

**MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY**  
**December 15, 2020**

The Trustees of the Portsmouth Public Library met on this date at 1:07 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; 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; Hannah Robinson – Deputy Fiscal Officer and Terry Stevenson – Webmaster.

Dr. Charles Kemp was appointed Secretary Pro-Tem.

On motion of Mr. Salmons, seconded by Mrs. Morton and unanimously carried, the minutes of the Property & Extension Committee Meeting and Regular Meeting – 11/24/20, are approved and ordered filed.

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

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the November 2020 bills (including payroll) in the amount of \$243,433.41. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes and Dr. Kemp, yes.

**Audit, Budget & Expenditures**

On motion of Mr. Salmons, seconded by Ms. Brush, to approve the following transfers in the Coronavirus Relief Fund:

From:	
202-00-5-2900 – Other Supplies	(\$13,530.85)
202-00-5-1650 – Workers Compensation	(\$4,138.48)
<u>202-00-5-3350 – Janitorial Supplies</u>	<u>(\$4,343.26)</u>
Total	(\$22,012.59)
To:	
202-00-5-5520 – Technology	\$22,012.59

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

**Property & Extension**

It is noted that the Property & Extension Committee has nothing to report at this time.

**Personnel**

On motion of Mrs. Morton, seconded by Dr. Kemp, to approve an increase of the salary scale across the board in the amount of 4.5%, effective December 20, 2020, to reflect Ohio's minimum wage increases from 2019-2021.

Portsmouth Public Library Salary Scale  
Revised 12/15/2020 - Effective 12/20/2020

