

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

The Trustees of the Portsmouth Public Library met on this date at 12:04 p.m. On roll call, the following members were present: Mrs. Tamela Morton – President of the Board; Mrs. Kara Tieman – Board Member, Dr. Charles Kemp – Vice President of the Board; Mr. Ryan Salmons – Board Member, and Ms. Ruthann Brush – Board Member. Representing the library were Paige Williams – Director, Linda Berry – Deputy Director, Dylan Markins – Fiscal Officer, Keely Woloschek – Deputy Fiscal Officer, and Acynda Spriggs – Human Resources Coordinator.

Dr. Charles Kemp was appointed Secretary Pro-Tem.

On motion of Mr. Salmons, seconded by Dr. Kemp and unanimously carried, the minutes of the Personnel Committee Meeting and Regular Meeting – October 19, 2021; are approved as corrected and ordered filed.

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

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the October 2021 bills in the amount of \$256,396.19 (Including Payroll). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; and Dr. Kemp, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Tieman, to adjust the unencumbered cash balance of Fund 202 (Coronavirus Relief Fund) to \$334.79 as of January 1, 2021. The fund balance was originally \$23.93 and \$310.86 was carried over on a purchase order that was later closed. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Dr. Kemp, to appropriate \$334.79 in unappropriated funds into 202-00-5-2900 – *Other Supplies*. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; and Dr. Kemp, yes.

Property & Extension

The Property & Extension Committee has nothing to report at this time.

Personnel

On motion of Mrs. Tieman, seconded by Mr. Salmons, to approve the Position Classification Chart to be effective December 19, 2021. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; and Dr. Kemp, yes.

**Portsmouth Public Library
Position Classification Chart
2021 Proposed Update**

Grade I

Library Assistant

Grade II

Branch Assistant

Adult Services Assistant

Outreach Services Assistant

Youth Services Assistant

Technical Services Assistant

Technology Lab Assistant

Local History Assistant

Grade III

Custodian

Outreach Services Assistant / Driver

Grade IV

Adult Services Associate

Youth Services Associate

Local History Associate

Technical Services Associate

Technology Lab Associate

Branch Associate

Outreach Services Associate / Driver

Technology Analyst

Grade V

Deputy Fiscal Officer

Marketing Manager

Local History Supervisor

Branch Supervisor

Systems Administrator/Webmaster

Grade VI

Maintenance Coordinator

Human Resources Coordinator

Adult Services Coordinator

Technical Services Coordinator

Youth Services Coordinator

Outreach Services Coordinator

Information Technology Coordinator

Grade VII

Deputy Director

On motion of Mr. Salmons, seconded by Mrs. Tieman, the Board entered into executive session at 12:21 p.m. to discuss the compensation of public employees. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mr. Salmons and unanimously carried, the Board exited executive session and reconvened the Regular Board meeting at 1:28 p.m.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to table the motion and discussion to approve the updated Salary Scale to be effective December 19, 2021, once adjustments are made. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; and Dr. Kemp, yes.

Discussion of the Salary Survey Results (Informational-reported by Dylan Markins – Fiscal Officer and Acynda Spriggs – Human Resources Coordinator) – The Fiscal Officer and Human Resources Coordinator presented the results of the 2021 NEO-RLS Salary Survey Report.

Materials & Equipment

The Materials & Equipment Committee has nothing to report at this time.

Policy

On motion of Dr. Kemp, seconded by Mr. Salmons, to approve the Notary Service Policy. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; and Dr. Kemp, yes.

Notary Services Policy

Portsmouth Public Library offers free (limited) Notary Public services for the benefit of the residents of our community. Notary services are normally available weekdays between the hours of 10:30am and 6:00pm but vary by library location, patrons are strongly encouraged to call ahead to speak with a notary to confirm they are available when needed and to ensure the notary will be able to notarize the requested document to be signed. Restrictions may apply regarding specific types of documents - Notaries are subject to the Ohio Revised Code, Section 147.

