

**MINUTES OF THE ORGANIZATIONAL MEETING
OF THE PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
January 12, 2021**

The Trustees of the Portsmouth Public Library met on this date at 12:24 p.m., via teleconference (YouTube Live), to set the organization of the Board for 2021, adopt the 2021 estimated revenue and appropriations, nominate 2021 Committees, and set dates and times of Board Meetings. The following members were present: Mrs. Kara Tieman – President of the Board; Mr. Ryan Salmons – Vice-President; Mr. Ralph Clay – Secretary of the Board; Mrs. Tamela Morton – Board Member and Ms. Ruthann Brush – Board Member. Paige Williams – Director, Dylan Markins – Fiscal Officer; Hannah Robinson – Deputy Fiscal Officer and Terry Stevenson – Webmaster, were also in attendance.

On motion of Ms. Brush, seconded by Mr. Salmons, and unanimously carried to nominate and elect Tamela Morton to President of the Board of Trustees.

On motion of Ms. Brush, seconded by Mr. Clay, and unanimously carried to nominate and elect Dr. Charles Kemp to Vice-President of the Board of Trustees.

On motion of Ms. Brush, seconded by Mrs. Morton, and unanimously carried to nominate and elect Ralph Clay to Secretary of the Board of Trustees.

On motion of Mr. Salmons, seconded by Ms. Brush, to nominate Dylan Markins for the office of Fiscal Officer. Said Fiscal Officer to furnish bond in the sum of \$100,000.00, payable to the Board of Trustees of the library, conditioned according to law. The Fiscal Officer presented such bond therefore the Board of Trustees hereby approves the sum of \$100,000.00, with the Cincinnati Insurance Company, Cincinnati, Ohio, as surety, the same. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes and Mr. Clay, yes.

On motion of Mr. Clay, seconded by Mrs. Morton, to nominate Hannah Robinson for the office of Deputy Fiscal Officer. Said Deputy Fiscal Officer to furnish bond in the sum of \$100,000.00, payable to the Board of Trustees of the library, conditioned according to law. The Deputy Fiscal Officer presented such bond therefore the Board of Trustees hereby approves the sum of \$100,000.00, with the Cincinnati Insurance Company, Cincinnati, Ohio, as surety, the same. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes and Mr. Clay, yes.

Dylan Markins administered the Oath of Office to Mrs. Tamela Morton-President of the Board, as well as Mr. Ralph Clay-Secretary of the Board via teleconference.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to adopt the following 2021 estimated revenue and appropriations:

2021 Estimated Revenue and Appropriations

Estimated Revenue

101-00-4-1100 Public Library Fund (PLF)	\$2,716,362.00
101-00-4-1210 General Property Tax	1,050,000.00
101-00-4-3000s Patron Fines & Fees	23,500.00
101-00-4-4000s Interest	20,000.00
101-00-4-6000s Contributions	12,000.00
101-00-4-8000s Sale of Surplus, Rental & Reimbursements	105,000.00
TOTAL	\$3,926,862.00

Appropriations

Account	
101-00-5-1000s Payroll & Benefits	\$2,917,500.00
101-00-5-2000s General Operating Supplies	70,000.00
101-00-5-3000s Utilities & Maintenance	478,000.00
101-00-5-4000s Library Materials Expenses	265,000.00
101-00-5-5000s Building & Equipment Expenses	172,000.00
101-00-5-7000s Entity Dues & Memberships	8,000.00

GRAND TOTAL FUND 101

\$3,910,500.00

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes and Mr. Clay, yes.

Request for 2021 Committees (Informational) – Kara Tieman will replace Tamela Morton in the Personnel and Audit, Budget & Expenditures Committees.

On motion of Mr. Salmons, seconded by Ms. Brush and unanimously carried, the Library's 2021 Regular meetings of the Board of Trustees of the Portsmouth Public Library will be at the office of the Library at 12:00 p.m. on the 3rd Tuesday of each month during the year, unless otherwise ordered by the Board of Trustees.


On motion of Mrs. Tieman, seconded by Ms. Brush and unanimously carried, to excuse Mr. Richard Schisler and Dr. Charles Kemp from the January 12, 2021 Organizational Board Meeting is approved.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:38 p.m.

Approved this 23rd day of February, 2021.



Tamela Morton, President



Ralph Clay, Secretary