GRADE	Step 1	Step 1A	Step 2	Step 2A	Step 3	Step 3A	Step 4	Step 4A	Step 5	Step 5A	Step 6	Step 6A	Step 7	Step 7A	Step 8	Step 8A	Step 9	Step 9A	Step 10	Step 10A
I	\$ 8.82	\$ 8.96	\$ 9.10	\$ 9.24	\$ 9.38	\$ 9.53	\$ 9.68	\$ 9.83	\$ 9.98	\$ 10.13	\$ 10.29	\$ 10.45	\$ 10.61	\$ 10.77	\$ 10.94	\$ 11.11	\$ 11.28	\$ 11.45	\$ 11.63	\$ 11.81
II	\$ 9.64	\$ 9.79	\$ 9.94	\$ 10.09	\$ 10.25	\$ 10.41	\$ 10.57	\$ 10.73	\$ 10.90	\$ 11.07	\$ 11.24	\$ 11.41	\$ 11.59	\$ 11.77	\$ 11.95	\$ 12.13	\$ 12.32	\$ 12.51	\$ 12.70	\$ 12.90
III	\$ 10.59	\$ 10.75	\$ 10.92	\$ 11.09	\$ 11.26	\$ 11.43	\$ 11.61	\$ 11.79	\$ 11.97	\$ 12.15	\$ 12.34	\$ 12.53	\$ 12.72	\$ 12.92	\$ 13.12	\$ 13.32	\$ 13.52	\$ 13.73	\$ 13.94	\$ 14.15
IV	\$ 12.18	\$ 12.37	\$ 12.56	\$ 12.75	\$ 12.95	\$ 13.15	\$ 13.35	\$ 13.56	\$ 13.77	\$ 13.98	\$ 14.19	\$ 14.41	\$ 14.63	\$ 14.85	\$ 15.08	\$ 15.31	\$ 15.54	\$ 15.78	\$ 16.02	\$ 16.27
V	\$ 13.67	\$ 13.88	\$ 14.09	\$ 14.31	\$ 14.53	\$ 14.75	\$ 14.98	\$ 15.21	\$ 15.44	\$ 15.68	\$ 15.92	\$ 16.16	\$ 16.41	\$ 16.66	\$ 16.91	\$ 17.17	\$ 17.43	\$ 17.70	\$ 17.97	\$ 18.24
VI	\$ 15.22	\$ 15.45	\$ 15.69	\$ 15.93	\$ 16.17	\$ 16.42	\$ 16.67	\$ 16.93	\$ 17.19	\$ 17.45	\$ 17.72	\$ 17.99	\$ 18.26	\$ 18.54	\$ 18.82	\$ 19.11	\$ 19.40	\$ 19.70	\$ 20.00	\$ 20.30
VII	\$ 17.53	\$ 17.80	\$ 18.07	\$ 18.35	\$ 18.63	\$ 18.91	\$ 19.20	\$ 19.49	\$ 19.79	\$ 20.09	\$ 20.40	\$ 20.71	\$ 21.03	\$ 21.35	\$ 21.68	\$ 22.01	\$ 22.35	\$ 22.69	\$ 23.04	\$ 23.39
VIII	\$ 20.14	\$ 20.45	\$ 20.76	\$ 21.08	\$ 21.40	\$ 21.73	\$ 22.06	\$ 22.40	\$ 22.74	\$ 23.09	\$ 23.44	\$ 23.80	\$ 24.16	\$ 24.53	\$ 24.90	\$ 25.26	\$ 25.66	\$ 26.05	\$ 26.45	\$ 26.85
GRADE	Step 11	Step 11A	Step 12	Step 12A	Step 13	Step 13A	Step 14	Step 14A	Step 15	Step 15A	Step 16	Step 16A	Step 17	Step 17A	Step 18	Step 18A	Step 19	Step 19A	Step 20	Step 20A
I	\$ 11.99	\$ 12.17	\$ 12.36	\$ 12.55	\$ 12.74	\$ 12.94	\$ 13.14	\$ 13.34	\$ 13.55	\$ 13.76	\$ 13.97	\$ 14.18	\$ 14.40	\$ 14.62	\$ 14.84	\$ 15.07	\$ 15.30	\$ 15.53	\$ 15.77	\$ 16.01
II	\$ 13.09	\$ 13.29	\$ 13.49	\$ 13.70	\$ 13.91	\$ 14.12	\$ 14.34	\$ 14.56	\$ 14.78	\$ 15.01	\$ 15.24	\$ 15.47	\$ 15.71	\$ 15.95	\$ 16.19	\$ 16.44	\$ 16.69	\$ 16.95	\$ 17.21	\$ 17.47
III	\$ 14.38	\$ 14.58	\$ 14.80	\$ 15.02	\$ 15.24	\$ 15.47	\$ 15.70	\$ 15.94	\$ 16.18	\$ 16.42	\$ 16.67	\$ 16.92	\$ 17.17	\$ 17.43	\$ 17.69	\$ 17.96	\$ 18.23	\$ 18.50	\$ 18.78	\$ 19.06
IV	\$ 16.51	\$ 16.76	\$ 17.01	\$ 17.27	\$ 17.53	\$ 17.79	\$ 18.06	\$ 18.33	\$ 18.60	\$ 18.88	\$ 19.17	\$ 19.45	\$ 19.74	\$ 20.04	\$ 20.34	\$ 20.65	\$ 20.96	\$ 21.27	\$ 21.59	\$ 21.91
V	\$ 18.51	\$ 18.80	\$ 19.09	\$ 19.38	\$ 19.68	\$ 19.96	\$ 20.28	\$ 20.59	\$ 20.90	\$ 21.22	\$ 21.54	\$ 21.87	\$ 22.20	\$ 22.54	\$ 22.88	\$ 23.23	\$ 23.58	\$ 23.94	\$ 24.30	\$ 24.67
VI	\$ 20.60	\$ 20.92	\$ 21.24	\$ 21.56	\$ 21.89	\$ 22.22	\$ 22.58	\$ 22.90	\$ 23.25	\$ 23.60	\$ 23.96	\$ 24.32	\$ 24.69	\$ 25.07	\$ 25.45	\$ 25.84	\$ 26.23	\$ 26.63	\$ 27.03	\$ 27.44
VII	\$ 23.74	\$ 24.10	\$ 24.47	\$ 24.84	\$ 25.22	\$ 25.60	\$ 25.99	\$ 26.38	\$ 26.78	\$ 27.19	\$ 27.60	\$ 28.02	\$ 28.45	\$ 28.88	\$ 29.32	\$ 29.76	\$ 30.21	\$ 30.67	\$ 31.14	\$ 31.61
VIII	\$ 27.25	\$ 27.67	\$ 28.09	\$ 28.52	\$ 28.95	\$ 29.39	\$ 29.84	\$ 30.29	\$ 30.75	\$ 31.22	\$ 31.69	\$ 32.17	\$ 32.66	\$ 33.15	\$ 33.65	\$ 34.16	\$ 34.68	\$ 35.21	\$ 35.74	\$ 36.28
GRADE	Step 21	Step 21A	Step 22	Step 22A	Step 23	Step 23A														
I	\$ 16.26	\$ 16.51	\$ 16.76	\$ 17.02	\$ 17.28	\$ 17.54														
II	\$ 17.74	\$ 18.01	\$ 18.29	\$ 18.57	\$ 18.85	\$ 19.14														
III	\$ 19.34	\$ 19.64	\$ 19.94	\$ 20.24	\$ 20.55	\$ 20.86														
IV	\$ 22.22	\$ 22.58	\$ 22.90	\$ 23.25	\$ 23.60	\$ 23.96														
V	\$ 25.02	\$ 25.40	\$ 25.79	\$ 26.18	\$ 26.58	\$ 26.96														
VI	\$ 27.84	\$ 28.26	\$ 28.69	\$ 29.13	\$ 29.57	\$ 30.02														
VII	\$ 32.07	\$ 32.56	\$ 33.05	\$ 33.55	\$ 34.06	\$ 34.58														
VIII	\$ 36.81	\$ 37.37	\$ 37.94	\$ 38.51	\$ 39.09	\$ 39.68														

