

**MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY  
SEPTEMBER 21, 2021**

The Trustees of the Portsmouth Public Library met on this date at 1:13 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.

Ms. Ruthann Brush was appointed Secretary Pro-Tem.

On motion of Dr. Kemp, seconded by Mrs. Tieman and unanimously carried, the minutes of the Budget, Audit & Expenditure Committee Meeting and Regular Meeting – June 15, 2021 and Special Meeting – August 31, 2021 with one correction of “Kathy Hunter” to “Cathy Hunter”; are approved and ordered filed.

On motion of Mrs. Tieman, seconded by Dr. Kemp, the June, July and August 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 Mrs. Tieman, to approve the June 2021 bills in the amount of \$348,515.54, July 2021 bills in the amount of \$275,986.86 and August 2021 bills in the amount of \$287,192.12 (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 Ms. Brush, to approve U.S. Bank for Depository Bank Services. 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 appropriate \$15,000.00 in unappropriated funds into #101-00-5-2900 – Other Supplies and \$35,000.00 in unappropriated funds into #101-00-5-3700 – Professional Services. 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 transfers:  
From - 101-00-5-3370 – Security & Monitoring to 101-00-5-7100 – Dues & Memberships \$1,500.00  
From - 101-00-5-3599 – Rents/Leases (Other) to 101-00-5-2910 – Supplies (Programs) \$3,500.00  
From - 101-00-5-3800 – Processing to 101-00-5-2900 – Supplies (Other) \$7,500.00

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 donations from 2021Q2:

Chapman Family	\$500.00
Leslie Sisler	\$100.00
<u>Kroger</u>	<u>\$571.76</u>
Total	\$1,171.76

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 2021Q2:

PPL – Reimbursement of Employee Premiums	\$6,983.04
PPL – Reimbursement of Employee Premiums	\$6,791.16
ADP – Refund of Overpayment on 2020 941 Amendment Costs	\$390.00
<u>ADP – Refund of Overpayment on 2020 941 Amendment Costs</u>	<u>\$390.00</u>
Total	\$14,554.20

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

### Property & Extension

On motion of Ms. Brush, seconded by Mrs. Tieman, to approve the Johnson Controls HVAC Maintenance Agreement for 10/1/21 to 9/30/22 in the amount of \$10,791.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

### Personnel

On motion of Mrs. Tieman, seconded by Ms. Brush, to ratify the hiring of: Richie Holsinger – Full-time Reference Associate, effective 6/28/21 @ \$12.18/hr – replaces Rosa Storey; Kayla Brafford – Full-Time Reference Associate, effective 7/19/21 @ \$12.18/hr – replaces Keely Woloschek; Stefanie McKinley – Part-time YS Assistant, effective 7/19/21 @ \$10.59/hr – replaces Jeannette Silhavy; Mary McKenzie – Requested move from Full-time Branch Clerk to Part-time Branch Clerk, effective 8/16/21 at \$10.59/hr; Jodi Freeman – Full-time YS Associate, effective 8/30/21 @ \$12.18/hr – replaces Julia Huffman; Evan Rister – Full-time Branch Clerk, effective 9/6/21 @ \$12.34/hr – replaces Mary McKenzie; Destiny Spradlin – Full-time Branch Clerk, effective 9/13/21 @ \$10.59/hr – replaces M.J. Gilliland; Danielle Lewis - Full-time Branch Clerk, effective 9/13/21 @ \$10.59/hr – replaces Jodi Freeman and Lisa Lavender – Full-time Youth Services Coordinator, effective 8/2/21 @ \$25.99/hr – this position was vacant. Keely Woloschek - Deputy Fiscal Officer, effective 6/21/21 @ \$15.22/hr - replaces Hannah Robinson.

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 renewal of employee health insurance with Anthem Blue Cross Blue Shield policy Option 20 w/RX T2 to begin October 1, 2021. 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 employee's responsibility for payment of health insurance premiums of 12.5% for single coverage for full-time employees and 25% for dependent coverage for full-time employees beginning October 1, 2021. 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 HRA with the employee responsible for the first \$1,000, the library responsible for the next \$ 2,500 and then the employee pays the remaining \$1,500 to meet Anthem's max out-of-pocket deductible of \$5,000 per covered individual. 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 Peoples Insurance as the third party administrator (TPA) to administer the HRA. 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 advertising and hiring a Deputy Director with a salary range of \$50,000 to \$57,000 commensurate with experience. 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**

On motion of Dr. Kemp, seconded by Ms. Brush, to approve the Wi-Fi Hotspot Circulation policy. The policy states the following: only Adult library cards, limit of 1 per card, 21-day circulation, 2 renewals, \$100 lost fee and \$1 over fine per day. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

#### **Report of the Director**

*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.

On motion of Dr. Kemp, seconded by Mrs. Tieman, to approve cancelling the October 11, 2021 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. Morton, yes; Mrs. Tieman, yes; Dr. Kemp, yes and Ms. Brush, yes.

*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 Dr. Kemp and unanimously carried, to excuse Mr. Ryan Salmons and Mr. Ralph Clay from the September 21, 2021 Board meeting is approved.

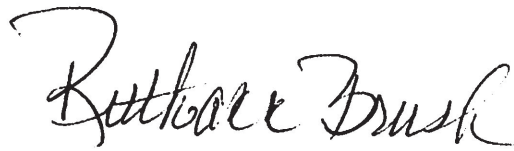
**Public Comment**

The Board did not receive any public comment.

There being no further business, on motion duly made and seconded, adjournment was taken at 1:51 p.m.

Approved this 19th day of October, 2021.

  
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Tamela Morton, President

  
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Ms. Ruthann Brush, Secretary Pro-Tem