

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
June 15, 2021

The Trustees of the Portsmouth Public Library met on this date at 12:16 p.m. On roll call, the following members were present: Mrs. Tamela Morton – President of the Board; Mrs. Kara Tieman – Board Member, Dr. Charles Kemp – Vice President of the Board and Ms. Ruthann Brush – Board Member. Representing the library were Paige Williams – Director and Dylan Markins – Fiscal Officer.

Mrs. Kara Tieman was appointed Secretary Pro-Tem.

On motion of Mrs. Tieman, seconded by Dr. Kemp and unanimously carried, the minutes of the Property & Extension Committee Meeting, Personnel Committee Meeting, Materials & Equipment Committee Meeting and Regular Meeting – May 18, 2021; are approved and ordered filed.

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

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the May 2021 bills in the amount of \$185,313.80 (Including Payroll). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

Audit, Budget & Expenditures

On motion of Mrs. Tieman, seconded by Dr. Kemp, to accept and appropriate a \$2,500.00 donation from Southern Ohio Medical Center into account #101-00-5-4900 — Library Materials — All Other for the Summer Reading Program. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

On motion of Mrs. Tieman, seconded by Ms. Brush, to appropriate \$25,000.00 in unappropriated funds into Building Demolition - #101-00-5-5401 to cover the cost of demolishing recently purchased property. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the transfer of \$25,000.00 from 101-00-5-5401 Building Demolition (General Fund) to the 401-00-5-5401 Building Demolition (Building & Repair Fund). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

On motion of Mrs. Tieman, seconded by Ms. Brush, to approve the 2022 Estimated Revenue & Appropriations as presented. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the Request for Proposal for Bank Services for Depository. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

Property & Extension

Demolition of 508 Waller Street (Informational-reported by Director) – The Director gave an update to the board on the progress of the demolition of the board-owned property located at 508 Waller Street, being completed by Stoneworks Construction, LLC. The demolition of 508 Waller Street has been delayed due to no communication

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from Stoneworks. The scheduled date of demolition was Friday, June 11, but the company never arrived nor have they contacted us about a reason for the delay

Stonework repair project at South Webster Branch (Informational-reported by Director) – The Director gave an update to the board on the progress of the repair project on the exterior stonework at the South Webster Branch. On June 3, 2021, SEI, Inc. executed the MOU agreement for the repair of the South Webster building exterior stonework. The Director has contacted Craig Rader, President of SEI, Inc., for a start date of the project but has received no reply as of this date.

Personnel

On motion of Mrs. Tieman, seconded by Dr. Kemp, to ratify the hiring of: Taylor Barlow – Full-time Circulation Clerk, effective 6/28/21 @ \$9.64/hr – replaces Kellie Campbell; Mary McKenzie – Full-time Branch Clerk, effective 6/21/21 @ \$10.59/hr – replaces Linda Kelley. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

Youth Services Coordinator position (Informational-reported by Director) – For many years the Library System has had a Youth Services Manager in lieu of a Youth Services Coordinator. In the next few weeks, the Library will be posting the YS Coordinator position and, once filled, will leave the YS Manager position permanently vacant.

Materials & Equipment

The Materials & Equipment Committee has nothing to report at this time.

Policy

The Policy Committee has nothing to report at this time.

Report of the Director

PPL Board Member Vacancy (Informational-reported by Director) – The Director gave an update to the board letting them know Richard Schisler's term as a board member had to come an end on June 9, 2021. The board discussed the recent vacancy and possible replacements for Mr. Schisler this but no action was taken.

On motion of Mrs. Tieman, seconded by Dr. Kemp and unanimously carried, moved to approve the recess of the July & August 2021 regular meetings of the Board of Trustees.

Summer Reading (Informational-reported by Director) – The board discussed the various summer reading programs and activities that are available for all ages. The adult, young adult and children's' reading programs begin June 1. Patrons can participate either in person or via a digital reading program online

Unfinished Business

On motion of Mrs. Tieman, seconded by Dr. Kemp, to move to enter into an executive session to discuss a personnel complaint at 12:43pm. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

Adjournment of Executive Session and Roll Call to move back into the General Meeting at 12 :57pm. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

New Business

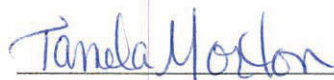
On motion of Mrs. Tieman, seconded by Dr. Kemp and unanimously carried, to excuse Mr. Ryan Salmons and Mr. Ralph Clay from the June 15, 2021 Board meeting is approved.

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 1:00 p.m.

Approved this 21st day of September, 2021.



Tamela Morton, President



Mrs. Kara Tieman, Secretary Pro-Tem