

# MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY

February 15, 2022

The Trustees of the Portsmouth Public Library met on this date at 1:15 p.m. On roll call, the following members were present: Mrs. Tamela Morton – President of the Board; Dr. Charles Kemp – Vice-President; Mrs. Jennifer Schackart – Board Member, Mr. Ryan Salmons – Board Member and Ms. Ruthann Brush – Board Member. Representing the library were Paige Williams – Director; Linda Berry – Deputy Director; Dylan Markins – Fiscal Officer; Keely Woloschek – Deputy Fiscal Officer and Katie Williams – Marketing Manager.

Mrs. Jennifer Schackart was appointed Secretary Pro-Tem.

On motion of Mr. Salmons, seconded by Dr. Kemp, the minutes of the Audit, Budget & Expenditure Committee Meeting, Materials & Equipment Committee Meeting, Property & Extension Committee Meeting, Special Meeting, Organizational Meeting and Regular Meeting – January 11, 2022, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Mrs. Schackart, the January 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; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Ms. Brush, seconded by Dr. Kemp, to approve the January 2022 bills in the amount of \$316,591.48 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

## Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Dr. Kemp, to appropriate \$0.59 in unappropriated funds from the Coronavirus Relief Fund (202) into 202-00-5-3900 – *Other Contracts & Services* for the purposes of returning cash on hand to the Ohio Office of Budget Management. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Ms. Brush, to approve the following Then & Now Expenditure:

Electronic Check #0000001827 to Ohio Public Employees Retirement System in the amount of \$20,031.19, dated 1/31/2022.

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

## Property & Extension

*South Webster Stonework Repair – (Informational)* — In late 2021, SEI Inc. began to replace the defective stonework with new stone the library selected. Unfortunately, the new stone is being installed in a sloppy manner and using mortar that is not attractive. PPL picked the stone but asked SEI to select a mortar that would complement the stone. They selected a mortar the color of dark brown mud and the installers have smeared it across the stones. In December after completing only three short walls on one side of the building, the installers left stating they had to move on to another job. Library staff believe the workers left because they were angry that someone had vandalized a work truck left overnight at the library. Architect Randy Mullins reviewed their work and agreed it was sloppy and inferior. The Library will contact legal counsel for guidance with an update at the March meeting.

*Lucasville Erosion Project – (Informational)* - The project is in the design phase with civil engineer Glenn Decker and his firm. In January 2022, SOMC, Glenn and PPL staff met regarding moving forward with this project. PPL learned that SOMC had already started work on their area of the creek including cutting down trees and digging into the sides of the creek closer to their medical building on Fairground Road. The Library's project will straighten the creek directly behind the library.

**Personnel**

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the updated Corrections to Staff Salaries (based off the Salary Survey & Results) to be effective January 3, 2022; and approve back pay for effected employees. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

Name	2022 Position	New Pay	Grade	Step
Burchett, Jennifer	LU Branch Assistant	\$15.39	IV	3
Marshall, Shaylee	AS Assistant (PT)	\$15.39	IV	3
Prosch, Tyler	Technology Lab Assistant	\$15.86	IV	4
Warnock, Anna	Technology Lab Assistant	\$16.34	IV	5

On motion of Mr. Salmons, seconded by Mrs. Schackart and unanimously carried, to approve Updates to Job Descriptions.

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the Humana Life Insurance Renewal with an increase from the current rate of \$0.18 per \$1,000 of coverage to a new rate of \$0.19 per \$1,000.00 of coverage, effective March 1, 2022. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Mrs. Schackart, to approve the annual In-Service Training Day on President's Day, February 21, to be a paid holiday with closure of the library on that day with FT staff paid 8 hours of holiday pay and PT staff paid 4 hours of holiday pay. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

**Materials & Equipment**

On motion of Ms. Brush, seconded by Mrs. Schackart, to approve the Furniture & Equipment Disposal List as presented.

## 1) Furniture and Equipment Disposal List

Black Office Chair – broken – property tag #LU04131

3 red soft fabric children's seats – fabric worn and torn

Wooden shelf

6 Wooden carts

Broken metal desk

2 broken glass lamps from Adult Services

Minolta Microfilm Machine model RP600Z and table - purchased February, 2008 from Garnet A. Wilson Library in Waverly, Ohio

2 CD Towers- metal tower- 27 ½ in. high x 24 ½ in. deep x 23 in. width

Nakajima Electronic typewriter AX-66 - property tag# 01436

"Russ Bassett" Black microfilm cabinet 25 x 28 ½ x 52 ½ in metal - property tag# 01421

18 Bi-Folkal kits from Homebound Services

2 light fixtures from Donut Shop

2 light/fan fixtures from Donut Shop

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

**Policy**

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

**Report of the Director**

*Informational – Library System Name Change* – Katie Williams, Marketing Manager, and the Director presented information about the Library system became a county library system in 2010 but the name remained the Portsmouth Public Library. With all the organizational changes in 2022, the Leadership Team believes it is time to change the name to the Scioto County Library or Scioto County Library System to reflect our county library status. All locations would retain their individual names under the umbrella title of the Scioto County Library System. The Board chose to table the discussion until the March 2022 meeting.

*Informational – Trustee Candidate Packet* – The Director will work on an information packet and application for individuals interested in applying to be a library trustee. The packet will be presented to the Board at the March meeting.

**Unfinished Business**

There is no unfinished business to report.

**New Business**

On motion of Dr. Kemp, seconded by Mr. Salmons and unanimously carried, to excuse Mrs. Tieman from the February 15, 2022 Board meeting is approved.

**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 2:08 p.m.

Approved this 15<sup>th</sup> day of March, 2022.

  
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Tamela Morton, President

  
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Jennifer Schackart, Secretary Pro-Tem