

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
January 11, 2022

The Trustees of the Portsmouth Public Library met on this date at 12:37 p.m. On roll call, the following members were present: Mrs. Tamela Moore-Morton – President of the Board; Dr. Charles Kemp – Vice-President of the Board; Mrs. Kara Tieman – Secretary of the Board and Mr. Ryan Salmons – 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 also in attendance.

Dylan Markins, Fiscal Officer and Notary Public administered the Oath of Office to Mrs. Jennifer Schackart and she was sworn-in as a New Board Member.

On motion of Mrs. Tieman, seconded by Mr. Salmons and unanimously carried, the minutes of the Regular Meeting – 11/16/21 are approved and ordered filed.

On motion of Mr. Salmons, seconded by Mrs. Tieman, the November 2021 & December 2021 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the November 2021 bills in the amount of \$395,993.82 and December 2021 bills in the amount of \$325,566.32 (Including Payroll). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the Fiscal Officer to add a credit card with a limit of no more than \$2,500 from PNC bank for the use of the newly filled Deputy Director position. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Mrs. Kara Tieman, to appropriate and transfer the following for roof repairs at 1220 Gallia Street:

\$45,000.00 in unappropriated funds into *101-00-5-9900 – Transfers*
\$45,000.00 from *101-00-5-9900 – Transfers* to *401-00-4-9900 Transfers*
\$45,000.00 in unappropriated funds into *401-00-5-5400 – Building Improvements*

On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, 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. Tieman, seconded by Mr. Salmons, to ratify the hiring of: Reilly O'Leary – Full-time Branch Assistant, effective 12/20/21 @ \$10.59/hr. – replaces Emilia Ramsey; Sydney Ervin – Full-time Local History Associate, effective 12/20/21 @ \$12.18/hr. – replaces Kaitlyn Setty; and Kaitlyn Setty – Technical Services Coordinator, effective 12/6/21 @ \$17.53/hr. – replaces Linda Berry. On roll call, the members voted as follows Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mrs. Schackart, the Board entered into executive session at 12:48p.m. to discuss the compensation of public employees. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mrs. Schackart, the Board exited executive session and reconvened the Regular Board meeting at 1:50 p.m. Mr. Salmons exited the meeting at 1:50 p.m. On the roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve the updated Salary Scale to be effective January 3, 2022. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Portsmouth Public Library Salary Scale Revised 1/11/2022 - Effective 01/03/2022

GRADE	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
I	\$ 10.00	\$ 10.30	\$ 10.61	\$ 10.93	\$ 11.26	\$ 11.60	\$ 11.95	\$ 12.31	\$ 12.68	\$ 13.07	\$ 13.47	\$ 13.88	\$ 14.30	\$ 14.73	\$ 15.18	\$ 15.64	\$ 16.11	\$ 16.60	\$ 17.10	\$ 17.62
II	\$ 11.50	\$ 11.85	\$ 12.21	\$ 12.58	\$ 12.96	\$ 13.35	\$ 13.76	\$ 14.18	\$ 14.61	\$ 15.05	\$ 15.51	\$ 15.98	\$ 16.46	\$ 16.96	\$ 17.47	\$ 18.00	\$ 18.54	\$ 19.10	\$ 19.68	\$ 20.28
III	\$ 13.00	\$ 13.39	\$ 13.80	\$ 14.22	\$ 14.65	\$ 15.09	\$ 15.55	\$ 16.02	\$ 16.51	\$ 17.01	\$ 17.53	\$ 18.06	\$ 18.61	\$ 19.17	\$ 19.75	\$ 20.35	\$ 20.97	\$ 21.60	\$ 22.25	\$ 22.92
IV	\$ 14.50	\$ 14.94	\$ 15.39	\$ 15.86	\$ 16.34	\$ 16.84	\$ 17.35	\$ 17.88	\$ 18.42	\$ 18.98	\$ 19.55	\$ 20.14	\$ 20.75	\$ 21.38	\$ 22.03	\$ 22.70	\$ 23.39	\$ 24.10	\$ 24.83	\$ 25.58
V	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.59	\$ 19.15	\$ 19.73	\$ 20.33	\$ 20.94	\$ 21.57	\$ 22.22	\$ 22.89	\$ 23.58	\$ 24.29	\$ 25.02	\$ 25.78	\$ 26.56	\$ 27.36	\$ 28.19	\$ 29.04	\$ 29.92
VI	\$ 19.50	\$ 20.09	\$ 20.70	\$ 21.33	\$ 21.97	\$ 22.63	\$ 23.31	\$ 24.01	\$ 24.74	\$ 25.49	\$ 26.26	\$ 27.05	\$ 27.87	\$ 28.71	\$ 29.58	\$ 30.47	\$ 31.39	\$ 32.34	\$ 33.32	\$ 34.32
VII	\$ 22.00	\$ 22.66	\$ 23.34	\$ 24.05	\$ 24.78	\$ 25.53	\$ 26.30	\$ 27.09	\$ 27.91	\$ 28.75	\$ 29.62	\$ 30.51	\$ 31.43	\$ 32.38	\$ 33.36	\$ 34.37	\$ 35.41	\$ 36.48	\$ 37.58	\$ 38.71

