

**MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY**  
**June 16, 2020**

The Trustees of the Portsmouth Public Library met on this date at 12:16 p.m. via teleconference (YouTube Live). On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mr. Ralph Clay – Secretary of the Board; Ms. Ruthann Brush – Board Member and Dr. Charles Kemp – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer and Hannah Robinson – Deputy Fiscal Officer.

On motion of Dr. Kemp, seconded by Mr. Clay and unanimously carried, the minutes of the Policy Committee Meeting and Regular Meeting – 05/19/20, are approved and ordered filed.

On motion of Ms. Brush, seconded by Dr. Kemp, that the May 2020 financial report is approved, subject to audit. On roll call, the members voted as follows: Mrs. Tieman, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Mr. Clay, seconded by Dr. Kemp, to approve the May 2020 bills in the amount of \$281,224.74 (Includes Payroll). On roll call, the members voted as follows: Mrs. Tieman, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

**Property & Extension**

On motion of Ms. Brush, seconded by Dr. Kemp, to approve the replacement of the main chiller at the Portsmouth Library by Johnson's Controls under the State of Ohio Master Agreement in the amount of \$122,416.00. On roll call, the members voted as follows: Mrs. Tieman, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

**Budget, Audit & Expenditures**

On motion of Dr. Kemp, seconded by Ms. Brush, to appropriate \$122,416.00 in unappropriated funds into the following General Fund (101) account: *Transfers – Out (#101-00-5-9900)* and approve a transfer in the same amount into the following Building & Repair Fund (401) account: *Transfers – In (#401-00-4-9900)*. On roll call, the members voted as follows: Mrs. Tieman, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Dr. Kemp, seconded by Mr. Clay, to adopt the following 2021 Estimated Revenues and Appropriations:

**2021 Estimated Revenues and Appropriations**

<u>General Fund 101</u>	
<u>Estimated Revenue</u>	
101-00-4-1100 Public Library Fund (PLF)	\$2,385,000.00
101-00-4-1210 General Property Tax	936,000.00
101-00-4-3000s Patron Fines & Fees	35,500.00
101-00-4-4000s Interest	70,000.00
101-00-4-6000s Contributions	12,000.00
101-00-4-8000s Sale of Surplus, Rental & Reimbursements	75,000.00
<b>TOTAL Estimated Receipts</b>	<b>\$3,513,500.00</b>
 <u>Appropriations</u>	
<u>Account</u>	
101-00-5-1000s Payroll & Benefits	\$2,752,500.00
101-00-5-2000s General Operating Supplies	79,500.00
101-00-5-3000s Utilities & Maintenance	504,500.00
101-00-5-4000s Library Materials Expenses	265,000.00
101-00-5-5000s Building & Equipment Expenses	172,000.00
101-00-5-7000s Entity Dues & Memberships	8,000.00
 <b>GRAND TOTAL FUND 101</b>	 <b>\$3,781,500.00</b>

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

### **Personnel**

On motion of Mr. Clay, seconded by Dr. Kemp, to ratify the transfer of Tim Mosley – transferred from Part-time Homebound Clerk to Part-time Local History Associate, effective 06/08/20, with a pay rate increase from \$10.43/hr. to \$12.00/hr. – replacing Julia Huffman. On roll call, the members voted as follows: Mrs. Tieman, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

### **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**

On motion of Mr. Clay, seconded by Dr. Kemp and unanimously carried, to approve the following reopening to public plan. The plan was submitted and approved by the Scioto County Health Department on June 10, 2020:

The Library System would like to reopen to the public on a limited basis beginning Monday, June 29. As previously approved, the Library has been offering a materials pickup service since June 1 with much success. All the requirements from the first phase you approved are in place and are working well.

Below are the plans for the Library to move into the next phase which would allow the library system to reopen to the public. I am submitting this plan for your review and approval:

- 1) Limited open hours will be in effect to allow the public to access library materials and computers.
- 2) Using the 6 feet of social distancing guidelines throughout the library for all patrons and staff
- 3) Continue to offer materials pick-up services for all patrons especially seniors and families. Also offer senior hours if feasible.
- 4) Patrons will be strongly encouraged to wear masks.
- 5) All returned materials will continue to be only accepted through the book drops for quarantining and sanitizing.
- 6) Furniture and computer stations moved or blocked to allow for social distancing.
- 7) Free-standing hand sanitizer stations located at all entrances and throughout libraries.
- 8) Sneeze guards installed at all public desks.
- 9) Computer stations and copiers will be cleaned after every use.
- 10) Cleaning of restrooms, door handles, handrails, elevator buttons and handicapped door switches will occur on a frequently scheduled basis.
- 11) All staff will be required to wear masks. Gloves and cleaning supplies available for all staff.

12) All locations will be thoroughly cleaned prior to opening each day.

13) Each location will be closed to the public one day each week so that staff may deep-clean the building and equipment.

14) Contact-free deliveries to homebound/nursing home/assisted living patrons.

The Board of Health also approved allowing staff to work together and move away from the team scheduling but only with the use of social distancing of six feet apart, masks and regular sanitizing. All of these requirements are currently required at all library locations at this time.

On motion of Ms. Brush, seconded by Mr. Clay and unanimously carried, to approve the recess of Board meetings for July and August 2020.

**New Business**

On motion of Dr. Kemp, seconded by Mr. Clay and unanimously carried, to excuse Mr. Ryan Salmons, Mrs. Tamela Morton and Mr. Richard Schisler from the June 16, 2020 Regular Board meeting is approved.

**Public Comment**

The Board received one public comment via YouTube Live from employee Cathy Hunter. The comment was as follows: Are there any plans in place to get the Bookmobile back on the road? Director, Paige Williams, responded that the Library is reviewing and considering all options, but currently does not believe that we can safely and effectively open the Bookmobile to the public under the current circumstances of the COVID-19 pandemic.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:39 p.m.

Approved this 29<sup>th</sup> day of September, 2020.

  
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Kara Tieman, President

  
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Ralph Clay, Secretary