

**MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY**  
**April 21, 2020**

The Trustees of the Portsmouth Public Library met on this date at 12:06 p.m. via teleconference (YouTube Live). On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mr. Ryan Salmons – Vice President; Mr. Ralph Clay – Board Secretary; Mrs. Tamela Morton – Board Member; Ms. Ruthann Brush – Board Member and Dr. Charles Kemp – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer and Hannah Robinson – Deputy Fiscal Officer.

On motion of Mr. Salmons, seconded by Mrs. Morton and unanimously carried, the minutes of the Materials & Equipment Committee Meeting, Property & Extension Committee Meeting, Personnel Committee Meeting, Regular Meeting – 03/17/20 and Special Meeting – 04/07/20, are approved and ordered filed.

On motion of Ms. Brush, seconded by Dr. Kemp, that the March 2020 financial report is approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Mr. Clay, seconded by Mr. Salmons, to approve the March 2020 bills in the amount of \$517,026.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes

**Audit, Budget & Expenditures**

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the following donations in the amount of \$1,436.20 for the period of January 1 – March 31, 2020:

From:	
Levy Committee (People's Bank)	\$291.90
Assoc. of American University Women (B. Wagner) – BBB Program	\$100.00
Kroger Community Rewards	\$544.30
TAH Benefits – Summer Reading Program	\$250.00
<u>Desco Federal Credit Union – Summer Reading Program</u>	<u>\$250.00</u>
Total	\$1,436.20

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

On motion of Mr. Salmons, seconded by Mr. Clay, to approve the following refunds in the amount of \$25,069.52 for the period of January 1 – March 31, 2020:

From:	
Anthem Blue Cross Blue Shield	\$6,179.38
Anthem Blue Cross Blue Shield	\$6,179.38
Anthem Blue Cross Blue Shield	\$6,230.98
Anthem Blue Cross Blue Shield	\$6,230.98
Ohio Bureau of Workers Compensation	\$116.80
<u>Ohio Bureau of Workers Compensation</u>	<u>\$132.00</u>
Total	\$25,069.52

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

18-2020

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the following transfers for expenses related to the HVAC improvement projects at 1220 Gallia Street:

From:

401-00-5-9900 – Transfers: -\$167,825.00

To:

401-00-5-5400 – Building Improvements: \$167,825.00

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

#### **Property & Extension**

On motion of Ms. Brush, seconded by Mr. Salmons, to void the energy agreement, dated 3/17/2020, for natural gas service with Santanna Energy. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes

On motion of Ms. Brush, seconded by Mr. Clay, to approve the natural gas supplier agreement from Plymouth Rock Energy, which will provide natural gas to all locations at the rate of \$0.357/Ccf for a length of 36 months, beginning 05/01/20. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes

#### **Personnel**

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

#### **Materials & Equipment**

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

#### **Policy**

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

#### **Report of the Director**

On motion of Mrs. Morton, seconded by Mr. Salmons, to approve the extension of Fine Free period to 06/30/20. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes

#### ***Reopening Process for the Library System (Informational) –***

- 1) Due to the situation with Coronavirus, the Director is requesting to extend the Fine Free period through 06/30/20.
- 2) The current Stay-at-Home Order will expire on 05/01/20. Governor DeWine has announced that he will allow the Order to expire for certain non-essential businesses. At this time, it is unclear if this will include libraries but we are working on a plan to reopen in a safe and responsible manner when permitted. The state has noted that any business or organization that opens must follow a three-pronged plan:
  - a) Follow public health measures and compliance
  - b) Operate safely with recommended safeguards
  - c) Protect the most vulnerable

In order to operate in a safe manner, reopening the library system may be delayed due to health protocols and the inability to get personal protective equipment needed by staff. The system will attempt to offer a holds pickup as soon as safely feasible. Most library systems in Ohio are not planning on reopening immediately but will slowly open with reduced hours at limited locations. Ohio libraries are waiting on governmental guidelines from both the Ohio and county Departments of Health.

*Trustee Reappointment (Informational)* – Mrs. Tamela Moore-Morton was reappointed by the Scioto County Commissioners to a new term ending June 30, 2027.

**New Business**

On motion of Mr. Clay, seconded by Mr. Salmons and unanimously carried, to excuse Mr. Richard Schisler from the April 21, 2020 Board meeting is approved.

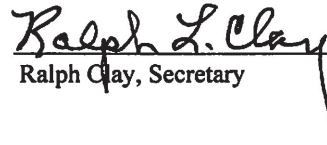
**Public Comment**

There being no further business, on motion duly made and seconded, adjournment was taken at 12:26 p.m.

Approved this 19<sup>th</sup> day of May, 2020.



Kara Tieman, President



Ralph Clay, Secretary