Board Approved: 12/15/2020

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

On motion of Mrs. Morton, seconded by Mr. Salmons, to approve a 5% wage increase for Dylan Markins, Fiscal Officer, effective December 20, 2020. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Ms. Brush, to approve a 5% wage increase for Paige Williams, Director, effective December 20, 2020. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Dr. Kemp, to approve the 2021 educational assistance, an annual maximum in the amount of \$3,000.00 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. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Mr. Salmons, to approve the proposed updates to the Personnel Manual, pending approval of legal counsel, to allow part-time staff to receive four hours of holiday pay for each holiday, as well as to approve the new vacation schedule for full-time staff.

## Proposed Policy update #1

Summary: Update vacation accrual schedule for the first two service periods.

### CURRENT POLICY

502:1

#### VACATIONS

**Policy:**

The established vacation year is the calendar year, January 1 through December 31, of each year. Vacations are accrued or earned based on the employee's length of service and time worked.

(1) A regular full time employee of the Portsmouth Pubic Library will accrue vacation benefits according to the following schedule:

Service Period	Paid Vacation
Service Years 1 – 7.....	3.08 hours per pay period worked – 10 days
Service Years 8 - 14 .....	4.62 hours per pay period worked - 15 days
Service Years 15 - 19 .....	6.16 hours per pay period worked - 20 days
Service Years 20 .....	6.47 hours per pay period worked - 21 days
Service Years 21 .....	6.78 hours per pay period worked - 22 days
Service Years 22 .....	7.09 hours per pay period worked - 23 days
Service Years 23 .....	7.40 hours per pay period worked - 24 days
Service Years 24 + .....	7.71 hours per pay period worked - 25 days

### PROPOSED UPDATE

502:1

#### VACATIONS

**Policy:**

The established vacation year is the calendar year, January 1 through December 31, of each year. Vacations are accrued or earned based on the employee's length of service and time worked.

