

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
August 16, 2022

The Trustees of the Portsmouth Public Library met on this date at 12:00 p.m. On roll call, the following members were present: Mrs. Tamela Morton – President of the Board; Dr. Charles Kemp – Vice-President of the Board; Mr. Ryan Salmons – Board Member; and Ms. Ruthann Brush – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer; Linda Berry – Deputy Director; and Keely Woloschek – Deputy Fiscal Officer.

Ms. Ruthann Brush was appointed Secretary Pro-Tem.

On motion of Mr. Salmons, seconded by Dr. Charles Kemp, the minutes of the Property & Extension Meeting; Policy Committee Meeting and Regular Meeting – July 29, 2022, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, yes; and Dr. Kemp, yes.

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

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the July 2022 bills in the amount of \$375,173.39 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, yes; and Dr. Kemp, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the following transfer to cover database & ILL costs:

From:	To:	Amount:
101-00-5-5520 – Technology	101-00-5-4500 – Computer Services & Information	\$7,500.00
101-00-5-3800 – Processing	101-00-5-4600 – Inter-Library Loan	\$2,250.00

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

On motion of Mr. Salmons, seconded by Ms. Brush, to approve changes to the amount in cash drawer kept at branch locations:

Location	Current Amount	Increase	New Total
New Boston	\$50.00	\$50.00	\$100.00
Wheelersburg	\$50.00	\$50.00	\$100.00
Lucasville	\$50.00	\$50.00	\$100.00
South Webster	\$25.00	\$75.00	\$100.00

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

Property & Extension

South Webster branch stonework repair MOU – The Board reviewed and tabled the South Webster stonework repair MOU until one point is clarified by legal counsel.

Lucasville Erosion Project – Informational – Glenn Decker, civil engineer, is researching several options for correcting the creek erosion behind the Lucasville library. Soil testing has been completed and governmental agencies have been notified to determine which agency has the authority over the project. Glenn estimates the project will be able to commence Spring 2023.

On motion of Mr. Salmons, seconded by Ms. Brush, to approve the Property and Vehicle Insurance Renewal through Ohio Plan for the period of September 4, 2022 – September 4, 2023 in the amount of \$25,721.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, yes; and Dr. Kemp, yes.

Personnel

On motion of Mr. Salmons, seconded by Dr. Kemp, to ratify the hiring of: Kierra Blevings – Full-time Library Associate, effective 8/2/22 @ \$14.50/hr – replaces Reilly O’Leary. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, 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. Salmons, to approve the Borrowing Policy updates: Interlibrary Loans: DVDs – 7 days / all other materials – 14 days / no renewals / Limit 2 on a card. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, yes; and Dr. Kemp, yes.

Report of the Director

Parenting Collection – Informational – As requested, Linda Berry, Lisa Lavender and I researched and completed a sampling of six parenting collection topics that include both adult and juvenile titles. The library owns the majority of the books but some will need to be purchased to ensure an updated and well-rounded collection for parents. The parenting collection will be located in the adult non-fiction section which is in the west wing on the main floor.

Kanopy Streaming Service – Informational – The Library System will soon begin to offer patrons Kanopy which is a video streaming service for movies, documentaries, foreign films, classic cinema, independent films and educational videos. Kanopy is available only through libraries and can be accessed on your TV, mobile phone, tablets and online. You must have a library card to use Kanopy.

Unfinished Business

There is no unfinished business to report.

New Business

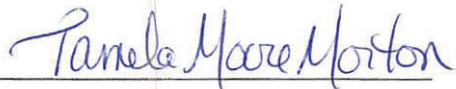
On motion of Mr. Salmons, seconded by Dr. Kemp and unanimously carried, to excuse Mrs. Kara Tieman and Mrs. Jennifer Schackart from the August 16, 2022 Board Meeting.

Public Comment

The following people spoke during the public comment section of the meeting: Mr. Russell Porter.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:28 p.m.

Approved this 20th day of September, 2022.



Tamela Morton, President


Ruthann Brush, Secretary Pro-Tem