

**MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY**

**October 20, 2020**

The Trustees of the Portsmouth Public Library met on this date at 12:05 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; Mrs. Tamela Morton – Board Member and Dr. Charles Kemp – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer; Hannah Robinson – Deputy Fiscal Officer and Terry Stevenson – Webmaster.

On motion of Mr. Salmons, seconded by Mrs. Morton and unanimously carried, the minutes of the Property & Extension Committee Meeting and Regular Meeting – 09/29/20, are approved and ordered filed.

On motion of Mrs. Morton, seconded by Mr. Salmons, that the September 2020 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 Dr. Kemp, seconded by Mrs. Morton, to approve the September 2020 bills in the amount of \$340,213.98 (Includes Payroll). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

**Budget, Audit & Expenditures**

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the following donations in the amount of \$2,561.87 for the period of April 1 – June 30, 2020:

From:		
	Kroger Community Rewards	\$561.87
	Chapman Family	\$500.00
	<u>Southern Ohio Medical Center</u>	<u>\$1,500.00</u>
	Total	\$2,561.87

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 approve the following donations in the amount of \$2,740.51 for the period of July 1 – September 30, 2020:

From:		
	Kroger Community Rewards	\$590.51
	Scioto Foundation – Burke Family Fund	\$1,000.00
	Chapman Family	\$500.00
	Todd & Mary Medley – William Ogg Memorial	\$25.00
	Raedean Ogg – William Ogg Memorial	\$50.00
	Stanley Family Trust – William Ogg Memorial	\$50.00
	C.A.O. Corporation – William Ogg Memorial	\$100.00
	Merrill & Belinda Allen – William Ogg Memorial	\$50.00
	David L. Green – William Ogg Memorial	\$50.00
	Richard & Lisa Miller – William Ogg Memorial	\$25.00
	Jo Ann Aeh Family Trust – William Ogg Memorial	\$50.00
	James & Cindy Parkes – William Ogg Memorial	\$50.00
	Ohio Valley Reg. Dev. Commission – William Ogg Memorial	\$100.00
	<u>Mary C. Rase – William Ogg Memorial</u>	<u>\$100.00</u>
	Total	\$2,740.51

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. Morton, to approve the following refunds and reimbursements in the amount of \$25,440.64 for the period of April 1 – June 30, 2020:

From:		
	PPL – Anthem Blue Cross Blue Shield	\$6,179.38
	PPL – Anthem Blue Cross Blue Shield	\$6,179.38
	PPL – Anthem Blue Cross Blue Shield	\$6,179.38
	<u>Ohio Bureau of Worker’s Compensation</u>	<u>\$6,902.50</u>
	Total	\$25,440.64

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 approve the following refunds and reimbursements in the amount of \$20,050.03 for the period of July 1 – September 30, 2020:

From:		
	PPL – Anthem Blue Cross Blue Shield	\$6,153.58
	PPL – Anthem Blue Cross Blue Shield	\$6,127.78
	France & Assoc. – Prorated Refund of D & O Premium	\$6,901.00
	<u>Universal Service Admin. – E-Rate Refund</u>	<u>\$867.67</u>
	Total	\$20,050.30

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

#### **Property & Extension**

It is noted that the Property & Extension Committee has nothing to report at this time.

#### **Personnel**

On motion of Mrs. Morton, seconded by Mr. Salmons, to ratify the hiring of Mary McKenzie – Part-time Branch Clerk, effective 10/19/20 at \$10.11/hr. – replaces Noah Colley. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

#### **Materials & Equipment**

On motion of Dr. Kemp, seconded by Mrs. Morton, to approve the TLC (The Library Corporation) contract, effective through 2023 with no price increase from 2020. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes and Dr. Kemp, yes.

#### **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 the first week of December. 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.

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**New Business**

On motion of Mrs. Morton, seconded by Mr. Salmons and unanimously carried, to excuse Ms. Ruthann Brush, Mr. Ralph Clay and Mr. Richard Schisler from the October 20, 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 12:16 p.m.

Approved this 24<sup>th</sup> day of November, 2020.



Kara Tieman, President



Tamela Morton, Secretary Pro-Tem