

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
October 19, 2021

The Trustees of the Portsmouth Public Library met on this date at 12:29 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 and Ms. Ruthann Brush – Board Member. Representing the library were Paige Williams – Director, Dylan Markins – Fiscal Officer and Keely Woloschek – Deputy Fiscal Officer.

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 & Expenditure Committee Meeting, Property & Extension Committee Meeting, Personnel Committee Meeting, Policy Committee Meeting and Regular Meeting – September 21, 2021; are approved and ordered filed.

On motion of Mrs. Tieman, seconded by Ms. Brush, the September 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 Ms. Brush, seconded by Dr. Kemp, to approve the September 2021 bills in the amount of \$420,995.37 (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 Dr. Kemp, to appropriate and transfer the following: appropriate \$395,304.53 in unappropriated funds into *101-00-5-9900 – Transfers*, transfer \$395,304.53 from *101-00-5-9900 – Transfers* to *401-00-4-9900 Transfers* and appropriate \$395,304.53 in unappropriated funds into *401-00-5-5400 – Building Improvements*. 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 Wesbanco for Depository Bank Services from 10/1/2021 to 9/30/2026. 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 Bank Resolution as presented. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

**RESOLUTION
TO ESTABLISH DEPOSITORY OF PUBLIC FUNDS**

“WHEREAS, the Board of Trustees of the Portsmouth Public Library of Portsmouth, Ohio, finds that notice for application for deposit of active monies of said Public Library was furnished and given to the following bank which do a banking business in said city:-

People’s Bank, Portsmouth, Ohio; PNC Bank, Portsmouth, Ohio; U.S. Bank, Portsmouth, Ohio an WesBanco, Portsmouth, Ohio,

“WHEREAS, in response to said application depository agreements were received from People’s Bank, WesBanco and U.S. Bank, Portsmouth, Ohio; being located in Scioto County, Ohio, for the active deposits and monies of the Portsmouth Public Library; and,

“WHEREAS, the Board of Trustees of the Portsmouth Public Library considered such agreement and found and determined that WesBanco and U.S. Bank, suitable and proper banks for the deposit of such active funds and monies; that the sureties and securities tendered by the Banks are proper to wit: Eligible securities according to the laws of the State of Ohio of aggregate market value equal to the excess of the amount of public monies to be deposited at any one time be insured by the Federal Deposit Insurance Corporation or by any other agency of the Federal Government; and that said agreement or offer is hereby accepted and approved, subject to the conditions hereinafter set forth:

“THEREFORE, BE IT RESOLVED by the Board of Trustees of the Portsmouth Public Library that during the period from October 1, 2021, to September 30, 2026, inclusive, the Fiscal Officer of the Board of Trustees of the Portsmouth Public Library be, and hereby is, authorized and directed to deposit active monies coming into their hands as such Fiscal Officer in WesBanco and U.S. Bank, during the period of time aforesaid, and,

“BE IT FURTHER RESOLVED, the President and/or Secretary of this Board of Trustees, and the Fiscal Officer and Deputy Fiscal Officer thereof, are hereby authorized and directed to sign, execute and deliver any and all written instruments that may be necessary and required to carry out effectively the objects and purposes of this Resolution.”

STATE OF OHIO, SCIOTO COUNTY,

I, Mr. Ralph Clay, Secretary of the Board of Trustees of the Portsmouth Public Library, do hereby certify that the foregoing is a true and correct copy of the Resolution duly adopted by the Board of Trustees of the Portsmouth Public Library at a meeting held on October 19, 2021.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name officially, this 19th day of October, 2021.



Mr. Ralph Clay, Secretary

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the following donations from 2021Q3:

Dr. William Daehler	\$5,000.00
<u>Kroger</u>	<u>\$569.66</u>
Total	\$5,569.66

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 following Refunds & Reimbursements from 2021Q3:

PPL – Reimbursement of Employee Premiums (June)	\$6,631.80
PPL – Reimbursement of Employee Premiums (July)	\$6,791.16
PPL – Reimbursement of Employee Premiums (August)	\$6,939.96
<u>Scioto County Auditor – Refund of Property Taxes</u>	<u>\$924.66</u>
Total	\$21,287.58

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

Property & Extension

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

Personnel

On motion of Mrs. Tieman, seconded by Ms. Brush, to ratify the hiring of: Danielle Everman – Full-time Branch Clerk, effective 10/18/21 @ \$10.59/hr – replaces Destiny Spradlin. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

On motion of Ms. Brush, seconded by Mrs. Tieman, the Board entered into executive session at 12:36 p.m. to discuss the employment of a public employee. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

On motion of Ms. Brush, seconded by Mrs. Kara Tieman and unanimously carried, the Board exited executive session and reconvened the Regular Board meeting at 1:16 p.m.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to approve the hiring of Linda Berry – Full-time Deputy Director, effective 11/8/21 @ \$26.48/hr – this position was vacant. 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 Organizational Chart to be effective January 1, 2022. 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 revised Job Descriptions to be effective as of January 1, 2022. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

Materials & Equipment

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

Policy

The Policy Committee was presented with an updated Notary Policy but no action was taken, Fiscal Officer will bring the policy back to the board at the next regular meeting.

Report of the Director

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.

PPL Board Member Vacancy (Informational-reported by Director) – The board discussed the recent vacancy and possible candidates but no action was taken.

Trustee Meeting Date Change (Informational-reported by Director) – The board discussed changing the day of the week the board meets due to a Trustee who is unable to attend on Tuesdays but no action was taken.

Covid Test Kits (Informational-reported by Director) – The Director updated the Board regarding the system's distribution of free Covid test kits provided by the Ohio Department of Health.

Unfinished Business

There is no unfinished business to report.

New Business

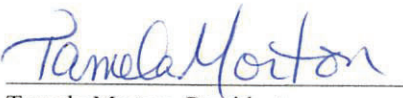
On motion of Mrs. Tieman, seconded by Ms. Brush and unanimously carried, to excuse Mr. Ryan Salmons and Mr. Ralph Clay from the October 19, 2021 Board meeting is approved.

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 1:27 p.m.

Approved this 16th day of November, 2021.



Tamela Morton, President



Mrs. Kara Tieman, Secretary Pro-Tem