

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
May 18, 2021

The Trustees of the Portsmouth Public Library met on this date at 12:25 p.m., via teleconference (YouTube Live) and in-person. On roll call, the following members were present: Mrs. Tamela Morton — President of the Board; Mrs. Kara Tieman — Board Member, Dr. Charles Kemp — Board Member and Ms. Ruthann Brush — Board Member. Representing the library were Paige Williams — Director; Dylan Markins — Fiscal Officer and Terry Stevenson — Webmaster.

Mrs. Kara Tieman was appointed Secretary Pro-Tem.

On motion of Mrs. Tieman, seconded by Dr. Kemp and unanimously carried, the minutes of the Budget, Audit & Expenditures Committee Meeting, Property & Extension Committee Meeting, Personnel Committee Meeting, Policy Committee Meeting and Regular Meeting — April 20, 2021; Special Board Meeting — May 5, 2021 and Special Board Meeting — May 10, 2021 are approved and ordered filed.

On motion of Dr. Kemp, seconded by Ms. Brush, the April 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 April 2021 bills in the amount of \$310,724.83. (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 Ms. Brush, to accept and appropriate a \$500.00 donation from TAH Benefits 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 Dr. Kemp, to appropriate \$25,000.00 in unappropriated funds into Building Demolition - #401-00-5-5401 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 Ms. Brush, moved to approve that Petty Cash in the amount of \$50.00 being tracked through the Fifth Third Account (9577) be transferred to — and tracked through — the General Bank Accounting (3390). 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, move to approve bank reconciliations of the following accounts for January 2019 — February 2021: General (3390), FIRA (4181), Payroll (9331), Fifth-Third (9577), Star Ohio (608), Star Plus (9937) and Wesbanco (3920). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

Property & Extension

On motion of Ms. Brush, seconded by Mrs. Tieman, to approve the demolition of the 508 Waller Street house by the company Stoneworks Construction LLC at an estimated cost of \$8,800.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

Personnel

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the renewal of vision insurance with VSP Vision Care, effective July 1, 2021 June 30, 2023, with no increase in premiums. 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 use of Vorys Sater Seymour and Pease LLC as outside legal counsel for employment or personnel law questions or advice as needed. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

The discussion of the Personnel Complaint was deferred to Unfinished Business.

Materials & Equipment

On motion of Dr. Kemp, seconded by Ms. Tieman, moved to approve the renewal of the agreement with META Solutions to supply internet service to the branches from 7/1/21 to 6/30/24 in the total amount of \$97,920.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

The Policy Committee has nothing to report at this time.

Report of the Director

On motion of Mrs. Tieman, seconded by Dr. Kemp, moved to approve the Library System to re-open to full pre-pandemic open hours as of June 7, 2021. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

On motion of Dr. Kemp, seconded by Ms. Brush, moved to approve the Extension of the Fine-Free period to August 31, 2021 with the exception of Leap Pads. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

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 1:35pm. 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 Ms. Brush and unanimously carried, to excuse Mr. Ryan Salmons, Mr. Ralph Clay and Mr. Richard Schisler from the May 18, 2021 Board meeting is approved.

27-2021

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 :37 p.m.

Approved this 15th day of June, 2021.



Tamela Morton, President



Kara Tieman, Secretary Pro-Tem