(1) A regular full time employee of the Portsmouth Pubic Library will accrue vacation benefits according to the following schedule:

Service Period	Paid Vacation
Service Years 1 – 4.....	3.08 hours per pay period worked – 10 days
Service Years 5 - 9 .....	4.62 hours per pay period worked - 15 days
Service Years 10 – 19.....	6.16 hours per pay period worked - 20 days
Service Years 20+.....	7.71 hours per pay period worked - 25 days

## Proposed Policy update #2

Summary: Add part-time employees Holiday pay and a formatting change.

### CURRENT POLICY

503:1

#### HOLIDAY AND PERSONAL LEAVE

**Policy:**

It is the policy of the Library to observe holidays each year as may be determined by the Board of Trustees. Eligible full time employees will be given an eight-hour day off with pay for each holiday observed.

(1) The following holidays are observed unless otherwise modified by the Board of Trustees and the Library will be closed: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

### PROPOSED UPDATE

503:1

#### HOLIDAY AND PERSONAL LEAVE

**Policy:**

It is the policy of the Library to observe holidays each year as may be determined by the Board of Trustees. **Full time employees will be given a day off with eight-hours pay for each holiday observed. Part time employees will be given a day off with four-hours pay for each holiday observed.**

(1) The following holidays are observed unless otherwise modified by the Board of Trustees, and the Library will be closed:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Christmas Eve  
Christmas Day

## Proposed Policy update #3

Summary: Changes to sections 4 and 10.

### CURRENT POLICY

508:1

#### SICK LEAVE

##### Policy:

It is the policy of the Board of Trustees to provide sick leave benefits to all full-time employees of the Library.

(1) Each full-time employee whose salary is paid in whole or in part by the Library shall be granted sick leave of 4.62 hours with pay for each completed pay period (15 days per year). Employees may use sick leave for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees, and to illness or death in the employee's immediate family.

(4) Illness or inability to report for duty must be reported by 8:00 a.m. Employees must follow the established procedures for reporting off work. (See Attendance and Punctuality, section 701:1).

(10) Use of sick leave in excess of 10 days (80 hours) during any consecutive twelve-month period will be considered excessive and will result in disciplinary action up to and including termination. Leave taken as approved under FMLA is exempt from the 80-hour ceiling.

## PROPOSED UPDATE

508:1

### SICK LEAVE

#### Policy:

It is the policy of the Board of Trustees to provide sick leave benefits to all full-time employees of the Library.

(1) Each full-time employee whose salary is paid in whole or in part by the Library shall be granted sick leave of 4.62 hours with pay for each completed pay period (15 days per year). Employees may use sick leave for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees, and to illness or death in the employee's immediate family.

(4) **Illness or inability to report for duty must be reported a minimum of 1 hour prior to the start of the missed shift or earlier, if possible.** Employees must follow the established procedures for reporting off work. (See Attendance and Punctuality, section 701:1).

(10) Use of **unscheduled** sick leave in excess of 10 days (**10 call-off events**) during any consecutive twelve-month period will be considered excessive and will result in disciplinary action up to and including termination. **A "call-off event" is defined as a single work day. Consecutive days-off will be counted as individual events unless a medical excuse is provided for the period. "Unscheduled" is defined as any sick leave requested less than two days prior to the use of the leave time, although, when possible, such leave should be scheduled the month prior. Last minute requests should be infrequent.** Leave taken as approved under FMLA is **not considered unscheduled time off.**

### Proposed Policy update #4

Summary: Omit section number 12 due to redundancy.

## CURRENT POLICY

701:1

### ATTENDANCE AND PUNCTUALITY

**Policy:**

It is the policy of the Board of Trustees to require good attendance and punctuality on the part of library employees. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action, up to and including dismissal.

(1) Employees are expected to report to work whenever scheduled and to be at their work station at the starting time and at the prescribed time after rest and meal breaks.

(11) Corrective action will be recommended if an employee exhibits a pattern of absenteeism (i.e., consistently missing a specific day of the week; the day before or after a holiday; the day before or after a scheduled vacation) despite having sufficient paid time off to cover those absences. Such cases should be reviewed with the Director or Human Resources before issuing any corrective action.

