

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
April 19, 2022

The Trustees of the Portsmouth Public Library met on this date at 12:22 p.m. On roll call, the following members were present: Mrs. Tamela Morton – President of the Board; Dr. Charles Kemp – Vice-President; Mrs. Kara Tieman – Secretary of the Board; and Mr. Ryan Salmons – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer; Linda Berry – Deputy Director and Keely Woloschek – Deputy Fiscal Officer.

On motion of Mr. Salmons, seconded by Mrs. Tieman and unanimously carried, the minutes of the Property & Extension Committee Meeting, Materials & Equipment Committee Meeting, Policy Committee Meeting and Regular Meeting – March 15, 2022, are approved and ordered filed.

On motion of Mrs. Tieman, seconded by Dr. Kemp, the March 2022 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mr. Salmons, to approve the March 2022 bills in the amount of \$539,887.70 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the following bank transfer in the amount of \$20,000.00 for 2022 HRA costs:

From:		To:	
U. S. Bank – General (3390)	(\$20,000.00)	U. S. Bank – HRA (4181)	\$20,000.00

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp, to accept the following donations received in the amount of \$4,092.64:

From:	
Portsmouth Rotary – Summer Reading	\$2,400.00
Beverly Cain – J. Cowling Memorial	\$500.00
Fred Nelson – J. Cowling Memorial	\$100.00
Ann Kirby Trust – J. Cowling Memorial	\$50.00
Timothy Scheurer – J. Cowling Memorial	\$50.00
Anonymous	\$100.00
PPL Staff – J. Cowling Memorial	\$130.00
Rodeheffer Family – D. Calverly Memorial	\$200.00
Kroger Community Rewards	\$562.64
Total	\$4,092.64

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

On motion of Mr. Ryan Salmons, seconded by Dr. Charles Kemp, to accept the following refunds & reimbursements received in 2022 Q1 in the amount of \$31,443.83:

From:	
Ohio BWC – Premium Refund	\$75.80
South Central Ohio ESC – BBB Refund	\$3,000.00
PPL – Employee Insurance Premiums Jan	\$9,662.71
PPL – Employee Insurance Premiums Feb	\$9,228.64
PPL – Employee Insurance Premiums March	\$9,476.68
Total	\$31,443.83

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

On motion of Mr. Ryan Salmons, seconded by Mrs. Kara Tieman, to appropriate a \$250.00 donation from TAH Benefits into Library Materials – All Other #101-00-5-4900 for the Summer Reading Program. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve a \$2,400.00 donation from Rotary Club of Portsmouth into Library Materials – ALL Other #101-00-5-4900 for the Books Build Bridges Program. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

Property & Extension

South Webster Stone Repair (Informational) - Ms. Danielle Parker in the Scioto County Prosecutor's Office sent a letter explaining our response to the stonework repair issues and requested a response by Friday, April 8. The library is currently waiting for legal counsel.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve an advertisement to be placed in regional newspapers and online for the annual Statement of Qualifications legal ad for architects and civil/structural engineers. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

Personnel

It is noted that the Personnel Committee has nothing to report at this time.

Materials & Equipment

On motion of Dr. Kemp, seconded by Mr. Salmons, to approve the Furniture & Equipment List as presented:

1. Disposal List:

Juvenile Book/CD Hanging Unit--Inventory Tag #LU-04092
Solid Wood Folding Card Table--No tag
Black Rolling Chair--Tag # LU-04131
TV--No tag (or at least, I can't find one)
TV Stand--Tag # LU-04045
Old broken desk with duct tape--No tag
Two flimsy, wooden shelving units--No tag
Broken desk chair
Broken shelf with wheels
Cassette recorder
Printing calculator
Radioshack wireless intercom
Cabinet without top shelf

3 Cd/Cassette/Radio players
Broken copier
Small filing cabinet
Large filing cabinet - Tag #CH-03076
Old TV (box style)
VCR
2 Office Chairs

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

Policy

On motion of Dr. Kemp, seconded by Mrs. Tieman, to approve the updated Borrowing Policy with an effective date of 4/1/22. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

On motion of Dr. Kemp, seconded by Mr. Salmons, to approve the updated Credit Card Policy with an effective date of 4/19/22. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

Report of the Director

Library System Name Change (Informational) – The Library system became a county library system in 2010 but the name remained the Portsmouth Public Library. With all the organizational changes in 2022, the Leadership Team believes it is time to change the name to the Scioto County Library or Scioto County Library System to reflect our county library status. All locations would retain their individual names under the umbrella title of the Scioto County Library System.

In-Service Training Day (Informational) - The Library is planning an all-day In-service Training Day on Wednesday, April 27, at the Scioto County Welcome Center. Dave Beam will lead the training to discuss organizational change. The library system will be closed to the public on that day.

On motion of Mrs. Kara Tieman, seconded by Mr. Salmons, to approve recessing regular meetings for the months of June and July. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

On motion of Mrs. Kara Tieman, seconded by Dr. Kemp, to establish a proper use of public funds and approve the purchasing of snacks and refreshments for the Staff In-Service Training Day on April, 27, 2022 in an amount not to exceed \$500.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

Unfinished Business

There is no unfinished business to report.

New Business

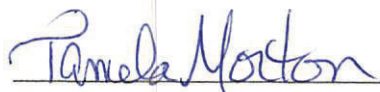
On motion of Mrs. Tieman, seconded by Dr. Kemp and unanimously carried, to excuse Ms. Brush and Mrs. Schackart from the April 19, 2022 Board meeting is approved.

Public Comment

The Board did not receive any public comment.

There being no further business, on motion duly made and seconded, adjournment was taken at 1:06 p.m.

Approved this 17th day of May, 2022.



Tamela Morton, President



Kara Tieman, Secretary