

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
September 10, 2019

The Trustees of the Portsmouth Public Library met on this date at 12:11 p.m. at the library. 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 and Hannah Robinson – Deputy Fiscal Officer.

On motion of Mr. Salmons, seconded by Mr. Clay and unanimously carried, the minutes of the Audit, Budget & Expenditure Committee Meeting, Property & Extension Committee Meeting, Policy Committee Meeting, Regular Meeting – 06/18/19; Special Meeting – 07/18/19; Special Meeting – 08/08/19; Special Meeting – 08/16/19 and Special Meeting – 09/03/19, are approved and ordered filed.

On motion of Mrs. Morton, seconded by Dr. Kemp, the June & July 2019 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Ms. Brush, seconded by Mr. Salmons, to approve the June 2019 bills in the amount of \$239,431.52 and July 2019 bills in the amount of \$330,633.69. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the following transfer in the amount of \$3,296.48 for Novelist:

FROM:	
101-00-5-3900 Other Contracts & Services	\$3,296.48
TO:	
101-00-5-4500 Computer Services & Info.	\$3,296.48

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

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the following transfer in the amount of \$70,000.00 for land purchase:

FROM:	
101-00-5-5510 Furniture & Equipment	\$70,000.00
TO:	
101-00-5-5100 Land-Purchase	\$70,000.00

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

Property & Extension

On motion of Mr. Salmons, seconded by Mr. Clay, to approve the South Webster project final payment to Stockmeister Enterprises, Inc. in the amended amount of \$12,839.24. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Dr. Kemp, to enter into Executive Session at 12:18 p.m. to discuss the purchase of property. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Ms. Brush, seconded by Dr. Kemp, to exit Executive Session and resume into Regular Meeting at 12:43 p.m. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Ms. Brush, seconded by Mrs. Morton, to approve the purchase of 508 Waller Street, Portsmouth, Ohio, in the amount of \$60,000 and to hire Johnson, Oliver & Howard LPA to prepare and process the legal paperwork. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Mr. Salmons, to approve the offer of \$100,000.00 for 1202 Gallia Street, Portsmouth, Ohio, with an approval for Director Paige Williams, to negotiate up to the amount of \$120,000.00 if necessary. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

Property and Vehicle Insurance Renewal (Informational)-Reported by Director – The renewal for the Library's property and vehicle insurance is \$24,399.00. This is the final year of a three-year contract (ending 9/20) which was approved in 2017 so no action is needed by the Board.

On motion of Ms. Brush, seconded by Mrs. Morton, to approve the Johnson Controls annual maintenance agreement for our current HVAC system in the amount of \$10,171.91, effective 10/01/19-09/30/20. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Ms. Brush, seconded by Mr. Salmons, to approve system-wide parking lot resealing by Gus's Paving, Stripping and Sealing for all location except Portsmouth in the amount of \$17,300.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

Personnel

On motion of Mrs. Morton, seconded by Mr. Clay, to ratify the hiring of: Allen Jason Roberts – Full-time Circulation Clerk, effective 8/19/19 @ \$9.20/hr – replaces Julie Simpson; Connor Jacobs – Full-time Circulation Clerk, effective 9/16/19 @ \$9.20/hr – replaces Allen Jason Roberts; Transfer of Gracie Billings to Full-time Branch Clerk, effective 9/23/19 @ \$10.11/hr – replaces Jackie Knight (PT). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mr. Clay, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Mr. Clay and unanimously carried, to enter into Executive Session at 1:03 p.m. to discuss personnel hiring.

Ms. Ruthann Brush exited Executive Session at 1:20 p.m.

On motion of Mr. Salmons, seconded by Mrs. Morton and unanimously carried, to exit from Executive Session and resume Regular Meeting at 1:35 p.m.

On motion of Mrs. Morton, seconded by Dr. Kemp and unanimously carried, to approve a Special Meeting on 09/25/19 at 8:30 a.m. for the purpose of conducting Fiscal Officer interviews.

Materials & Equipment

On motion of Mr. Clay, seconded by Mrs. Morton and unanimously carried, to not approve the Book-a-Bike Grant at this time, due to the inability of the Library to obtain insurance for this program.

Policy

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

Report of the Director

Levy Renewal (Informational) – The Library will begin to release information about the levy to the public in the newsletter, posters, Facebook and the website. Any information must be factual and requests for more information regarding the campaign are being referred to the Support Scioto County Libraries Facebook page.

New Business

On motion of Dr. Kemp, seconded by Mrs. Morton and unanimously carried, to excuse Mr. Dick Schisler and Ms. Ruthann Brush (left Board Meeting at 1:20 p.m.) from the September 10, 2019 Board Meeting.

Public Comment

There being no further business, on motion duly made and seconded, adjournment was taken at 1:41 p.m.

Approved this 15th day of October, 2019.



Kara Tieman, President



Ralph Clay, Secretary