(12) Use of sick leave in excess of 10 days (80 hours) during any consecutive twelve-month period will be considered excessive and will result in disciplinary action up to and including termination. Leave taken as approved under FMLA covered is exempt from the 80-hour ceiling.

**PROPOSED UPDATE**

701:1

**ATTENDANCE AND PUNCTUALITY**

**Policy:**

It is the policy of the Board of Trustees to require good attendance and punctuality on the part of library employees. Unauthorized or excessive absences or tardiness will not be tolerated and may result in disciplinary action, up to and including dismissal.

(1) Employees are expected to report to work whenever scheduled and to be at their work station at the starting time and at the prescribed time after rest and meal breaks.

(11) Corrective action will be recommended if an employee exhibits a pattern of absenteeism (i.e., consistently missing a specific day of the week; the day before or after a holiday; the day before or after a scheduled vacation) despite having sufficient paid time off to cover those absences. Such cases should be reviewed with the Director or Human Resources before issuing any corrective action.

~~(12) — Use of sick leave in excess of 10 days (80 hours) during any consecutive twelve-month period will be considered excessive and will result in disciplinary action up to and including termination. Leave taken as approved under FMLA covered is exempt from the 80-hour ceiling.~~

## Proposed Policy update #5

Summary: Update dress-code to current styles and combine the standards to be more concise.

### CURRENT POLICY

802:1

#### PERSONAL APPEARANCE OF EMPLOYEES

##### Policy:

It is the policy of the Board of Trustees that an employee's dress and grooming should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed.

(1) Every employee has some contact with the public and therefore represents the Library in appearance as well as by actions. The properly attired employee helps create a favorable image for the Library. Accordingly, the personal appearance of Library staff members shall be governed by the following standards:

- (a) Employees are expected to dress in a manner that is normally acceptable in business establishments.
- (b) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
- (c) Sideburns, mustaches, and beards should be neatly trimmed. Eccentric styles of facial hair will not be permitted.
- (d) No facial jewelry may be worn during working hours.
- (e) From time to time the Library may determine that certain items are not considered businesslike apparel for any staff member and may not be worn during regular business hours. These determinations will be issued in writing through the Human Resources Coordinator. The following clothing is not permitted during working hours: hats; workout clothing; shorts, skorts or culottes; spaghetti-strapped shirts or baby tees; open-toed shoes; t-shirts with political or religious slogans or advertising inappropriate in a business setting.
- (f) Pages are permitted to wear blue jeans depending on the nature of the work required and individual staff members in other job classifications may be given permission by their immediate supervisor to



wear blue jeans during scheduled working hours. Otherwise, the wearing of such apparel is not permitted except on designated dress down days.

(g) As a result of the variety and nature of work, individual employees may need to wear attire necessary to complete a specific task or duty. Dress should not interfere with the safety of the individual employee or others within the work environment. Also, dress should not distract the public or other Library employees from their work.

(h) All employees are expected to maintain good personal hygiene.

(i) An employee whose attire is determined to be inappropriate may be required to change clothing or may be directed not to wear that clothing again, depending on the nature of the attire. Management reserves the right to use discretion in all matters of professionalism and appearance, even when an employee may technically be in compliance. Employees who must leave the premises to obtain proper attire will not be paid for the time.

(2) Appropriate dress should reflect the Library's business image as well as the Library's neutral position on political and social issues.

## PROPOSED UPDATE

802:1

### PERSONAL APPEARANCE OF EMPLOYEES

#### Policy:

It is the policy of the Board of Trustees that an employee's dress and grooming should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed.

(1) Every employee has some contact with the public and therefore represents the Library in appearance as well as by actions. The properly attired employee helps create a favorable image for the Library. Accordingly, the personal appearance of Library staff members shall be governed by the following standards:

(a) Employees are expected to dress in a manner that is normally acceptable in business establishments. **Jeans are permitted on designated days at the discretion of the Director.**

(b) All employees are expected to maintain good personal hygiene.

