

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY

April 20, 2021

The Trustees of the Portsmouth Public Library met on this date at 12:25 p.m., via teleconference (YouTube Live). On roll call, the following members were present: Mrs. Tamela Morton – President of the Board; Mr. Ralph Clay – Secretary of the Board; Mrs. Kara Tieman – Board Member and Ms. Ruthann Brush – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer and Terry Stevenson – Webmaster.

On motion of Mrs. Tieman, seconded by Mr. Clay and unanimously carried, the minutes of the Personnel Committee Meeting and Regular Meeting – 03/16/21 are approved and ordered filed.

On motion of Ms. Brush, seconded by Mrs. Tieman, the March 2021 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Mr. Clay, yes.

On motion of Mrs. Tieman, seconded by Mr. Clay, to approve the March 2021 bills in the amount of \$422,453.46. (Including Payroll). On roll call, the members voted as follows Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Mr. Clay, yes.

Audit, Budget & Expenditures

On motion of Mrs. Tieman, seconded by Ms. Brush, to accept to the following 2021Q1 donations in the amount of \$1,689.87 and refunds & reimbursements in the amount of \$21,274.64:

Donations

From:	
Anonymous	\$100.00
Rotary Club – Summer Reading	\$1,000.00
<u>Kroger Community Rewards</u>	<u>\$589.87</u>
Total	\$1,689.87

Refunds & Reimbursements

From:	
OBWC - Employer Premium Refund	\$86.48
PPL – Employee Share of Health Premiums	\$7,062.72
<u>PPL – Employee Share of Health Premiums</u>	<u>\$14,125.44</u>
Total	\$21,274.64

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

On motion of Mrs. Tieman, seconded by Mr. Clay, to appropriate a \$1,000.00 donation from Rotary Club of Portsmouth into account #101-00-5-4900 – *Library Materials – All Other* for the Summer Reading Program. On roll call, the members voted as follows Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Mr. Clay, yes.

On motion of Mrs. Tieman, seconded by Ms. Brush, to appropriate \$3,175.68 in unappropriated funds into Property Tax Expense - #101-00-5-7210 to pay for taxes on the following Board-owned properties:

- Parcel: 30-0995.000 – 508 Waller Street Portsmouth, OH 45662 - \$940.66
- Parcel: 30-0291.000 – 512 Waller Street Portsmouth, OH 45662 - \$167.52

20-2021

- Parcel: 30-0994.000 – 1202 Gallia Street Portsmouth, OH 45662 - \$2,067.50

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

On motion of Mrs. Tieman, seconded by Ms. Brush, to authorize and direct the Fiscal Officer to pay the Scioto County Treasurer for taxes due on the following Board-owned properties:

- Parcel: 30-0995.000 – 508 Waller Street Portsmouth, OH 45662 - \$940.66
- Parcel: 30-0291.000 – 512 Waller Street Portsmouth, OH 45662 - \$167.52
- Parcel: 30-0994.000 – 1202 Gallia Street Portsmouth, OH 45662 - \$2,067.50

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

Property & Extension

Statement of Qualifications (Informational-reported by Director) – The Library received only two responses to the Statement of Qualifications legal ad for Civil and Structural Engineers. The two companies are TSHD Architects, which is a Portsmouth firm the Library has used in the past, and Sands Decker from Columbus, who worked on the South Webster project.

On motion of Ms. Brush, seconded by Mrs. Tieman, to table the motion for the demolition of the 508 Waller Street house until the Library receives a third quote for cost estimate. On roll call, the members voted as follows Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Mr. Clay, yes.

On motion of Ms. Brush, seconded by Mr. Clay, to approve the following Memorandum of Understanding between SEI, Inc. and the Library for the repair of the South Webster stonework:

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

*MOU available for inspection in Office of Director.

Personnel

*Dr. Charles Kemp joined the teleconference at approximately 12:34pm, and was not fully present for the below action:

On motion of Mrs. Tieman, seconded by Ms. Brush, to ratify the hiring of: Mekayla Osborne – Full-time Local History Associate, effective 4/12/21 @ \$12.18/hr. – replaces Tim Mosley; Amy Newland – Full-time Reference Associate, effective 4/12/21 @ \$12.18/hr. – replaces Rachel Hoople and Derek Tackett - Full-time Custodian, effective 4/26/21 @ \$10.59/hr. – replaces Kacy Beach. On roll call, the members voted as follows Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp – abstain.

On motion of Mrs. Tieman, seconded by Mr. Clay, to approve the renewal of dental insurance with Superior Dental Care, effective July 1, 2021 – June 30, 2022, with no increase in premiums. On roll call, the members voted as follows Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

Materials & Equipment

It is noted that the Materials & Equipment Committee has nothing to report at this time.

Policy

On motion of Dr. Kemp, seconded by Mr. Clay, to approve the following borrowing policies for the children's Leap Pads:

- Portsmouth Library adult patrons only
- Limit 1 per adult library card
- 21-day circulation

- 2 renewals
- \$100 lost fee
- \$1 overdue fine per day
- No holds

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

Report of the Director

Full Re-Opening Plan (Informational) – The Director is developing a re-opening plan but waiting on guidelines the Ohio Library Council has requested from the State of Ohio’s Covid Response Committee regarding programming and social distancing specifically for public libraries. The Director recommends that the Library System return to full hours as of Monday, June 7, 2021.

Quarantining Materials (Informational) – Last year a national study, the REALM report, determined that library materials needed to be quarantined for seven days before cleaning and handling. The CDC concluded a new study which recommends that items need to be in quarantine for only 72 hours. The Ohio Library Council is encouraging all Ohio libraries to follow these new guidelines. As of Monday, April 26, the Library System will begin to quarantine all library materials for 72 hours instead of seven days, which will allow items to reach patrons more quickly.

Unfinished Business

Tamela Morton, Board President, mentioned to the Board she would be contacting them soon in regards to wrapping up the conversation about a previous personnel issue.

New Business

On motion of Dr. Kemp, seconded by Mrs. Tieman and unanimously carried, to excuse Mr. Ryan Salmons, and Mr. Richard Schisler from the April 20, 2021 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 12:47 p.m.

Approved this 18th day of May, 2021.

Tamela Morton, President

Ralph Clay, Secretary