

**MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY**  
**January 17, 2023**

The Trustees of the Scioto County Public Library met on this date at 12:15 p.m. On roll call, the following members were present: Dr. Charles Kemp – President of the Board; Mr. Ryan Salmons – Vice-President of the Board; Mrs. Kara Tieman – Secretary of the Board; Mrs. Tamela Moore Morton – Board Member and Mrs. Jennifer Schackart – 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. The following visitors were present: Joseph Horsley.

On motion of Mr. Salmons, seconded by Mrs. Schackart, the minutes of the Property & Extension Committee Meeting and Regular Meeting – December 13, 2022, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

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

On motion of Mrs. Schackart, seconded by Mrs. Tieman, to approve the December 2022 bills in the amount of \$333,053.51 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

**Audit, Budget & Expenditures**

It is noted that the Audit, Budget & Expenditures Committee has nothing to report at this time.

**Property & Extension**

*South Webster Stonework Repair (Informational)* – The repair to the stonework was completed as of December 29th. The Certificate of Substantial Completion was signed by SEI, Randy Mullins and myself to begin the warranty period.

On motion of Mrs. Tieman, seconded by Mrs. Morton, to approve the Terracon contract number PJN2276677, upon legal approval of legal counsel, to begin the work on the Lucasville Branch Erosion Project. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

*Lucasville Meeting Room Mold Remediation (Informational)* – Puroclean submitted an estimate for in-depth testing and a mold remediation plan which should commence soon.

**Personnel**

On motion of Mr. Salmons, seconded by Mrs. Schackart, to ratify the hiring of: Anna Collister – Full-time Adult Services Coordinator, effective 1/23/23 @ \$19.50/hr. – replaces Jennifer Cowling. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

*Human Resources Coordinator (Informational)* – Upon extensive review, the Leadership Team (Paige, Linda and Dylan) concluded that there is currently not a need for a full-time Human Resources Coordinator. A suggestion is to have Dylan Markins (Fiscal Officer) and Keely Woloschek (Deputy Fiscal Officer) assume the administrative side of the position while Linda Berry and Paige Williams would handle any disciplinary issues that may arise. After much discussion, the Board has asked the Director to meet with staff to get their input into this suggestion and report back at the February meeting.

On motion of Mrs. Morton, seconded by Mr. Salmons, the Board entered into executive session at 12:42p.m. to discuss the compensation of public employees. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mrs. Morton, seconded by Mr. Salmons, the Board exited executive session and reconvened the Regular Board meeting at 1:06 p.m. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve an annual salary of \$101,783.32 for Paige Williams, Director, effective December 18, 2022. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve an annual salary of \$74,257.66 for Dylan Markins, Fiscal Officer, effective December 18, 2022. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Mr. Salmons, to approve the Humana Life Insurance Renewal for the period of March 1, 2023 – February 29, 2024, with no increase with costs remaining \$0.19 per thousand. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

### **Materials & Equipment**

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

### **Policy**

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

### **Report of the Director**

*Re-Naming Reception (Informational)* – The Re-Naming Reception to celebrate our name change to Scioto County Public Library will be on Friday, January 27th from 10am-6pm. All locations including the bookmobile will offer refreshments, giveaways and prize drawings. The Library will also be ordering t-shirts with the new name and logo for all staff to wear for the reception.

*Parenting Open House (Informational)* – As February is Parenting Leadership Month, the Library will be selecting a date in February to introduce our new Parenting Collection as well as inviting local governmental organizations that focus on children and families to participate in the open house. The event will be promoted through the library's social media, in-house programming, radio, head starts, doctor's offices and agencies that work directly with children and their families.

*In-Service Day (Informational)* –The annual In-service Day is normally scheduled on President's Day (February 20) but will have to be changed to another date due to needing to hold it in a larger venue. The need for a larger venue is due to Covid concerns especially since the transmission rates in Scioto County are high. I would like to have the In-Service on Wednesday, February 15, at the Welcome Center. The Welcome Center rooms are available only on Wednesdays, Thursdays and Fridays. I am requesting the Board allow President's Day, February 20, 2023, to be a holiday for staff. Full-time staff would receive 8 hours of holiday pay and part-time staff would receive 4 hours of holiday pay.

On motion of Mr. Salmons, seconded by Mrs. Schackart, to approve the annual In-service Training Day on President's Day, February 20<sup>th</sup>, to be a paid holiday with closure of the library on that day with FT staff paid 8 hours of holiday pay and PT staff paid 4 hours of holiday pay. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

10-2023

**Unfinished Business**

There is no unfinished business to report.

**New Business**

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve and adopt Resolution 2023-01, A Resolution Approving Expenditures for Appreciation of Staff and Library Promotion. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Mrs. Tieman and unanimously carried, to excuse Ms. Ruthann Brush from the January 17, 2023 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 1:16 p.m.

Approved this 21<sup>st</sup> day of February, 2023.

  
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Charles Kemp, President

  
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Kara Tieman, Secretary