

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY

February 19, 2019

The Trustees of the Portsmouth Public Library met on this date at 12:05 p.m. at the library. On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mr. Ralph Clay – Secretary; Mrs. Tamela Morton – Board Member and Mr. Richard Schisler – Board Member. Representing the library were Paige Williams – Director; Leah Jenkins – Fiscal Officer and Hannah Robinson – Deputy Fiscal Officer. Richard Calver – Notary, was also in attendance.

Mrs. Kara Tieman was sworn in as President of the Board by reading and signing the Oath of Office.

Mr. Ralph Clay was sworn in as Secretary of the Board by reading and signing the Oath of Office.

Dr. Charles Kemp was sworn in as a Board Member by reading and signing the Oath of Office. Dr. Kemp's term expires on June 3, 2024.

Richard Calver left the meeting at 12:10 p.m.

On motion of Mrs. Morton, seconded by Mr. Clay and unanimously carried, the minutes of the Audit, Budget & Expenditure Committee Meeting, Special Meeting, Organizational Meeting and Regular Meeting – 01/15/19, are approved and ordered filed.

On motion of Mrs. Morton, seconded by Mr. Schisler, the January 2019 financial report is approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Clay, yes; Mr. Schisler, yes and Dr. Kemp, yes.

On motion of Mr. Schisler, seconded by Mrs. Morton, to approve the January 2019 bills in the amount of \$287,746.13. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Clay, yes; Mr. Schisler, yes and Dr. Kemp, yes.

Audit, Budget & Expenditures

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

Property & Extension

South Webster Grand Reopening (Informational) reported by Director – The grand reopening of the South Webster Branch was on Wednesday, February 6. The ceremony was attended by patrons, staff and many South Webster school children with a total overall attendance of over 300 for the special day.

South Webster Building (Informational) reported by Director – Randy Mullins, Architect, is working with Boral, the company that produces stonework, to determine why some stones are loose and/or are falling off the building. Boral directed Randy to send several samples of the stone and adhesive for chemical testing to determine if there is an issue with either of those items or if the issues are installer related.

Architect Fees (Informational) reported by Director – Randy Mullins, Architect, has requested that since the South Webster project has gone on far longer than expected and past his contract dates that he will bill any continuing hours at the rate listed in the contract.

Personnel

On motion of Mrs. Morton, seconded by Mr. Schisler, to ratify the hiring of: Kellie Campbell – Full-time Circulation Clerk, effective 02/11/19 @ \$9.20/hr – replaces Marissa Tabor and Leslie Billings – Part-time Branch Clerk, effective 02/11/19 @ \$10.11/hr – replaces Laura Fitzpatrick. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Clay, yes; Mr. Schisler, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Mr. Clay, to approve the renewal of employee's Life Insurance with Humana Policy, with a cost increase from \$.14 to \$.15 per thousand, and to increase the maximum amount of

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coverage from the current \$75,000 to \$90,000. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Clay, yes; Mr. Schisler, yes and Dr. Kemp, yes.

Materials & Equipment

On motion of Mr. Clay, seconded by Mrs. Morton and unanimously carried, to approve the following disposal list of equipment, computers and furniture:

Electronics

- Minolta Microfilm Machine model RP600Z (and table)- purchased February, 2008 from Garnet A. Wilson Library in Waverly, Ohio for \$250.00 (no property tag)
- CD Tower-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)

Computers

Computers – Purchased on 3/7/2013:

- 12501- Old ITC Patron Computer
- 12531- Old LU Patron Computer
- 12502- Old ITC Patron Computer
- 12532- Old LU Patron Computer
- 12503- Old ITC Patron Computer
- 12533- Old LU Patron Computer
- 12504- Old ITC Patron Computer
- 12534- Old LU Patron Computer
- 12505- Old ITC Patron Computer
- 12535- Old LU Patron Computer
- 12506- Old ITC Patron Computer
- 12536- Old LU Patron Computer
- 12507- Old ITC Patron Computer
- 12537- Old LU Patron Computer
- 12508- Old ITC Patron Computer
- 12538- Old LU Patron Computer
- 12509- Old ITC Patron Computer
- 12521- Old NB Patron Computer
- 12510- Old ITC Patron Computer
- 12522- Old NB Patron Computer
- 12511- Old ITC Patron Computer
- 12523- Old NB Patron Computer
- 12512- Old ITC Patron Computer
- 12524- Old NB Patron Computer
- 12513- Old ITC Patron Computer
- 12525- Old NB Patron Computer
- 12514- Old ITC Patron Computer
- 12526- Old NB Patron Computer
- 12515- Old ITC Patron Computer
- 12527- Old NB Patron Computer
- 12516- Old ITC Patron Computer
- 12528- Old NB Patron Computer
- 12517- Old ITC Patron Computer
- 12518- Old ITC Patron Computer
- 12547- Old ITC Patron Computer
- 12548- Old ITC Patron Computer
- 12549- Old ITC Patron Spare

12546- Old ITC Patron Spare
12519- Old Staff Computer
12520- Old Staff Computer

Specifications

Processor: Intel 3.3 Ghz

Hard Drive 500 GB

Memory: 16 GB

Computers – Purchased on 7/10/14:

12551- Old Staff Computer
12552- Old Staff Computer
12553- Old Staff Computer
12554- Old Staff Computer
12555- Old Staff Computer
12556- Old Staff Computer
12557- Old Staff Computer
12558- Old Staff Computer
12559- Old Staff Computer
12560- Old Staff Computer
12561- Old Staff Computer
12562- Old Staff Computer
12563- Old Staff Computer
12564- Old Staff Computer
12565- Old Staff Computer
12566- Old Staff Computer
12567- Old Staff Computer
12570- Old Staff Computer
12572- Old Staff Computer
12573- Old Staff Computer
12576- Old Staff Computer
12598- Old Staff Computer
12574- Old Patron Computer
12575- Old Patron Computer
12608- Old Patron Computer
12624- Old Patron Computer
12625- Old Patron Computer

Specifications

Processor: Intel 2.9 Ghz

Hard Drive 500 GB

Memory: 16 GB

Misc

65 Old Keyboards
65 Old Mice
1 Broken ViewSonic Projector
1 Broken HP B&W Printer

Furniture

13 Office Chairs – broken parts
Floor Lamp – Broken Base
Aluminum Ladder – Bent
Circular Saw – Exposed Wires

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Policy

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

Report of the Director

Levy Renewal (Informational) – The Board will need to discuss if they desire to place a renewal levy on the November 5, 2019 ballot. The levy accounts for 27% of our annual funding with the state providing 70%. The other 3% is from interest, donations, fines and fees. If the Board chooses to move forward with the renewal, the legal process will officially begin at the March meeting.

On motion of Mrs. Morton, seconded by Mr. Clay, to approve a “Fine Free” period from April 1-15, 2019. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Clay, yes; Mr. Schisler, yes and Dr. Kemp, yes.

Annual Quilt Show (Informational) – The annual Quilt Show sponsored by the Down By the River Quilt Guild will begin March 2 and continue through April 27. This year will be the 20th anniversary of the Quilt Show here at the Library so a special reception is being planned.

New Business

On motion of Mr. Clay, seconded by Mrs. Morton and unanimously carried, to excuse Ms. Ruthann Brush and Mr. Ryan Salmons from the February 19, 2019 Board meeting is approved.


Public Comment

There being no further business, on motion duly made and seconded, adjournment was taken at 12:27 p.m.

Approved this 19th day of March, 2019.



Kara Tieman, President



Ralph L. Clay, Secretary