

**MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY**  
**September 20, 2022**

The Trustees of the Portsmouth Public Library met on this date at 12:00 p.m. On roll call, the following members were present: Dr. Charles Kemp – Vice-President of the Board; Mrs. Kara Tieman – Secretary of the Board; Mr. Ryan Salmons – Board Member; and Mrs. Jennifer Schackart – Board Member. Representing the library were Paige Williams – Director; Dylan Markins – Fiscal Officer; and Keely Woloschek – Deputy Fiscal Officer.

On motion of Mr. Salmons, seconded by Mrs. Jennifer Schackart, the minutes of the Property & Extension Meeting and Regular Meeting – August 16, 2022 and the Special Meeting – August 30, 2022, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mr. Salmons, the August 2022 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Mrs. Schackart, to approve the August 2022 bills in the amount of \$480,391.43 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

**Audit, Budget & Expenditures**

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the following supplemental appropriations:

- \$50,000.00 in unappropriated funds into 101-00-5-3610 Electricity
- \$15,000.00 in unappropriated funds into 101-00-5-2210 Janitorial Supplies
- \$12,853.00 in unappropriated funds into 101-00-5-3320 Equipment & Furniture Maintenance

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

On motion of Mr. Salmons, seconded by Mrs. Schackart, to appropriate and transfer the following for the HVAC Project Change Order #MC1N260071:

\$25,718.00 in unappropriated funds into *101-00-5-9900 – Transfers*  
 \$25,718.00 from *101-00-5-9900 – Transfers* to *401-00-4-9900 Transfers*  
 \$25,718.00 in unappropriated funds into *401-00-5-5400 – Building Improvements*

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

**Property & Extension**

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the HVAC Project Change Order by Johnson Controls in the amount of \$25,718.00. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Mrs. Schackart, to approve the Johnson Controls HVAC Maintenance Agreement Renewal for the period of 10/1/22 to 9/30/23 in the amount of \$12,853.00. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the SEI and PPL Repair Agreement. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

### **Personnel**

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

### **Materials & Equipment**

On motion of Mrs. Tieman, seconded by Mr. Salmons, to approve the Disposal List as presented. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

### **Policy**

On motion of Mrs. Schackart, seconded by Mr. Salmons, to approve the Borrowing Policy updates for WiFi Hotspots and Leap Pads: Portsmouth Library Adult patrons only / Limit 1 per adult library card / ~~21 day~~ **circulation / no renewals** / \$100 lost fee / \$1 overdue fine per day / No holds. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

### **Report of the Director**

*Parenting Collection – Informational* – Linda Berry, Lisa Lavender and I researched and completed all the parenting collection topics that include both adult and juvenile titles. The library owns the majority of the books but some will need to be purchased to ensure an updated and well-rounded collection for parents. The parenting collection will be located in the adult non-fiction section, which is in the west wing on the main floor. The list is included for your review.

On motion of Mr. Salmons, seconded by Mrs. Schackart, to approve cancelling the October 10, 2022 In-Service Staff Day due to COVID concerns and making the day a paid holiday with FT staff receiving 8 hours of holiday pay and PT staff 4 hours of holiday pay. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

### **Unfinished Business**

There is no unfinished business to report.

### **New Business**

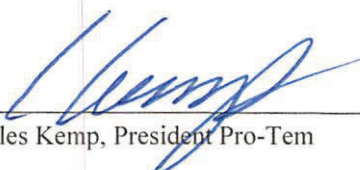
On motion of Mrs. Tieman, seconded by Mr. Salmons and unanimously carried, to excuse Ms. Ruthann Brush and Mrs. Tamela Morton from the September 20, 2022 Board Meeting.

### **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 12:15 p.m.

Approved this 18<sup>th</sup> day of October, 2022.

  
Charles Kemp, President Pro-Tem

  
Kara Tieman, Secretary