- (c) **Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches, and beards should also be neatly trimmed. Eccentric styles of facial hair will not be permitted.**
- (d) **Facial jewelry must be replaced with a clear stud during working hours.**
- (e) **From time to time the Library may determine that certain items are not considered businesslike apparel for any staff member and may not be worn during regular business hours. These determinations will be issued in writing through the Human Resources Coordinator. (moved to (f) ).The following clothing is NOT permitted during working hours: hats, pants with holes/tears/fringes, yoga-pants, shorts, mini-skirts, spaghetti-straped shirts, midriff shirts, open-toed shoes, and t-shirts with political/religious/inappropriate slogans. Leggings shall be permitted when worn with a shirt or dress that reaches mid-thigh or longer. [From 2.] Appropriate dress should reflect the Library's business image as well as the Library's neutral position on political and social issues.**
- (f) **Maintenance staff are permitted to wear blue jeans, daily, depending on the nature of the work required. Individual staff members in other job classifications may be given permission by their immediate supervisor to wear blue jeans during scheduled working hours. Otherwise, the wearing of such apparel is not permitted except on designated dress down days.**
- ~~(g) — As a result of the variety and nature of work, individual employees may need to wear attire necessary to complete a specific task or duty. Dress should not interfere with the safety of the individual employee or others within the work environment. Also, dress should not distract the public or other Library employees from their work.~~
- (g) An employee whose attire is determined to be inappropriate may be required to change clothing or may be directed not to wear that clothing again, depending on the nature of the attire. These determinations will be issued in writing through the Human Resources Coordinator. Management reserves the right to use discretion in all matters of professionalism and appearance, even when an employee may technically be in compliance. Employees who must leave the premises to obtain proper attire will not be paid for the time.

**“FINAL” COPY OF PROPOSED UPDATE**

## **PERSONAL APPEARANCE OF EMPLOYEES**

### **Policy:**

It is the policy of the Board of Trustees that an employee's dress and grooming should be appropriate to the work situation. Radical departures from conventional dress or personal grooming are not permitted, regardless of the nature of the job performed.

- (1) Every employee has some contact with the public and therefore represents the Library in appearance as well as by actions. The properly attired employee helps create a favorable image for the Library. Accordingly, the personal appearance of Library staff members shall be governed by the following standards:
  - (a) Employees are expected to dress in a manner that is normally acceptable in business establishments. Jeans are permitted on designated days at the discretion of the Director.
  - (b) All employees are expected to maintain good personal hygiene.
  - (c) Hair should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length. Sideburns, mustaches, and beards should also be neatly trimmed. Eccentric styles of facial hair will not be permitted.
  - (d) Facial jewelry must be replaced with a clear stud during working hours.
  - (e) The following clothing is NOT permitted during working hours:  
Hats, pants with holes/tears/fringes, yoga-pants, shorts, mini-skirts, spaghetti-strapped shirts, midriff shirts, open-toed shoes, and t-shirts with political/religious/or inappropriate language. Leggings shall be permitted when worn with a shirt or dress that reaches mid-thigh or longer. Appropriate dress should reflect the Library's business image as well as the Library's neutral position on political and social issues.
  - (f) Maintenance staff are permitted to wear blue jeans, daily, depending on the nature of the work required. Individual staff members in other job classifications may be given permission by their immediate supervisor to wear blue jeans during scheduled working hours. Otherwise, the wearing of such apparel is not permitted except on designated dress down days.
  - (g) An employee whose attire is determined to be inappropriate may be required to change clothing or may be directed not to wear that clothing again, depending on the nature of the attire. These determinations will be issued in writing through the Human Resources Coordinator. Management reserves the right to use discretion in all matters of professionalism and appearance, even when an employee may technically be in compliance. Employees who must leave the premises to obtain proper attire will not be paid for the time.

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

On motion of Mrs. Morton, seconded by Mr. Salmons, to approve the update of the Public Services Coordinator job description to include the responsibility for all adult and young adult programming system-wide.

