

MINUTES OF THE TRUSTEES OF THE PORTSMOUTH PUBLIC LIBRARY
September 29, 2020

The Trustees of the Portsmouth Public Library met on this date at 12:14 p.m. via teleconference (YouTube Live). On roll call, the following members were present: Mrs. Kara Tieman – President of the Board; Mrs. Tamela Morton – Board Member; Ms. Ruthann Brush – 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 Ms. Brush, seconded by Mrs. Morton and unanimously carried, the minutes of the Property & Extension Committee Meeting and Regular Meeting – 06/16/20 and Special Board Meeting – 08/18/20, are approved and ordered filed.

On motion of Mrs. Morton, seconded by Dr. Kemp, that the June, July and August 2020 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

On motion of Dr. Kemp, seconded by Ms. Brush, to approve the June 2020 bills in the amount of \$380,164.86 (Includes Payroll); July 2020 bills in the amount of \$301,155.79 (Includes Payroll) and August 2020 bills in the amount of \$295,489.44 (Includes Payroll). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

Budget, Audit & Expenditures

On motion of Mrs. Morton, seconded by Dr. Kemp, to approve the creation of the Special Revenue Fund (SRF) as laid out in ORC 5705.09: FUND 202: CORONAVIRUS RELIEF FUND. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Ms. Brush, to approve the following appropriations:

- a. Approve to appropriate \$125,000.00 in unappropriated funds into the following Coronavirus Relief Fund (202) accounts:
- | | |
|---|--------------------|
| i. 202-00-5-1650 – Workers Compensation - | \$5,000.00 |
| 202-00-5-2900 – Other Supplies - | \$50,000.00 |
| 202-00-5-3350 – Janitorial Supplies - | \$60,000.00 |
| <u>202-00-5-5520 – Technology -</u> | <u>\$10,000.00</u> |
| Total: | \$125,000.00 |

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

On motion of Mrs. Morton, seconded by Dr. Kemp, to approve the following transfer due to the increase in healthcare costs:

From:	
101-00-5-5510 – Furniture & Equipment -	(\$45,000.00)
To:	
101-00-5-1600 – Employers' Share -	\$45,000.00

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

On motion of Mrs. Morton, seconded by Ms. Brush, to approve the following estimated revenue & expenditures amendment for 2020: Reduction in revenue to account for loss of anticipated interest on our investments as well as less fines/fees receipted due to closure from COVID-19. There was also an increase in revenue, as we received more Property Taxes than initially estimated.

2020 Estimated Revenues & Appropriations

All Funds

<u>Estimated Revenue</u>		
101-00-4-1100	Public Library Fund (PLF)	\$ 2,650,000.00
101-00-4-1210	General Property Tax	\$ 1,050,265.16
101-00-4-3000:	Patron Fines & Fees:	\$ 18,300.00
101-00-4-4000:	Interest	\$ 20,000.00
101-00-4-6000:	Contributions:	\$ 9,778.00
101-00-4-8000:	Sale of Surplus, Rental & Reimbursements:	\$ 85,000.00
TOTAL Estimated Receipts: General Fund		\$ 3,833,343.16
201-00-4-4101	Interest - Zella H. Besco Bequest	\$ 9.00
TOTAL Estimated Receipts: Besco Fund		\$ 9.00
202-00-4-6101	Contributions - CRF Grant	\$ 125,000.00
TOTAL Estimated Receipts: Coronavirus Relief Fund		\$ 125,000.00
TOTAL Estimated Receipts: All Funds		\$ 3,958,352.16
<u>Appropriation:</u>		
101-00-5-1000:	Payroll & Benefit:	\$ 2,728,500.00
101-00-5-2000:	General Operating Supplies:	\$ 96,500.00
101-00-5-3000:	Utilities & Maintenance	\$ 491,500.00
101-00-5-4000:	Library Materials Expenses:	\$ 270,000.00
101-00-5-5000:	Building & Equipment Expenses:	\$ 285,778.00
101-00-5-7000:	Entry Dues & Membership:	\$ 8,000.00
101-00-5-9000:	Transfer:	\$ 290,241.00
TOTAL Appropriation: General Fund		\$ 4,170,519.00
202-00-5-1650	Workers Compensation	\$ 5,000.00
202-00-5-2900	Other Supplies:	\$ 50,000.00
202-00-5-3350	Janitorial Supplies:	\$ 60,000.00
202-00-5-5520	Technology	\$ 10,000.00
TOTAL Appropriation: Coronavirus Relief Fund		\$ 125,000.00
401-00-5-9900	Transfer:	\$ 104,671.00
TOTAL Appropriation: Capital Improvement: Fund		\$ 104,671.00
TOTAL Appropriations: All Funds		\$ 4,400,190.00

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

Property & Extension

South Webster Stonework Issue (Informational) – Danielle Parker, Assistant County Prosecutor, drafted an official letter to SEI, Inc. regarding the stonework issue on behalf of the Board. The letter was mailed express mail via UPS.

On motion of Ms. Brush, seconded by Mrs. Morton, to approve the Johnson Controls Maintenance Contract for the HVAC system, effective 10/1/20 to 9/30/21 in the amount of \$10,477.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

Personnel

On motion of Mrs. Morton, seconded by Dr. Kemp, to ratify the hiring of: Julia Huffman – Full-time Youth Services Associate, effective 09/07/20, at \$11.64/hr. – replacing Anne Krebs; Julie Simpson – Transfer from Full-time Homebound Clerk to Full-time Branch Clerk, effective 9/28/20, at \$10.75/hr. – replacing Jennifer Moore. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

On motion of Mrs. Morton, seconded by Ms. Brush, to approve In-Service Day on 10/12/20 as a paid holiday, with full-time staff paid for 8 hours and part-time staff paid for 4 hours. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

Materials & Equipment

It is noted that the Materials & Equipment Committee has nothing to report at this time.

Policy

On motion of Dr. Kemp, seconded by Mrs. Morton, to approve the Pandemic Crisis Policy revision, to update the section "Pay During Leave" to remove the requirement that employees must first use any accrued time prior to being eligible for FFCRA or EFMLEA leaves. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

Report of the Director

On motion of Dr. Kemp, seconded by Mrs. Morton, to approve a continuing fine-free period through 12/31/20, due to continuing issues with COVID-19. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes and Dr. Kemp, yes.

New Business

On motion of Ms. Brush, seconded by Dr. Kemp and unanimously carried, to excuse Mr. Ryan Salmons, Mr. Ralph Clay and Mr. Richard Schisler from the September 29, 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 12:33 p.m.

Approved this 20th day of October, 2020.



Kara Tieman, President



Ralph Clay, Secretary