

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
November 19, 2019

The Trustees of the Portsmouth Public Library met on this date at 8:30 a.m. at the library. On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mrs. Tamela Morton – Board Member; Ms. Ruthann Brush – 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.

Mrs. Tamela Morton was appointed Secretary Pro-Tem.

On motion of Mrs. Morton, seconded by Ms. Brush and unanimously carried, the minutes of the Regular Meeting – 10/15/19 and Special Meetings – 10/21/19 and 10/28/19, are approved and ordered filed.

On motion of Mrs. Morton, seconded by Dr. Kemp, that the October 2019 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 Ms. Brush, seconded by Mrs. Morton, to approve the October 2019 bills in the amount of \$355,767.31. 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 Dr. Kemp, seconded by Mrs. Morton, to approve the addition of Larry D. Markins, Fiscal Officer, and Hannah Robinson, Deputy Fiscal Officer, as authorized users and signers on all Portsmouth Public Library banking/credit accounts, including accounts held at U.S. Bank, Fifth Third Bank, Star Ohio, Star Plus, PNC Bank and WesBanco. The Board of Trustees also authorizes Mr. Markins to have Leah Jenkins and any other former Fiscal Officers/staff removed from the aforementioned accounts. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

Audit Filing Update (Informational) – In March of 2019, former Fiscal Officer, Leah Jenkins, mentioned she was working with The Auditor of State to see if the Library could begin filing our financial statements on a Regulatory Cash Basis – this is much simpler and less time consuming (which saves the Library money on audit expenses). The Fiscal Officer, Larry D. Markins, spoke with our Auditor of State representative last week, and we will be able to begin this new method for the 2019-2020 audit.

On motion of Mrs. Morton, seconded by Dr. Kemp, to accept donations for the period of January 1 – October 31, 2019 in the amount of \$9,798.91.

From:	
Chapman Family	\$500.00
DESCO	\$250.00
Kroger Community Rewards	\$604.50
Kroger Community Rewards	\$557.90
Kroger Community Rewards	\$536.51
Rotary Club	\$1,000.00
SOMC	\$2,500.00
Scioto Foundation	\$1,000.00
Scioto Foundation	\$2,300.00
TAH Benefits	\$250.00
<u>Tracy Perrelle</u>	<u>\$300.00</u>
Total	\$9,798.91

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. Morton, seconded by Ms. Brush, to appropriate an additional \$2,300.00 into Library Materials – All Other (#101-00-5-4900) to account for the donation from The Scioto Foundation for the Books Build Bridges program. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

Property & Extension

Property Purchases (Informational) reported by Director – The closing for the purchase of 508 Waller Street should occur in the next few weeks. There are several heirs and their spouses who are required to sign the paperwork. The purchase of 1202 Gallia Street is on hold due to title issues.

Main Boiler Replacement – Legal Opinion (Informational) reported by Director – Upon consultation with Bricker & Eckler LLP law firm, the Director, Paige Williams, was informed that the Library may use the State Co-op plan as the Library is a member and Johnson Controls is an approved service and materials provider. This means the Library will not have to bid out the project. The Director is waiting to receive a formal opinion letter from the firm.

Personnel

On motion of Mrs. Morton, seconded by Ms. Brush, to ratify the hiring of: Michelle Smith – Full-time South Webster Branch Clerk, effective 11/25/19 @ \$10.11/hr – replaces Erika Henry. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

The Board requested to table the motion for the personnel complaint until the next Regular Board meeting.

Materials & Equipment

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

Policy

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

Report of the Director

Levy Renewal (Informational) – The Library renewal levy was successful and passed with 68% of the vote. This levy renewal will be in effect through December 2025.

On motion of Mrs. Morton, seconded by Dr. Kemp, to approve a Fine-Free Period effective throughout the month of December. The Director also suggested allowing patrons to bring in jars of peanut butter/canned food in exchange for waiving fines on their account. 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. Morton, seconded by Ms. Brush and unanimously carried, to approve early closure of the Library on New Year's Eve at 3:00 p.m.

On motion of Dr. Kemp, seconded by Ms. Brush and unanimously carried, to approve the Memorandum of Understanding with Ohio Means Jobs, for the period of 7/1/19 – 6/30/21.

New Business

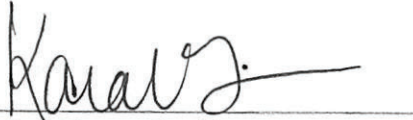
On motion of Mrs. Morton, seconded by Ms. Brush and unanimously carried, to excuse Mr. Ryan Salmons, Mr. Ralph Clay and Mr. Richard Schisler from the November 19, 2019 Board Meeting.

54-2019

Public Comment

There being no further business, on motion duly made and seconded, adjournment was taken at 9:12 a.m.

Approved this 17th day of December, 2019.

A handwritten signature in black ink, appearing to read "Kara Tieman", written over a horizontal line.

Kara Tieman, President

A handwritten signature in blue ink, appearing to read "Tamela Morton", written over a horizontal line.

Tamela Morton, Secretary Pro-Tem