

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY

May 24, 2022

The Trustees of the Portsmouth Public Library met on this date at 12:10 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; Mr. Ryan Salmons – Board Member; Ms. Ruthann Brush – Board Member; and Mrs. Jennifer Schackart – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer; Linda Berry – Deputy Director; Keely Woloschek – Deputy Fiscal Officer; and Katie Williams – Marketing Manager.

Dylan Markins, Fiscal Officer and Notary Public administered the Oath of Office to Mr. Ryan Salmons and he was sworn-in as a Returning Board Member.

On motion of Dr. Kemp, seconded by Mrs. Tieman and unanimously carried, the minutes of the Property & Extension Committee Meeting, Materials & Equipment Committee Meeting, Policy Committee Meeting and Regular Meeting – April 19, 2022, are approved and ordered filed.

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

On motion of Mr. Salmons, seconded by Ms. Brush, to approve the April 2022 bills in the amount of \$326,795.74 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the following Estimated Revenue & Expenditures for 2023:

Portsmouth Public Library
2023 Estimated Revenues & Appropriations
For Board Approval

General Fund 101

Estimated Revenue

101-00-4-1100	Public Library Fund (PLF)	2,927,000
101-00-4-1210	General Property Tax	1,060,000
101-00-4-3000s	Patron Fines & Fees	17,000
101-00-4-4000s	Interest	20,000
101-00-4-6000s	Contributions	15,000
101-00-4-8000s	Sale of Surplus, Rental & Reimbursements	125,000

TOTAL Estimated Receipts

\$ 4,164,000

Appropriations

101-00-5-1000s	Payroll & Benefits	\$ 3,098,500
101-00-5-2000s	General Operating Supplies	90,000
101-00-5-3000s	Utilities & Maintenance	420,000
101-00-5-4000s	Library Materials Expenses	267,500
101-00-5-5000s	Building & Equipment Expenses	135,000
101-00-5-7000s	Entity Dues & Memberships	10,000

GRAND TOTAL FUND 101

\$ 4,021,000

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

Property & Extension

On motion of Mr. Salmons, seconded by Dr. Kemp, the Board entered into executive session at 12:14p.m. to discuss imminent legal action with the response of library's legal counsel. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Mrs. Morton declared the board out of executive session at 12:42pm.

On motion of Mr. Salmons, seconded by Mrs. Tieman and unanimously carried, the Board exited executive session and reconvened the Regular Board meeting at 12:42 p.m.

Donut Shop Demolition – Informational – All permits with the City of Portsmouth are approved so the demolition should occur within the next three weeks.

Personnel

On motion of Mrs. Tieman, seconded by Mr. Salmons, to approve the renewal contract with Superior Dental Care for July 1, 2022 – June 30, 2023. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Materials & Equipment

On motion of Dr. Kemp, seconded by Mrs. Schackart, to approve the VoIP system contract with Meta Solutions for 5 years with no increases through June 30, 2027. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Dr. Kemp, seconded by Ms. Brush, to approve the purchasing of updated phones from Meta Solutions to work with the VoIP system. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, 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 Mrs. Kara Tieman, seconded by Mrs. Schackart, to approve the agreement between the Library and the Library of Congress in which Veteran Interviews will be downloaded to a DVD and sent to the LOC, to be used for the Veterans History Project website. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Dr. Kemp, seconded by Mrs. Schackart, to formally change the name of the library system from Portsmouth Public Library to Scioto County Public Library, effective January 1, 2023. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Unfinished Business

There is no unfinished business to report.

New Business

There were no absent Board Members to excuse.

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 1:19 p.m.

Approved this 21st day of June, 2022.



Tamela Morton, President



Kara Tieman, Secretary