

**MINUTES OF THE SPECIAL MEETING
PORTSMOUTH PUBLIC LIBRARY BOARD OF TRUSTEES
January 11, 2022**

The Trustees of the Portsmouth Public Library met in a special meeting on this date at 12:23 p.m. to discuss 2021 donations, 2021 refunds and reimbursements, 2021 miscellaneous revenue, transfers, adjustment of estimated revenue, 2021 amended certificate and closing the books for the year 2021. On roll call, the following members were present: Mrs. Tamela Moore-Morton – President of the Board; Dr. Charles Kemp – Vice-President; Mr. Ryan Salmons – Board Member and Mrs. Kara Tieman – Board Member. Representing the library were Paige Williams – Director, Linda Berry – Deputy Director, Dylan Markins – Fiscal Officer, Keely Woloschek – Deputy Fiscal Officer and Katie Williams – Marketing Manager. Jennifer Schackart was also in attendance.

Mrs. Tamela Moore-Morton, President of the Board, appointed Ryan Salmons as Secretary Pro-Tempore.

On motion of Mrs. Tieman, seconded by Mr. Salmons, to accept the following donations from October 1 – December 31, 2021 in the amount of \$4,320.76, for total donations during 2021 in the amount of \$16,749.36:

From:	
Barbara & William Burke – Scioto Foundation Donation	\$1,000.00
Kroger – Community Rewards	\$620.76
WSAZ Children's Charities – Donation	\$1,200.00
Chapman Family – Donation	\$500.00
Patricia MacLeod – Memorial Donation	\$1,000.00
Total	\$4,320.76

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. Tieman, to accept the following refunds and reimbursements from October 1 – December 31, 2021 in the amount of \$38,680.99, for total refunds and reimbursements during 2021 in the amount of \$96,077.59:

From:	
PPL – September EE Insurance Premiums Reimbursement	\$6,894.06
PPL – October EE Insurance Premiums Reimbursement	\$9,237.64
PPL – November EE Insurance Premiums Reimbursement	\$9,600.70
PPL – October EE Insurance Premiums Reimbursement	\$9,600.70
Ohio Net – Refund of Check Cashed by Incorrect Vendor	\$2,916.00
E-Rate Refund – Verizon Bill	\$431.89
Total	\$38,680.99

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 transfer from US Bank Account 3390 (General) to Account 4181 (HRA) in the amount of \$20,000:

From:		To:	
U.S. Bank – General (3390)	\$20,000.00	U.S. Bank – HRA (4181)	\$20,000.00

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 Mr. Salmons, to adjust estimated revenue at the year-end to actual revenue, as well as approval for request for 2021 Amended Certificate. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Dr. Kemp, to accept and close the books for 2021 year-end with an ending balance of \$5,899,941.27. 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 and unanimously carried, to excuse Ms. Ruthann Brush from the January 11, 2021 Special Board meeting is approved.

There being no further business, on motion of Dr. Kemp and seconded by Mr. Salmons, adjournment was taken at 12:28 p.m.

Approved this 15th day of February, 2022.



Tamela Morton, President



Ryan Salmons, Secretary Pro Tempore