

**MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY**  
**February 23, 2021**

The Trustees of the Portsmouth Public Library met on this date at 12:04 p.m., via teleconference (YouTube Live). On roll call, the following members were present: Mrs. Tamela Morton – President of the Board; Dr. Charles Kemp – Vice-President; Mrs. Kara Tieman – Board Member and Ms. Ruthann Brush – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer; Hannah Robinson – Deputy Fiscal Officer and Terry Stevenson – Webmaster.

Mrs. Kara Tieman was appointed Secretary Pro-Tem.

Dylan Markins administered the Oath of Office to Dr. Charles Kemp – Vice-President of the Board, via teleconference.

On motion of Dr. Kemp, seconded by Mrs. Tieman and unanimously carried, the minutes of the Audit, Budget & Expenditure Committee Meeting, Special Meeting, Organizational Meeting and Regular Meeting – 01/12/21 are approved and ordered filed.

On motion of Mrs. Tieman, seconded by Ms. Brush, the January 2021 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

On motion of Ms. Brush, seconded by Mrs. Tieman, to approve the January 2021 bills in the amount of \$324,120.67 (Including Payroll). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

**Audit, Budget & Expenditures**

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the transfer of the entire balance of the investment account held with STAR Plus (Account ending in 9937) to our STAR Ohio Account (Account ending in 1608), as well as any interest earned in February 2021:

From: STAR Plus - \$2,451,059.71

To: STAR Ohio - \$2,451,059.71

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

**Property & Extension**

On motion of Ms. Brush, seconded by Dr. Kemp, to approve an ad placement in newspapers for statement of qualifications for a Civil or Structural Engineer to be hired for repair of the Lucasville Branch creek erosion. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

**Personnel**

*Informational (reported by Director)* – In reviewing the updated Sick Leave policy, the Prosecutor's Office included policy required by the Ohio Revised Code for certain governmental entities regarding transfer and retirement pay-out for sick leave. Public libraries in Ohio have not been required to abide by this law due to libraries not being considered a governmental entity. Ohio Library Council (OLC) has been contacted to determine if a legal opinion had been written for this question. It has been forwarded to Ms. Danielle Parker at the Prosecutor's Office for her review.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to clarify the new vacation accrual schedule that was approved by legal counsel in December 2020 went into effect as of January 3, 2021. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, 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

*Informational* – The Library System began offering digital library cards in March 2020 due to the pandemic so that patrons could check out digital books, movies, magazines, comic books and music without leaving their homes. Since that time, PPL has had over 492 new patrons receive digital cards. In 2021, the library will expand the digital resources patrons can access using these cards.

#### Unfinished Business

The Fiscal Officer and Director evaluations are complete and will be emailed to Dylan Markins and Paige Williams after the Board Meeting.

#### New Business

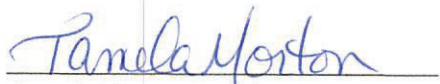
On motion of Dr. Kemp, seconded by Mrs. Tieman and unanimously carried, to excuse Mr. Ryan Salmons, Mr. Ralph Clay and Mr. Richard Schisler from the February 23, 2021 Board meeting is approved.

#### Public Comment

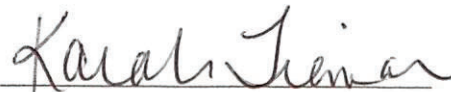
The Board did not receive any public comment.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:28 p.m.

Approved this 16<sup>th</sup> day of March, 2021.



Tamela Morton, President



Kara Tieman, Secretary Pro-Tem