## Public Services Coordinator

*Type:* Full Time *Salary Range:* Hourly *Reports To:* Library Director

**Summary:** The Public Services Coordinator is responsible for overseeing the workflow of the Public Services Department, which contains the Reference and Circulation public desks. The Public Services Coordinator also ensures that the Public Services Department provides the best possible service for PPL patrons, staff and the surrounding community, including providing excellent customer service, training in current information, technologies and resources, overseeing programming for the young adult and adult patrons at the Main Library and collection development and maintenance.

### **Minimum Job Requirements:**

- The ability to meet scheduled hours with rare absences; includes evenings and weekends
- An MLS from an ALA-accredited institution
- Minimum three years of experience in a public library setting
- The ability to use Microsoft Office applications, email, the library automation system, and the Internet
- The ability to understand and communicate complex information and the ability to resolve complex problems;
- the job has significant accountability for customer satisfaction
- 2-3 years supervisory experience and the ability to manage a multi-function department
- Commitment to excellence in customer service and representing the library in a positive manner

### **Essential Functions:**

- Maintain, integrate and coordinate all functions of the Public Services Department
- Provides system-wide leadership in the administration, planning, implementation, promotion and evaluation of all young adult and adult programming
- Direct workflow and supervise staff in the Public Services Department
- Coordinate collection development and maintenance system-wide
- Provide readers' advisory and reference services
- Participate in staff training on policies and procedures

### **Additional Functions:**

- Plan and present informational programs, presentations and readers' groups
- Identifies reading trends among adult and young adult patrons
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to adult and teen library services

- Serves on professional and community committees, as requested, to advance the library and the library profession
- May serve as lead person as scheduled
- Other Duties as Assigned

***Knowledge, Skills, and Abilities:***

- Knowledge of current issues and trends in adult and young adult literature
- Considerable knowledge and understanding of library operations and library services
- The ability to communicate effectively orally and in writing
- The ability to assign and oversee the work of direct reports
- The ability and experience with hiring, scheduling, evaluating and other supervisory tasks
- The ability to exercise initiative and independent judgment
- Thorough knowledge of public library services and programs
- Knowledge of basic library operations
- The ability to handle and maintain confidential and sensitive information, accessing such information for legitimate library business only
- Knowledge of and compliance with library policies and procedures
- The ability to work cooperatively and effectively with other staff members and library departments
- Knowledge of and compliance with emergency and safety policies and procedures
- The ability to deal with frequent interruptions in work and move among various tasks effectively
- The ability to learn and implement current and emerging technologies

***Special Requirements:***

- Driver's License and access to reliable transportation / vehicle
- Update job-related knowledge and skills through continuing education workshops, webinars, conferences and staff development activities

***Physical Requirements:***

- Considerable manual dexterity for use of keyboard and standard office equipment
- Requires ability to manipulate library materials, such as books, magazines and DVDs
- Requires a combination of sitting, standing and walking for the majority of a shift
- Requires regularly lifting items weighing up to sixty pounds
- Some reaching, bending, climbing, and twisting
- The ability to push full book carts for considerable distances
- 70% computer work
- Minimal outdoor activity; majority of time in climate-controlled environment
- Regularly required to talk and/or hear within normal ranges
- The ability to respond to alarms and communicate safety information to patrons and staff
- Visual acuity for sustained use of computer monitor

***This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and***

***requirements of this job and is subject to change as the needs of the employer and the requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this document. Any essential functions of this position will be evaluated as necessary should an applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible***

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

On motion of Mrs. Morton, seconded by Mr. Salmons, to ratify the transfer of Kellie Campbell – Full-time Custodian, effective 11/16/20 at \$10.43/hr. – replaces Sharon Fritz (PT) and to ratify the hiring of Amber Hemmings – Full-time Branch Clerk, effective 12/14/20 at \$10.11/hr. – replaces Leslie Billings. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes and Dr. Kemp, yes.