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve the updated 2022 PPL Staff Hourly Rates, Grade & Steps for non-exempt employees (based on the Salary Survey & Results) to be effective January 3, 2022. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Name	2022 Position	New Pay	Grade	Step
Baker, Kristin	OS Coordinator	\$22.63	VI	6
Barlow, Taylor	AS Assistant	\$11.50	II	1
Berry, Linda	Deputy Director	\$27.09	VII	8
Brafford, Kayla	AS Associate	\$14.50	IV	1
Burchett, Jennifer	LU Branch Assistant	\$12.21	II	3
Calver, Richard	Technology Lab Assistant	\$15.05	II	10
Campbell, Kellie	Custodian	\$13.00	III	1
Carter, Karen	AS Associate	\$14.94	IV	2
Carver, Lindsey	Custodian	\$16.02	III	8
Cottrell, Carolyn	LH Supervisor	\$20.33	V	7
Cowgill, Tonie	WH Branch Assistant	\$15.05	II	10
Cowling, Jennifer	AS Coordinator	\$33.32	VI	19
Ervin, Sydney	LH Associate	\$14.50	IV	1
Evans, Elizabeth	TS Associate	\$17.88	IV	8
Everman, Danielle	NB Branch Associate	\$14.50	IV	1
Freeman, Jodi	YS Associate	\$14.50	IV	1
Grice, Jonathan	OS Assistant	\$14.22	III	4
Hemming, Amber	WH Branch Assistant	\$11.85	II	2
Hinch, Hailey	YS Associate	\$14.94	IV	2
Holsinger, Richie	AS Associate	\$14.50	IV	1
Hunter, Cathy	OS Assistant / Driver	\$18.06	III	12
Isaac, Tamara	Maintenance Coordinator	\$23.31	VI	7
Jacks, Trevor	AS Associate	\$15.39	IV	3
Jacobs, Connor	AS Assistant	\$11.85	II	2
Joyce, Michael	Custodian	\$13.80	III	3
Lavender, Lisa	YS Coordinator	\$26.26	VI	11
Lewis, Danielle	LU Branch Associate	\$14.50	IV	1
Marshall, Shaylee	AS Assistant (PT)	\$12.21	II	3
McKenzie, Mary	Branch Associate (PT)	\$14.50	IV	1
McKinley, Stefanie	YS Assistant (PT)	\$11.50	II	1
Mirabello, Taryn	LU Branch Supervisor	\$17.51	V	2
Nelson, Amy	Library Assistant (PT)	\$11.26	I	5
Newland, Amy	AS Associate	\$14.50	IV	1
O'Leary, Reilly	WH Branch Assistant	\$11.50	II	1
Osborne, Mekayla	LH Associate	\$14.50	IV	1
Pressley, Heather	SW Branch Assistant	\$11.85	II	2
Prosch, Tyler	Technology Lab Assistant	\$12.58	II	4
Richardson, Rebecca	TS Assistant	\$20.28	II	20
Rister, Evan	NB Branch Associate	\$15.39	IV	3
Schultz, Rebecca	IT Coordinator	\$39.68	MAXED	
Seibert, Jean	SW Branch Assistant	\$12.96	II	5
Setty, Kaitlin	TS Coordinator	\$19.50	VI	1
Simpson, Julie	LU Branch Assistant	\$12.58	II	4
Smith, Michelle	SW Branch Assistant	\$11.85	II	2
Spriggs, Acynda	HR Coordinator	\$21.97	VI	5
Stevenson, Lacy	SW Branch Supervisor	\$19.73	V	6
Stevenson, Terry	Systems Admin Web	\$25.02	V	14
Storey, Andrew	Technology Analyst	\$17.35	IV	7
Stump, Jason	NB Branch Supervisor	\$20.94	V	8
Summers, Summer	OS Assistant	\$13.39	III	2
Suter, Gwendolyn	WH Branch Supervisor	\$20.33	V	7
Tackett, Derek	Custodian	\$13.00	III	1
Warnock, Anna	Technology Lab Assistant	\$12.96	II	5
Webster, Rhonda	OS Assistant / Driver	\$16.51	III	9
Wilburn, Santana	NB Branch Assistant	\$12.21	II	3
Will, Sarah	YS Associate	\$14.94	IV	2
Williams, Katie	Marketing Manager	\$18.04	V	3
Woloschek, Keely	Deputy Fiscal Officer	\$17.00	V	1

