

**MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY**  
**March 15, 2022**

The Trustees of the Portsmouth Public Library met on this date at 12:26 p.m. On roll call, the following members were present: Mrs. Tamela Morton – President of the Board; Dr. Charles Kemp – Vice-President; Mrs. Kara Tieman – Secretary of the Board; and Mrs. Jennifer Schackart – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer; Keely Woloschek – Deputy Fiscal Officer and Katie Williams – Marketing Manager.

On motion of Mrs. Schackart, seconded by Dr. Kemp and unanimously carried, the minutes of the Personnel Committee Meeting, Materials & Equipment Committee Meeting, and Regular Meeting – February 15, 2022, are approved and ordered filed.

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

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve the February 2022 bills in the amount of \$270,811.86 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

**Audit, Budget & Expenditures**

On motion of Mrs. Tieman, seconded by Dr. Kemp, to accept and appropriate a \$250.00 donation from DESCO Federal Credit Union and a \$1,000.00 donation from Rotary Club of Portsmouth into Library Materials – All Other #101-00-5-4900 for the Summer Reading Program. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mrs. Jennifer Schackart, to appropriate \$25,000.00 in unappropriated funds into Program Supplies 101-00-5-2900 for the Summer Reading Program. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Mrs. Kara Tieman, seconded by Dr. Charles Kemp, to appropriate \$1,500.00 in unappropriated funds into Dues & Memberships – 101-00-5-7100 for OLC Institutional Fees. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Mrs. Kara Tieman, seconded by Mrs. Jennifer Schackart, to appropriate \$35,000.00 in unappropriated funds into Professional Services -- #101-00-5-3700 for engineering costs for the Lucasville Project. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the following Then & Now Expenditure:

Check #29462, dated 3/2/2022 to Baker & Taylor in the amount of \$17,631.63, of which \$7,922.87 is a then & now expense.

On motion of Mr. Salmons, seconded by Ms. Brush, to approve the following Then & Now Expenditure:

Electronic Check #0000001827 to Ohio Public Employees Retirement System in the amount of \$20,031.19, dated 1/31/2022.

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

### **Property & Extension**

On motion of Mrs. Tieman, seconded by Dr. Kemp, the Board entered into executive session at 12:42p.m. to discuss imminent legal action with the Library's legal counsel. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Dr. Kemp, the Board exited executive session and reconvened the Regular Board meeting at 1:03 p.m. On the roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Schackart, seconded by Dr. Kemp, to approve repairs at the New Boston Branch by Roger Hemming Contractor LLC in the amount of \$11,863.51. On the roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Schackart, seconded by Mrs. Tieman, to approve the demolishing of the 1202 Gallia Street Property by Mullins Construction Co., Inc., in the amount of \$38,345.00. On the roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to appropriate & transfer the following for demolition of 1202 Gallia Street:

Appropriate \$30,000.00 in unappropriated funds into *101-00-5-9900 – Transfers*  
 Transfer \$30,000.00 from *101-00-5-9900 – Transfers* to *401-00-4-9900 Transfers*  
 Appropriate \$42,000.00 in unappropriated funds into *401-00-5-5401 – Building Demolition*

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

### **Personnel**

On motion of Mrs. Tieman, seconded by Dr. Kemp, to ratify the hiring of: Megan Cooper – Full-time Local History Associate, effective 03/14/22 @ \$14.50/hr. – replaces Sydney Ervin. On the roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to clarify the pay of Shaylee Marshall as presented:

Payroll Number	Payroll Dates	Hourly Pay
PR2022-02	1/2/2022 - 1/15/2022	\$12.21
PR2022-03	1/16/2022 - 1/29/2022	\$12.21
PR2022-04	1/30/2022 - 2/12/2022	\$12.95
PR2022-05	2/13/2022 - 2/26/2022	\$22.42
PR2022-06 – PR2022-26	2/27/2022 – 12/17/2022	\$15.86

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

### **Materials & Equipment**

On motion of Dr. Kemp, seconded by Mrs. Schackart, to approve the Furniture & Equipment List as presented:

1. Disposal List:

- 1 Kodak slide projector
- 1 Karaoke machine with 20+ CDs
- Mic stand
- 1 black broken cart
- 10 office chairs (4 tall, 6 low)
- 2 coffee tables
- 1 bench
- 3 typewriters
- 1 4 drawer square filing cabinet
- 1 TV/monitor?
- 1 broken/warped paper cutter
- 1 black slim filing cabinet, 2 tan
- 1 microfilm machine
- 1 tall black cabinet
- 1 Lions Club magnisight donated 1997
- 1 old heater
- 1 old camera
- 1 podium
- 1 projector screen
- 5 cassette players
- 5 DVD players
- 1 VHS player
- JVC TV
- 5 card tables
- 3 red chairs from YS
- 3 upholstered chairs
- 6 wooden chairs

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

### **Policy**

On motion of Dr. Kemp, seconded by Mrs. Tieman, to approve the Borrowing Policy – Fine Free with clear language of the three overdue items limit block. On the roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Dr. Kemp, seconded by Mrs. Schackart, to approve the Public Records Request Policy, setting out the requirements for the Library's responsibility in responding to those requests. On the roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Dr. Kemp, seconded by Mrs. Tieman, to approve the Public Records Retention Schedule as mandated by the State of Ohio and as part of the Public Records Request Policy. On the roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

**Report of the Director**

*Informational – Trustee Candidate Packet* – The Director will has created an information packet and application for individuals interested in applying to be a library trustee. The packet was presented to the Board.

**Unfinished Business**

There is no unfinished business to report.

**New Business**

On motion of Mrs. Tieman, seconded by Dr. Kemp and unanimously carried, to excuse Mr. Salmons and Ms. Brush from the March 15, 2022 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 1:24 p.m.

Approved this 19<sup>th</sup> day of April, 2022.

  
Tamela Morton, President

  
Kara Tieman, Secretary