### **Materials & Equipment**

On motion of Dr. Kemp, seconded by Ms. Brush, to approve the following disposal list of furniture and equipment via the Board's Disposal of Property Policy:

#### ***Furniture and Equipment***

- 4 Big Red easy chairs from Lucasville (very faded fabric)
- 12 wooden frame seats from SW
- 4 tables from SW
- 6 grayish low back seats from Main (fabric badly worn)
- 22 back cloth chairs from IT Lab. (fabric worn, some backs were loose.)
- A faded child's teepee tent
- Old snack machine (missing knobs)
- Popcorn machine (sparks flew and then there was nothing)
- Small refrigerator
- Old power-washer (worn, leaked and won't start)
- 12 red metal frame seats from Lucasville (frames are broken or bent)
- Minolta Microfilm Machine model RP600Z (and table)- purchased February, 2008 from Garnet A. Wilson Library in Waverly, Ohio for \$250.00 (no property tag)
- 2 CD Towers- metal tower- 27 ½ in. high x 24 ½ in. deep x 23 in. width. (no property tag)
- Nakajima Electronic typewriter AX-66 - property tag# 01436
- Bookshelf missing top section
- Broken black office chair – property tag #LU-04131

#### ***IT Equipment Disposal List***

##### **Computers**

- 12577 – Old SW Patron Computer – July 2014
- 12578 – Old SW Patron Computer – July 2014
- 12579 – Old SW Patron Computer – July 2014
- 12580 – Old SW Patron Computer – July 2014
- 12581 – Old SW Patron Computer – July 2014

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12582 – Old SW Patron Computer – July 2014  
12583 – Old SW Patron Computer – July 2014  
12584 – Old SW Patron Computer – July 2014  
12585 – Old WH Patron Computer – July 2014  
12586 – Old WH Patron Computer – July 2014  
12586 – Old WH Patron Computer – July 2014  
12587 – Old WH Patron Computer – July 2014  
12588 – Old WH Patron Computer – July 2014  
12589 – Old WH Patron Computer – July 2014  
12590 – Old WH Patron Computer – July 2014  
12591 – Old WH Patron Computer – July 2014  
12592 – Old WH Patron Computer – July 2014  
12593 – Old WH Patron Computer – July 2014  
12594 – Old WH Patron Computer – July 2014  
12498 – Old Patron Computer – November 2011  
12444 – Old Public Access Catalog – July 2012  
12369 – Old Public Access Catalog – July 2012  
12446 – Old Public Access Catalog – July 2012  
12361 – Old Public Access Catalog – July 2012  
12362 – Old Public Access Catalog – July 2012  
12363 – Old Public Access Catalog – July 2012  
12445 – Old Public Access Catalog – July 2012  
12365 – Old Public Access Catalog – July 2012  
12443 – Old Public Access Catalog – July 2012  
12441 – Old Public Access Catalog – July 2012  
12370 – Old Public Access Catalog – July 2012  
12367 – Old Public Access Catalog – July 2012  
12368 – Old Public Access Catalog – July 2012

**Miscellaneous**

6 Broken Printers  
5 Broken Battery Backups  
1 Broken Projector  
1 Broken Fax Machine  
1 Broken LCD Monitor

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

**Policy**

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

**Report of the Director**

On motion of Mr. Salmons, seconded by Mrs. Morton and unanimously carried, to approve the scheduled date of the January 2021 Organizational, Year-End and Regular Board meeting on Tuesday, January 12, 2021, at noon.

Mrs. Tieman appointed Mr. Salmons, Ms. Brush and Dr. Kemp to the 2021 Nominating Committee.

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the extension of the fine-free period through May 31, 2021, due to continuing issues with COVID. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes and Dr. Kemp, yes.

**New Business**


On motion of Mrs. Morton, seconded by Dr. Kemp and unanimously carried, to excuse Mr. Ralph Clay and Mr. Richard Schisler from the December 15, 2020 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 1:30 p.m.

Approved this 12<sup>th</sup> day of January, 2021.



Kara Tieman, President

  
Dr. Charles Kemp, Secretary Pro-Tem