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve an annual salary of \$96,022.00 for Paige Williams, Director, effective December 19, 2021. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve an annual salary of \$70,054.00 for Dylan Markins, Fiscal Officer, effective December 19, 2021. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the maintenance of the current annual maximum of educational assistance of \$3,000 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; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve the recognizing of Juneteenth (June 19th) as a federal holiday with closure of the library on that day with FT staff paid 8 hours holiday pay and PT staff paid 4 hours of holiday pay. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Materials & Equipment

On motion of Dr. Kemp seconded by Mrs. Schackart, to approve the Disposal List as presented. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Computers

12635 – Old LH Staff Computer – December 2016
 12636 – Old LH Staff Computer – December 2016
 12634 – Old LU Staff Computer – December 2016
 12633 – Old SW Staff Computer – December 2016
 12631 – Old WH Staff Computer – December 2016
 12646 – Old Technical Services Computer – December 2016
 12641 – Old PS Staff Computer – December 2016
 12642 – Old PS Staff Computer – December 2016
 12643 – Old PS Staff Computer – December 2016
 12644 – Old PS Staff Computer – December 2016
 12637 – Old YS Staff Computer – December 2016
 12639 – Old Homebound Staff Computer – December 2016
 12640 – Old Homebound Staff Computer – December 2016
 12645 – Old Director Office Computer – December 2016
 12638 – Old Maintenance Computer – December 2016
 12444 – Old LU PAC – July 2012
 12369 – Old NB PAC – July 2012
 12441 – Old SW PAC – July 2012
 12370 – Old WH PAC – July 2012
 12361 – Old PS PAC – July 2012
 12362 – Old PS PAC – July 2012
 12363 – Old PS PAC – July 2012
 12445 – Old PS PAC – July 2012
 12365 – Old PS PAC – July 2012
 12446 – Old PS PAC – July 2012

Miscellaneous

3 old battery backups
 5 broken barcode scanners
 2 broken receipt printers
 25 old keyboards
 25 old mice
 25 old power cables

Policy

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

12-2022

Report of the Director

The Director had a discussion with the board in regards to giving the Director the authority to change the library system schedule due to COVID-19 as well as discussion of trustee candidate submission and the potential library system name change. The following action was taken:

On motion of Mrs. Tieman, seconded by Dr. Kemp, to give the Director the Authority to Change Library Schedule and Open Hours as needed due to COVID-19 issues. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Unfinished Business

There is no unfinished business to report.

New Business


On motion of Mrs. Tieman, seconded by Dr. Kemp and unanimously carried, to excuse Ms. Ruthann Brush from the January 11, 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 1:59 p.m.

Approved this 15th day of February, 2022.


Tamela Morton, President


Kara Tieman, Secretary