

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
January 14, 2020

The Trustees of the Portsmouth Public Library met on this date at 9:34 a.m. at the library. On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mr. Ryan Salmons – Vice President; Mrs. Tamela Morton – Board Member and Ms. Ruthann Brush – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer and Hannah Robinson – Deputy Fiscal Officer.

Mrs. Tamela Morton was appointed Secretary Pro-Tem.

On motion of Mr. Salmons, seconded by Ms. Brush and unanimously carried, the minutes of the Personnel Committee Meeting and Regular Meeting – 12/17/19 are approved and ordered filed.

On motion of Mrs. Morton, seconded by Ms. Brush, the December 2019 financial report is approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Ms. Brush, yes.

On motion of Mr. Salmons, seconded by Ms. Brush, to approve the December 2019 bills in the amount of \$335,225.50. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Ms. Brush, yes.

Audit, Budget & Expenditures

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

Property & Extension

Property Purchase (Informational) reported by Director – The property closing for 508 Waller Street occurred on December 31, 2019. The family did remove the vehicles and personal items in the house prior to the transfer of title. The property was immediately added to the library's property insurance policy and Phelps Pest Control will be scheduled as soon as possible. An extension through March 31, 2020 for 1202 Gallia Street was executed in December by the owners to allow time for resolution of the legal issues with the property.

Main Boiler Replacement (Informational) reported by Director – Tami Isaac, Maintenance Supervisor, and I will be meeting with an engineer from Johnson Controls to discuss the plans and cost of replacing the boiler system at the Main Library. Information from this meeting will be presented at the February meeting.

Personnel

On motion of Mrs. Morton, seconded by Ms. Brush, to enter into executive session at 9:44 a.m. to discuss a personnel complaint and complete an evaluation for Dylan Markins, Fiscal Officer.

On motion of Mrs. Morton, seconded by Mr. Salmons, to exit executive session and resume the Regular Board meeting at 12:15 p.m.

On motion of Mr. Salmons, seconded by Ms. Brush, to accept the contract for Dylan Markins, Fiscal Officer, with no wage increase, effective February 1, 2020 through December 31, 2020.

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

In-Service Staff Day (Informational) – The Library system will be closed to the public on Monday, February 17 (President's Day) for a staff training day. All staff from the system will receive training on safety, security, customer service and team-building through presentations and group activities.

New Business

On motion of Mr. Salmons, seconded by Mrs. Morton and unanimously carried, to excuse Mr. Ralph Clay, Mr. Richard Schisler and Dr. Charles Kemp from the January 14, 2020 Board meeting is approved.

Public Comment

There being no further business, on motion duly made and seconded, adjournment was taken at 12:19 p.m.

Approved this 18th day of February, 2020.


Kara Tieman, President


Tamela Morton, Secretary Pro-Tem