The library provides only basic Notary Public Services and is not able to notarize more than 3 signatures per person per visit. The Library's free notary service is intended for simple documents (auto titles, etc.) that do not require specialized expertise.

Documents must contain a jurat or acknowledgement. The purpose of a jurat, also known as a "verification upon oath or affirmation", is for a signer to swear to or affirm the truthfulness of the contents of a document to a Notary or notarial officer. The purpose of an acknowledgment is for a signer, whose identity has been verified, to declare to a Notary or notarial officer that he or she has willingly signed a document.

The document presented must be completely filled out, leaving no blanks other than where the customer will sign the document, before appearing before the Library Notary. The Library Notary may not notarize any signature if the document contains blank spaces.

Remember, the signature to be notarized must be signed in front of the Notary (do not sign them beforehand). All people signing the document(s) must be present.

Notary service is **not** available for the following:

- Deeds,
- Wills,
- Living wills,
- Living trusts,
- Codicils,
- Depositions,
- Power of Attorney;
- "Open" Car titles; or
- Mortgage or real estate closing documents

Certain public documents cannot be copied and notarized. Some examples of these are: birth certificates, death certificates and marriage certificates.

The Notary must have satisfactory evidence that the person executing the document(s) is the person described in the instrument. The person who will sign the document must provide the Notary with at least one valid form of identification. The Notary will decline to notarize the signature on a document if the signer cannot provide valid identification. Acceptable forms of identification are:

- A current passport from any country, written in a language that the Notary can read;
- A valid driver's license from any state of the United States;
- A valid non-driver's photo identification card from any state of the United States; or
- A United States Military identification card.

Notaries cannot provide legal advice or assist in document preparation. The Library will not provide witnesses and witnesses may not be solicited from customers using the library. A witness must (previously) personally know the person needing the service of the Notary. This individual must also provide valid photo identification.

Notaries will not provide service if a patron, document, or circumstance of the request for Notary service raise any issue of authenticity, ambiguity, doubt, or uncertainty. Under these circumstances, the Library Notary may, at his or her sole discretion, decline to provide Notary service. Notaries will maintain an individual journal of each notarial act performed during library work hours.

Notary services must be performed in the Library. The Notary Public will not travel to provide notary services.

Portsmouth Public Library will pay for or reimburse employees the cost to become a public notary or renew an existing notary commission with proper receipts and documentation. Please contact the Fiscal Officer prior to filling out a new or renewal application if you intend on PPL reimbursing notary expenses.

Report of the Director

On motion of Mr. Salmons, seconded by Dr. Kemp and unanimously carried, to accept the resignation of Ralph Clay as library trustee effective November 12, 2021.

PPL Board Member Vacancy (Informational-reported by Director) – The director discussed a Trustee Candidate.

In-Service Training Day (Informational-reported by the Director) – The Director announced plans to have Dave Beam present the new Organizational Chart to be effective January 1, 2022 at the November 17th In-service Day.

Trustee Meeting Date Change (Informational-reported by Director) – The board discussed changing the date of the December Board Meeting Date due to the holidays, but decided to leave it on December 21, 2021.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve closing the Library system early at 3pm on December 31, 2021 (New Year's Eve) with staff being paid for a full day of work. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; and Dr. Kemp, yes.

Discussion of Holiday Staff Treats (Informational-reported by Director) – The Director discussed the purchasing of holiday treats by the Board for the Library staff.

Unfinished Business

There is no unfinished business to report.

New Business

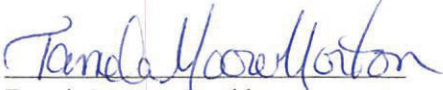
On motion of Dr. Kemp, seconded by Mr. Salmons and unanimously carried, to excuse Ms. Brush from the November 16, 2021 Board meeting is approved.

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 1:35 p.m.

Approved this 11th day of January, 2022.


Tamela Morton, President


Dr. Charles Kemp, Secretary Pro-Tem