

**MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY**  
**March 17, 2020**

The Trustees of the Portsmouth Public Library met on this date at 12:41 p.m. at the library. On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mr. Ryan Salmons – Vice President; Mr. Ralph Clay – Secretary of the Board; Mrs. Tamela Morton – 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 Mrs. Morton, seconded by Mr. Salmons and unanimously carried, the minutes of the Property & Extension Committee Meeting, Personnel Committee Meeting and Regular Meeting – 02/18/20, are approved and ordered filed.

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

On motion of Mr. Clay, seconded by Dr. Kemp, to approve the February 2020 bills in the amount of \$305,673.74 (Includes Payroll). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mr. Clay, yes and Dr. Kemp, yes.

**Audit, Budget & Expenditures**

On motion of Mr. Salmons, seconded by Mrs. Morton, to appropriate \$104,671.06 in unappropriated funds into the following Building & Repair Fund (401) account: *Transfers – Out (#401-00-5-9900)* and approve a transfer in the same amount into the following General Fund (101) account: *Transfers – In (#101-00-4-9900)*. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp, to appropriate \$167,825.00 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. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mr. Clay, yes and Dr. Kemp, yes.

**Property & Extension**

On motion of Mr. Salmons, seconded by Mr. Clay, to approve the natural gas supplier agreement from Santanna Energy, which will provide natural gas to all locations at the rate of \$0.357/Ccf for a length of 36 months beginning April 2020. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mr. Clay, yes and Dr. Kemp, yes.

**Personnel**

On motion of Mrs. Morton, seconded by Mr. Salmons, to approve the following extended closure guidelines for Library personnel due to the COVID-19 pandemic:

1. The Library system will close to the public at close of business effective March 18, 2020 due to COVID-19 pandemic.
2. The Library system will plan on reopening on April 6, 2020.
3. Staff will continue to work at the Library unless the State mandates a change in guidelines.
4. The Library will be offering curbside service to patrons effective Monday, March 23, 2020.
5. The Library will continue paying employee salaries through April 6, 2020.

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**Staffing guidelines during closure:**

1. Staff will continue to report to work through the closure to public – Thursday, March 19 – Sunday, April 4 with re-opening on Monday, April 6.
2. Leave policies will remain the same unless staff member or family is diagnosed with COVID-19 (Federal Law pending)
3. Scheduling;
  - c) CDC advises staggering shifts of staff at least one hour apart – 8-4:30 and 9:30-6
  - d) Work week: Supervisors will schedule staff Monday – Saturday to further stagger shifts
4. Main safe distances – individual assignments only
5. Disinfect all workspaces, desks, telephones, equipment and computers

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

**Materials & Equipment**

On motion of Mr. Clay, seconded by Mrs. Morton, to approve the Wi-Fi Service Agreement with META Solutions, effective 07/01/2020 – 06/30/2025, at a minimum service agreement total cost of \$23,881.40. The agreement will supply both equipment and service for Wi-Fi throughout the system. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mr. Clay, yes and Dr. Kemp, yes.

**Policy**

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

**Report of the Director**

On motion of Mr. Salmons, seconded by Dr. Kemp, to approve the following temporary borrowing policy changes due to COVID-19 pandemic:

1. Fine free from 03/19/20 – 04/30/20
2. Expanding number of renewals from 2 to 3
3. Allow online applications

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

**New Business**

On motion of Mrs. Morton, seconded by Mr. Salmons and unanimously carried, to excuse Ms. Ruthann Brush and Mr. Richard Schisler from the March 17, 2020 Board meeting is approved.

On motion of Mr. Salmons, seconded by Mr. Clay, to enter into Executive Session at 12:51 p.m. to discuss personnel issues. Paige Williams, Director; Dylan Markins, Fiscal Officer and Hannah Robinson, Deputy Fiscal Officer were requested to exit during this session. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Mr. Salmons, to exit Executive Session and reconvene the Regular Board Meeting at 12:58 p.m. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mr. Clay, yes and Dr. Kemp, yes.

Public Comment

There being no further business, on motion duly made and seconded, adjournment was taken at 1:04 p.m.

Approved this 21<sup>st</sup> day of April, 2020.

Handwritten signature of Kara Tieman in cursive script, written over a horizontal line.

Kara Tieman, President

Handwritten signature of Ralph L. Clay in cursive script, written over a horizontal line.

Ralph Clay, Secretary