

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
July 19, 2022

The Trustees of the Portsmouth Public Library met on this date at 12:00 p.m. On roll call, the following members were present: Mrs. Tamela Morton – President of the Board; Dr. Charles Kemp – Vice-President of the Board; Mrs. Kara Tieman – Secretary of the Board; Mr. Ryan Salmons – Board Member; Ms. Ruthann Brush – Board Member; and Mrs. Jennifer Schackart – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer; Linda Berry – Deputy Director; and Keely Woloschek – Deputy Fiscal Officer.

On motion of Mr. Salmons, seconded by Dr. Charles Kemp and unanimously carried, the minutes of the Special Meetings – June 21, 2022 & June 30, 2022, are approved and ordered filed.

On motion of Mrs. Tieman, seconded by Ms. Brush, the June 2022 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the June 2022 bills in the amount of \$265,476.50 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Schackart, to approve the following donations received in 2022Q2 in the amount of \$1,659.04:

From:

Down By the River Quilt Guild	\$300.00
Bernadette Laughlin	\$100.00
John & Barbara Hogan – Memorial Donation (D. Calverly)	\$75.00
Kay Schneider – Memorial Donation (M. & L. Schneider)	\$50.00
C. & M. Lute – Honor Donation (S. & T. Midkiff 50th Anniv.)	\$50.00
Kroger Company – Community Rewards	\$584.04
R.F. Chapman Company	\$500.00
Total	\$1,659.04

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

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the following refunds & reimbursements received in 2022Q2 in the amount of \$28,592.56:

From:

PPL – EE Insurance Premiums Reimbursement March	\$8,634.44
PPL – EE Insurance Premiums Reimbursement April	\$9,055.56
PPL – EE Insurance Premiums Reimbursement May	\$9,055.56
OBWC – ER Premium Refund	\$1,847.00
Total	\$28,592.56

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

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the following budget for 2022 which includes the updated PLF revenue as well as the increase in interest revenue due to the recent rate increases:

**2022 Estimated Revenues & Appropriations
Portsmouth Public Library**

ALL FUNDS

Estimated Revenue

101-00-4-1100	Public Library Fund (PLF)	3,156,680
101-00-4-1210	General Property Tax	1,079,000
101-00-4-3000s	Patron Fines & Fees	21,000
101-00-4-4000s	Interest	25,000
101-00-4-6000s	Contributions	12,000
101-00-4-8000s	Sale of Surplus, Rental & Reimbursements	125,000
TOTAL Estimated Receipts		\$ 4,418,680

Appropriations

GENERAL FUND 101

101-00-5-1000s	Payroll & Benefits	\$ 3,008,500
101-00-5-2000s	General Operating Supplies	117,000
101-00-5-3000s	Utilities & Maintenance	484,500
101-00-5-4000s	Library Materials Expenses	271,900
101-00-5-5000s	Building & Equipment Expenses	135,000
101-00-5-7000s	Entity Dues & Memberships	9,500
101-00-5-9000s	Transfers	75,000
TOTAL FUND 101		\$ 4,101,400

Appropriations

CAPITAL IMPROVEMENT 401

101-00-5-5000s	Building & Equipment Expenses	\$42,000.00
TOTAL FUND 401		\$42,000.00

GRAND TOTAL ALL FUNDS

\$ 4,143,400.00

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

On motion of Mr. Salmons, seconded by Mrs. Schackart, to appropriate the following amounts in unappropriated funds:

- \$5,000.00 into Administrative Supplies #101-00-5-2100
- \$10,000.00 into Program Supplies #101-00-5-2910
- \$5,000.00 into Catalog Supplies #101-00-5-2920
- \$15,000.00 into Telephone #101-00-5-3210

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

Property & Extension

On motion of Mrs. Brush, seconded by Mr. Salmons and unanimously carried, to accept Stockmeister's response to the library's request with stonework repairs and select Buff as the color of grout for the project.

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

On motion of Dr. Kemp, seconded by Mr. Salmons, to approve the Display, Exhibit and Bulletin Board Policy effective July 19, 2022. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Dr. Kemp, seconded by Ms. Brush, to approve the Programming Policy effective July 19, 2022. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Dr. Kemp, seconded by Mrs. Schackart, to approve the Request for Reconsideration Policy effective July 19, 2022. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Report of the Director

Parenting Collection – Informational – As requested, a summary of parenting collections in libraries nationwide has been included in the Board packet. Parenting collections are composed of adult non-fiction, juvenile non-fiction and picture books. The collections are located in the children's departments and address such topics as discipline, child development, toilet training, sex education, parenting and many other topics as listed on the summary.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve Library Administration to add all Board-approved meeting minutes to the Library's website starting with January 2019 to current. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Veterans Honor Display – Informational – Through the month of July, the Library will be featuring **Celebrating Those That Served** – a display honoring veterans from all wars beginning with the Revolutionary War through modern times. We are asking veterans (or their families) to submit a photograph of themselves in their uniform along with their dates of service, military branch and rank anytime throughout the month. The author event with John McHenry about the Spanish-American War and the program featuring Connie Ison's Civil War collectibles were very informative and well received by those in attendance.

Scioto County Fair - Informational – The Bookmobile will be at the Scioto County Fair from August 8-13 offering a book sale and games for all ages. All children can select a new paperback book to keep on the Thursday of the Fair which is Kids Day. The first time the Library sent a bookmobile to the County Fair was in 1955.

Unfinished Business

There is no unfinished business to report.

New Business

There were no absent Board Members to excuse.

Public Comment

The following people spoke during the public comment section of the meeting: Rev. John Gowdy and Dr. Nicholas Meriwether.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:33 p.m.

Approved this 16th day of August, 2022.


Tamela Morton, President


Kara Tieman, Secretary