

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
November 24, 2020

The Trustees of the Portsmouth Public Library met on this date at 12:15 p.m. via teleconference (YouTube Live). On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mr. Ryan Salmons – Vice-President; Mr. Ralph Clay – Board Secretary; 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 (teleconference); Hannah Robinson – Deputy Fiscal Officer and Terry Stevenson – Webmaster.

On motion of Mr. Salmons, seconded by Dr. Kemp and unanimously carried, the minutes of the Materials & Equipment Committee Meeting and Regular Meeting – 10/20/20, are approved and ordered filed.

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

On motion of Mrs. Morton, seconded by Mr. Salmons, to approve the October 2020 bills in the amount of \$317,856.44 (Includes Payroll). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Clay, yes; Mr. Salmons, yes; Ms. Brush, yes and Dr. Kemp, yes.

Budget, Audit & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the following transfers in the Coronavirus Relief Fund:

From:	202-00-5-3350 – Janitorial Supplies	(\$40,000.00)
	202-00-5-2900 – Other Supplies	(\$6,000.00)
	<u>Total</u>	<u>(\$46,000.00)</u>
To:	202-00-5-5510 – Furniture & Equipment	\$26,000.00
	202-00-5-5520 – Technology	\$20,000.00
	<u>Total</u>	<u>\$46,000.00</u>

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

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the following transfers in the General Fund:

From:	<u>101-00-5-3370 – Security & Monitoring</u>	<u>(\$25,000.00)</u>
	<u>Total</u>	<u>(\$25,000.00)</u>
To:	<u>101-00-5-1160 – Service Workers</u>	<u>\$25,000.00</u>
	<u>Total</u>	<u>\$25,000.00</u>

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

Property & Extension

On motion of Ms. Brush, seconded by Dr. Kemp, to approve the removal and replacement of stonework, by SEI, at the South Webster branch, which will be completed at the company's cost. The Board has approved to hire Architect, Randy Mullins, to oversee this project and to be compensated at his hourly rate. The Board has suggested that both parties sign a Memorandum of Understanding, with a minimum of a two-year warranty. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Clay, yes; Mr. Salmons, yes; Ms. Brush, yes and Dr. Kemp, yes.

On motion of Ms. Brush, seconded by Mr. Salmons, to approve Architect, Randy Mullins, to be paid at his hourly rate to report on the issue of the creek erosion behind the Lucasville Branch, as well as make a recommendation for an expert on this issue. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Clay, yes; Mr. Salmons, yes; Ms. Brush, yes and Dr. Kemp, yes.

Personnel

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

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

Annual Toy/Clothing Drive (Informational) – The annual Toy/Clothing Drive will start in November and continue through December 3. New toys and clothing for children ages 4 to 18 are being collected for Operation Grace. Operation Grace is a non-profit organization which distributes these items to children in need through the schools. This year the Library is offering a curbside pickup of toys, so donors have the choice of not having to come into the buildings.

On motion of Mr. Salmons, seconded by Mrs. Morton and unanimously carried, to approve the library system to close on Saturday, December 26 (not PTO), as well as early closure of the library system on New Year's Eve at 3 p.m.

New Business

On motion of Mrs. Morton, seconded by Dr. Kemp and unanimously carried, to excuse Mr. Richard Schisler from the November 24, 2020 Regular 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 12:34 p.m.

Approved this 15th day of December, 2020.


Kara Tieman, President


Ralph Clay, Secretary