

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
December 17, 2019

The Trustees of the Portsmouth Public Library met on this date at 12:35 p.m. at the library. On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mrs. Tamela Morton – Board Member; Ms. Ruthann Brush – Board Member; Mr. Richard Schisler – 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.

Ms. Ruthann Brush was appointed Secretary Pro-Tem.

On motion of Mr. Schisler, seconded by Dr. Kemp and unanimously carried, the minutes of the Regular Meeting – 11/19/19, are approved and ordered filed.

On motion of Mrs. Morton, seconded by Dr. Kemp, that the November 2019 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Mr. Schisler, yes and Dr. Kemp, yes.

On motion of Ms. Brush, seconded by Mr. Schisler, to approve the November 2019 bills (including payroll) in the amount of \$286,483.58. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Mr. Schisler, yes and Dr. Kemp, yes.

Audit, Budget & Expenditures

On motion of Mr. Schisler, seconded by Mrs. Morton, to accept the following donations received in November 2019 in the amount of \$1,500.00:

From:	
Chapman Family (Quarterly Donation)	\$500.00
<u>Portsmouth Rotary (Books Build Bridges)</u>	<u>\$1,000.00</u>
Total	\$1,500.00

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

On motion of Mr. Schisler, seconded by Ms. Brush, to accept the following refunds received from January 1, 2019 through November 30, 2019 in the amount of \$14,077.50:

From:	
OBWC (Employer Premium Refund)	\$264.70
OBWC (Employer Premium Refund)	\$5,139.20
<u>META Solutions (2017 E-Rate Refund)</u>	<u>\$8,673.60</u>
Total	\$14,077.50

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

On motion of Mr. Schisler, seconded by Mrs. Morton, to approve the supplemental appropriation of \$100,000.00 to the following accounts for the expenses related to the final payroll and benefit costs for December 2019:

101-00-5-1100 Officials & Managers	\$18,000.00
101-00-5-1140 Office & Clerical	\$20,000.00
101-00-5-1160 Service Workers	\$4,000.00
101-00-5-1400 Retirement Benefits	\$8,000.00
101-00-5-1600 Employer's Share	\$45,000.00

<u>101-00-5-1920 Tuition Reimbursement</u>	<u>\$5,000.00</u>
Total	\$100,000.00

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

On motion of Mr. Schisler, seconded by Ms. Brush, to approve the amended 2020 budget. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Mr. Schisler, yes and Dr. Kemp, yes.

Property & Extension

Property Purchases (Informational) reported by Director – The closing for the purchase of 508 Waller Street should occur by the end of the year. The family was requested to remove the vehicles and any personal items in the house prior to transfer of title.

Personnel

On motion of Mrs. Morton, seconded by Mr. Schisler, to approve the 2020 salaries, with a 1-step or 3% cost-of-living salary increase, effective 12/22/19, for all employees according to the following date of employment chart:

1/1 – 6/30 1 step
 7/1 – 9/30 .5 step
 10/1 – 12/31 0 step

Employee	Grade	Step
1110		
Cottrell, Carolyn	V	12A
Evans, Elizabeth	VI	6
Isaac, Tami	V	13
Markins, Dylan	Set by the Board	
Mirabello, Taryn	VI	3
Robinson, Hannah	VI	4
Spriggs, Acynda	VI	9
Stevenson, Lacy	VI	9
Stevenson, Terry	VII	12
Stump, Jason	VI	11
Suter, Gwen	VI	9A
1120		
Baker, Kristin	VII	7A
Berry, Linda	VII	8
Cowling, Jenny	VII	22
Lavender, Lisa	VI	14
Schultz, Rebecca	VIII	23A
Williams, Paige	Set by the board	
1140		
Billings, Leslie	III	2
Burchett, Jennifer	III	2A
Calver, Richard	III	12
Campbell, Kellie	II	2
Carter, Karen	IV	3
Cowgill, Tonie	III	12
Craft, Keely	IV	3
Freeman, Jodi	III	2
Gilliland, Marjorie	III	3

Grice, Jonathan	III	7
Hinch, Hailey	IV	3
Hoople, Rachel	IV	3
Huffman, Julia	IV	2
Hunter, Cathy	IV	12A
Jacks, Trever	IV	4A
Jacobs, Connor	II	1A
Krebbs, Anne	IV	4A
McKinley, Stefanie	II	2
Moore, Jennifer	IV	3
Pressley, Heather	III	1A
Prosch, Tyler	III	5
Ramsey, Emilia	III	3A
Richardson, Rebecca	II	22
Setty, Kaitlin	IV	3
Siebert, Jean	III	7
Simpson, Julie	III	3
Smith, Michelle	III	1
Storey, Andrew	V	8
Storey, Rosa	IV	2
Summers, Summer	III	3
Warnock, Anna	III	7
Webster, Rhonda	IV	10
Will, Sarah	IV	2A
Wilburn, Santana	III	5
Williams, Katie	IV	4A
1160		
Beach, Kacy	III	4
Carver, Lindsey	III	10
Joyce, Michael	III	5
Part-time (1140)		
Colley, Noah	III	1
Fritz, Sharon	III	2
Justice, Mary Lee	II	12
Kelley, Linda	III	5A
Marshall, Shaylee	II	3
Mosley, Timothy	III	2
Nelson, Amy	I	8
Silhavy, Jeanette	III	5A

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

On motion of Mrs. Morton, seconded by Ms. Brush, to approve the 2020 educational assistance in the amount of \$3,000.00 per full-time employee who is attending an accredited institution of learning and 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; Ms. Brush, yes; Mr. Schisler, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Dr. Kemp, to approve one additional Personal Day to be used in 2020 for all full-time and part-time staff. This will be awarded for the significant increase in overall physical circulation of library materials (7.6%) and program attendance in the past 12 months. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Mr. Schisler, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Mr. Schisler and unanimously carried, to enter into Executive Session at 12:58 p.m. to discuss 2020 salaries of Director and Fiscal Officer.

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On motion of Mrs. Morton, seconded by Dr. Kemp and unanimously carried, to exit Executive Session and reconvene the Regular meeting at 1:07 p.m.

On motion of Mrs. Morton, seconded by Mr. Schisler, to approve an extension of contract for Fiscal Officer, Dylan Markins, through January 31, 2020. The salary discussion will be deferred until the January Board meeting, upon completion of Fiscal Officer's evaluation. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Mr. Schisler, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Ms. Brush, to approve a 3% wage increase for Paige Williams, Director, effective December 22, 2019. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Mr. Schisler, yes and Dr. Kemp, yes.

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

Organizational, Year-End & Regular Board Meetings (Informational) – The Board has scheduled the date of the January 2020 Organizational, Year-End & Regular Meetings for January 14, 2020.

Nominating Committee (Informational) – Mrs. Tieman appointed Dr. Kemp and Ms. Brush to the 2020 Nominating Committee.

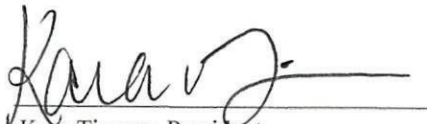
New Business

On motion of Mrs. Morton, seconded by Dr. Kemp and unanimously carried, to excuse Mr. Ryan Salmons and Mr. Ralph Clay from the December 17, 2019 Board Meeting.

Public Comment

There being no further business, on motion duly made and seconded, adjournment was taken at 1:21 p.m.

Approved this 14th day of January, 2020.


Kara Tieman, President


Ruthann Brush, Secretary Pro-Tem