

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY**January 15, 2019**

The Trustees of the Portsmouth Public Library met on this date at 12:35 p.m. at the library. On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mr. Ryan Salmons – Vice President; 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.

On motion of Mr. Salmons, seconded by Mr. Clay and unanimously carried, the minutes of the Regular Meeting – 12/21/18 are approved and ordered filed.

On motion of Mrs. Morton, seconded by Mr. Salmons, the December 2018 financial report is approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mr. Clay, yes and Mr. Schisler, yes.

On motion of Mr. Clay, seconded by Mrs. Morton, to approve the December 2018 bills in the amount of \$236,528.50. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mr. Clay, yes and Mr. Schisler, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Morton, to appropriate \$112,604.36 in unappropriated funds to account 401-00-5-5400 Building Improvements. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mr. Clay, yes and Mr. Schisler, yes.

Property & Extension

South Webster (Informational) reported by Director – The Library system is preparing for the re-grand opening of the South Webster branch. All soft furnishing has arrived and shelving/books have been returned to the Youth Services section. Suggested dates for the opening are either Wednesday, February 6 or Thursday, February 7 and a decision will be made after discussion with the Library Board.

Personnel

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

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

Trustee Appointment (Informational) – The Board recommended Dr. Charles Kemp, Assistant Professor at Shawnee State University, as a candidate for the vacant trustee position. A letter requesting Dr. Kemp's appointment to the Board was sent to the Scioto County Commissioners.

Credit Card Policy (Informational) – State Law HB 312 mandated that political subdivisions including public libraries create or change their Credit Card Policy to reflect the newly enacted rules. The Library does have a Credit Card Policy that already addresses some of the rules but a new more in-depth policy will be presented to the Board at the February meeting.

In-Service Staff Day (Informational) – On Monday, February 18 (President's Day), the Library system will be closed to hold a staff in-service training day. The schedule will include information and updates on policies, procedures and safety training.

4-2019

New Business

On motion of Mrs. Morton, seconded by Mr. Schisler and unanimously carried, to excuse Ms. Ruthann Brush from the January 15, 2019 Board meeting is approved.

Public Comment

There being no further business, on motion duly made and seconded, adjournment was taken at 12:57 p.m.

Approved this 19th day of February, 2019.



Kara Tieman, President



Ralph Clay, Secretary