

**MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY**  
**March 16, 2021**

The Trustees of the Portsmouth Public Library met on this date at 12:13 p.m., via teleconference (YouTube Live). On roll call, the following members were present: Mrs. Tamela Morton – President of the Board; Dr. Charles Kemp – Vice-President; Mrs. Kara Tieman – Board Member and Ms. Ruthann Brush – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer; Hannah Robinson – Deputy Fiscal Officer and Terry Stevenson – Webmaster.

Dr. Charles Kemp was appointed Secretary Pro-Tem.

On motion of Mrs. Tieman, seconded by Dr. Kemp and unanimously carried, the minutes of the Regular Meeting – 02/23/21 are approved and ordered filed.

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

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the February 2021 bills in the amount of \$339,567.06 (Including Payroll). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

**Audit, Budget & Expenditures**

On motion of Mrs. Tieman, seconded by Ms. Brush, to accept and appropriate a \$250.00 donation from Desco Federal Credit Union 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; Ms. Brush, yes and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to close the library's bank account held at Fifth-Third Bank (Account number ending in 9577) and transfer balance of \$143,714.62 and any additional returned fees to account held at STAR Ohio (Account number ending in 1608). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

**Property & Extension**

*Informational (reported by Director)* – The legal ad for the Statement of Qualifications for Civil and Structural Engineers will run in the Portsmouth Daily Times and the Chillicothe Gazette on Friday, March 19, 2021. Submissions will be accepted through April 2, 2021 at 4:00 p.m.

**Personnel**

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the following suggested language added to the Sick Leave Policy by Ms. Danielle Parker, with an effective date of March 3, 2021, as amended from 'Board' to 'Management' in policy items 11 and 12:

**Policy Update – Effective March 3<sup>rd</sup> 2021**

**Summary: Changes to sections 4 and 10, added sections 11 and 12 per legal opinion.**

**CURRENT POLICY**

**Policy:**

It is the policy of the Board of Trustees to provide sick leave benefits to all full-time employees of the Library.

(1) Each full-time employee whose salary is paid in whole or in part by the Library shall be granted sick leave of 4.62 hours with pay for each completed pay period (15 days per year). Employees may use sick leave for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees, and to illness or death in the employee's immediate family.

(4) **Illness or inability to report for duty must be reported by 8:00 a.m. Employees must follow the established procedures for reporting off work. (See Attendance and Punctuality, section 701:1).**

(10) **Use of sick leave in excess of 10 days (80 hours) during any consecutive twelve- month period will be considered excessive and will result in disciplinary action up to and including termination. Leave taken as approved under FMLA is exempt from the 80-hour ceiling.**

**REVISED UPDATE WITH LEGAL OPINION**

508:1

**SICK LEAVE****Policy:**

It is the policy of the Board of Trustees to provide sick leave benefits to all full-time employees of the Library.

(1) Each full-time employee whose salary is paid in whole or in part by the Library shall be granted sick leave of 4.62 hours with pay for each completed pay period (15 days per year). Employees may use sick leave for absence due to illness, injury, exposure to contagious disease which could be communicated to other employees, and to illness or death in the employee's immediate family.

(4) **Illness or inability to report for duty must be reported a minimum of 1 hour prior to the start of the missed shift or earlier, if possible.** Employees must follow the established procedures for reporting off work. (See Attendance and Punctuality, section 701:1).

(10) Use of **unscheduled or unauthorized** sick leave in excess of 80-hours during any consecutive twelve- month period will be considered excessive and will result in disciplinary action up to and including termination. Leave taken as approved under FMLA is exempt from the 80-hour ceiling.

(11) **Proof of illness, such as a doctor's excuse, may be required when management believes absence to be excessive, chronic, patterned, or abusive. A satisfactory licensed medical practitioner's certificate may be required at any time, but will generally be required in each case when an employee has been absent more than three (3) consecutive days. When a licensed medical practitioner's certificate is required, it must be submitted before an employee will be permitted to return to work from leave. The licensed medical practitioner's certificate must be signed personally by the treating practitioner, and must verify that the employee was unable to work during the period in question, not simply that the employee was "under the doctor's care."**

(12) **Application by an employee for sick leave through fraud or dishonesty will result in denial of such leave together with disciplinary action up to and including dismissal. Management reserves the right to question employees concerning their sick leave use. Management reserves the right to investigate allegations of sick leave abuse. Whenever an employee is on sick leave he/she must be at home during his/her scheduled work hours or obtaining treatment or medication.**

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

On motion of Mrs. Tieman, seconded by Ms. Brush, to approve the Humana Life Insurance renewal, effective March 1, 2021-February 28, 2022, with an increase from 16¢ to 18¢ per \$1,000 of coverage. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

**Materials & Equipment**

It is noted that the Materials & Equipment Committee has nothing to report at this time.



14-2021

**Policy**

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

**Report of the Director**

*Full Re-Opening Plan (Informational)* – As the COVID levels continue to drop, many libraries are returning to their original open public hours as well as reviewing the possibility of offering limited in-person programming. The Director will begin to work on a re-opening plan under the advisement of the local Health Department and will present the plan at the April meeting.

*At-Home COVID Test Kits (Informational)* – The Ohio Department of Health is partnering with Ohio libraries to offer free At-Home COVID test kits that can be given to the public upon request. This project is not mandatory, but recommended as a path to get kits to people who need tested to return to work, to school, and to visit their loved ones in nursing homes and other in-house care facilities. This is a contactless service and staff may not assist with testing or questions. Patrons will request the number of kits they need and staff would place the kits into a bag and give to the patron. This can be accomplished via the Materials Pick-up Service or through another contactless method. The Director will contact the Health Department to receive their recommendations regarding safety protocols for staff.

**New Business**

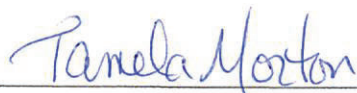
On motion of Dr. Kemp, seconded by Mrs. Tieman and unanimously carried, to excuse Mr. Ryan Salmons, Mr. Ralph Clay and Mr. Richard Schisler from the March 16, 2021 Board meeting is approved.

**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 12:31 p.m.

Approved this 20<sup>th</sup> day of April, 2021.



Tamela Morton, President



Dr. Charles Kemp, Secretary Pro-Tem