

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
December 13, 2022

The Trustees of the Portsmouth Public Library met on this date at 12:11 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 Mrs. Jennifer Schackart – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer; Linda Berry – Deputy Director; and Keely Woloschek – Deputy Fiscal Officer. The following visitors were present: Joseph Horsley and Joe Bruch.

Mrs. Tamela Moore-Morton, President of the Board, appointed Jennifer Schackart as Secretary Pro-Tempore.

On motion of Dr. Kemp, seconded by Mr. Salmons, the minutes of the Regular Meeting – November 21, 2022, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

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

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the November 2022 bills in the amount of \$325,643.77 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Audit, Budget & Expenditures

It is noted that the Audit, Budget & Expenditures Committee has nothing to report at this time.

Property & Extension

South Webster Branch Stonework Repair – The repair to the stonework is almost completed with only the trim work left. SEI anticipates completing the project during the week of December 12th. The stonework looks very nice and photographs are included in this packet for your review.

Lucasville Branch Erosion Project – Dylan and I had a teleconference with Sands and Decker and we are ready to move forward with boundary/geotechnical/topographic surveys, plan design and governmental permitting. Sands and Decker has recommended Terracon for the work that will cost approximately \$70,000. Terracon is a part of Sourcewell Cooperative, which allows Ohio publicly funded entities to contract without bidding. The erosion planning agreement has been forward to our legal counsel for review, which will be completed by the January meeting.

Lucasville Meeting Room – During the summer, the meeting room at Lucasville developed mold/mildew around a vent and two electrical sockets. In investigating it was determined that the HVAC ceiling unit and pipes were dripping water due to condensation plus the gutter system was found to inadequate for the building. Both issues were repaired, carpet was cleaned and special mold-killing paint was used to paint the walls. However, due to a continued musty smell, I hired Housemaster to come and do air quality testing throughout the building. The tests revealed that although the main section of the Lucasville library was fine, the meeting room did have elevated mold readings. Housemaster recommended PuroClean to do further testing for mold remediation and they did their first inspection on Friday, December 9. We should receive that report the week of December 12th. Staff and patrons are not permitted to enter the meeting room until the remediation is completed.

Personnel

On motion of Mr. Salmons, seconded by Mrs. Schackart, the Board entered into executive session at 12:13 p.m. to discuss the compensation of public employees. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Mrs. Schackart, the Board exited executive session and reconvened the Regular Board meeting at 1:03 p.m. On the roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Dr. Kemp, seconded by Mrs. Schackart, to approve a 2-step increase according to the adopted salary schedule for all staff who are not currently at their respective highest step, effective December 18, 2022, to reflect Ohio's minimum wage increase for 2023. On the roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Schackart, seconded by Mr. Salmons, to approve an increase in Grade I, Step I to \$10.10, effective December 18, 2022, to reflect Ohio's minimum wage increase for 2023. On the roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the extension of the contracts for Paige Williams, Director, and Dylan Markins, Deputy Fiscal Officer, until the next board meeting. On the roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the percentage equivalent (6%) of a 2-step increase for staff members currently at Step 20 of their respective Grades, effective December 18, 2022, to reflect Ohio's minimum wage increase for 2023. On the roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp to approve the increase of the current annual maximum of educational assistance of \$3,000 per full-time employee to \$4,000.00 per full-time employee for attending an accredited institution of learning upon complying with the guidelines set out in Section 505:1 of the Personnel Handbook, to be effective January 1, 2023. On the roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Materials & Equipment

It is noted that the Material & 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

Library Name Change – The Leadership Team will be meeting next week to plan the many changes and announcements due to the Library's name and logo change as of January 1, 2023. We will be planning a grand re-naming event in mid-January that will also showcase the new Parenting Collection.

Holiday Staff Treats – In past years, the Board has generously sponsored holiday treats for staff with donations. I will be purchasing and distributing the treats the week of the Board meeting.

Organizational, Year-End and Special Meetings – Due to the new Bylaws, these meetings will take place on the day of the Regular January meeting which will be Tuesday, January 17.

Nominating Committee (Informational) – Mrs. Morton appointed Mrs. Schackart and Mrs. Tieman to the 2022 Nominating Committee.

Unfinished Business

There is no unfinished business to report.

New Business

On motion of Dr. Kemp, seconded by Mrs. Schackart and unanimously carried, to excuse Mrs. Kara Tieman and Ms. Ruthann Brush from the December 13, 2022 Board Meeting.


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 1:11 p.m.

Approved this 17th day of January, 2023.


Tamela Morton, President


Ryan Salmons, Secretary Pro Tempore