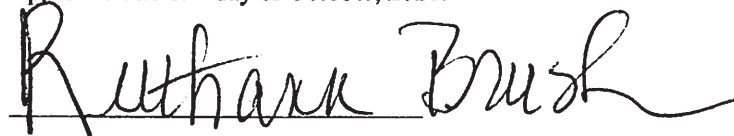
**MINUTES OF THE PROPERTY & EXTENSION COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
SEPTEMBER 21, 2021**

The Property & Extension Committee of the Portsmouth Public Library met in an official committee meeting on this date at 1:05 p.m., to discuss the Johnson Controls HVAC Maintenance Contract. The following committee member was present: Ms. Ruthann Brush – Chair. Mrs. Tamela Morton – President of the Board; Dr. Charles Kemp – Vice President; Mrs. Kara Tieman – Board Member; Paige Williams – Director; Dylan Markins – Fiscal Officer; Keely Woloschek – Deputy Fiscal Officer; and Acynda Spriggs – HR Coordinator and Katie Williams – Publicity & Programs Manager were also in attendance

The Committee reviewed and recommended the Johnson Controls HVAC Maintenance Contract in the amount of \$10,791.00 for the renewal dates of 10/1/21 – 9/30/22.

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

Approved this 19<sup>th</sup> day of October, 2021.

A handwritten signature in black ink that reads "Ruthann Brush". The signature is written in a cursive style and is positioned above a horizontal line.

Ms. Ruthann Brush, Chair

**MINUTES OF THE POLICY COMMITTEE  
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES  
September 21, 2021**

The Policy Committee of the Portsmouth Public Library met in an official committee meeting on this date at 1:08 p.m. to discuss the circulation rules of the Wi-Fi Hotspots. The following committee member was present: Dr. Charles Kemp – Vice President. Mrs. Tamela Morton – President of the Board; Ms. Ruthann Brush – Board Member; Mrs. Kara Tieman – Board Member; Paige Williams – Director; Dylan Markins – Fiscal Officer; Keely Woloschek – Deputy Fiscal Officer; and Acynda Spriggs – HR Coordinator and Katie Williams – Publicity & Programs Manager were also in attendance.

The Committee reviewed and recommended to the full Board to approve the following suggested borrowing rules for the Wi-Fi Hotspots:

- Portsmouth Library adult patrons only
- Limit 1 per adult library card
- 21-day circulation
- 2 renewals
- \$100 lost fee
- \$1 overdue fine per day

There being no further business, on motion duly made and seconded, adjournment was taken at 1:12 p.m.

Approved this 19<sup>th</sup> day of October 2021.

  
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Dr. Charles Kemp, Chair