

**MINUTES OF THE PERSONNEL COMMITTEE
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
August 29, 2023**

The Personnel Committee of the Scioto County Public Library met in an official committee meeting on this date at 11:30 p.m. to discuss a correction to the Technology Lab Associate job description and the renewal of health insurance. The following committee members were present: Mrs. Kara Tieman, Chair; Mr. Ryan Salmons, Vice President and Mrs. Tamela Morton, Member. Dr. Charles Kemp, President of the Board and Mrs. Jennifer Schackart, Member, were also in attendance. Mrs. Kara Tieman, Chair, called the meeting to order. Representing the library were Paige Williams, Director; Dylan Markins, Fiscal Officer; Linda Berry, Deputy Director; Keely Woloschek, Deputy Fiscal Officer; and Katie Williams, Marketing Manager. The following visitors were present: Joseph Horsley and Joan Roberts.

The committee reviewed and recommends to the full board the following:

- 1) Correction and revision of the Technology Lab Associate position:

Technology Lab Associate

Summary:

The Technology Lab Associate, under the direction of the Information Technology Coordinator, is responsible for assisting patrons in the Information Technology Center and Training Lab; cleaning and otherwise assisting with the daily operations of the ITC; and maintaining current knowledge of computer technology. This position also addresses patron concerns and complaints, and may present technology programs.

Minimum Job Requirements:

- o Bachelor's degree
- o 1 - 3 years of customer service or information technology work experience
- o The ability to meet scheduled hours with rare absences; includes evenings and weekends
- o Driver's License, car insurance, and access to reliable transportation / vehicle
- o Commitment to excellence in customer service and representing the library in a positive manner
- o Exceptional communication skills; both verbally and in writing
- o The ability to effectively use Microsoft Office Suite and use new software and technology

Essential Functions:

- o Assist patrons and staff with technology questions
- o Assist in preparing lesson plans and handouts for technology classes
- o Instruct computer training courses in the Information Technology Center
- o Clean the Information Technology Center and equipment
- o Assist in setting up technology equipment as needed
- o Maintain updated knowledge of technology and current trends

Additional Functions:

- o Assist other Departments as needed
- o Other Duties as Assigned

Knowledge, Skills, and Abilities:

- Considerable knowledge and understanding of library operations
- The ability to exercise initiative and independent judgment
- The ability to handle and maintain confidential and sensitive information
- Knowledge of and compliance with library policies and procedures
- The ability to work cooperatively and effectively with other staff members and library departments
- Knowledge of and compliance with emergency and safety policies and procedures
- The ability to deal with frequent interruptions in work and move among various tasks effectively
- The ability to learn and implement current and emerging technologies

Special Requirements:

- Update job-related knowledge and skills through continuing education workshops, webinars, conferences and staff development activities

Physical Requirements:

- Considerable manual dexterity for use of keyboard and standard office equipment
- Requires ability to manipulate library materials, such as books, magazines, and DVDs
- Requires a combination of sitting, standing, walking, kneeling, squatting, and some driving
- Requires regularly lifting items weighing up to fifty pounds; sometimes loading and unloading materials
- Abilities of reaching, bending, climbing, and twisting
- The ability to push full book carts for considerable distances
- Some outdoor activity; majority of time in climate-controlled environment. Regularly required to talk and/or hear within normal ranges
- The ability to respond to alarms and communicate safety information to patrons and staff
- Visual acuity for sustained use of computer monitor

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and the requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this document. Any essential functions of this position will be evaluated as necessary should an applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

2) Health Insurance Renewal:

Aetna has agreed to a 3.7% increase if the library renews the same plan. If the Library wants to shop for other insurance or change plans, the increase will be a minimum of 7.09%. Upon review, the Committee recommends the Board select Aetna Plan AFA CPOSII 5000 100/50 CY V23 to secure the 3.7% increase.

Renewal AFA Medical Cost Grid

| Plan Name Ded/CO•Ins, Plan ID PCP/SPEC RX | Network | EE | EE+SP | EE+CH | FAM | Total | Agg (TOTAL) | Stop loss (TOTAL) | Admin (T<->TAL) | TRO: (TOTAL) Change | % | |
|--|---------|---|-------------------|-------------------|-------------------|-------------------|---------------------|----------------------|--------------------|------------------------|----------|------|
| CURRENT PLANS | | | | | | | | | | | | |
| AFA CPOSII 5000 100/50 0 V22 ID: 30012733 | CPOS II | \$5000 ,100/ 0,35/75 3/10/50/80/20% up to 250/40% up to 500 | \$886.85 (35) | \$2,063.89 (3) | \$1,806.65 (6) | \$2,816.11 (3) | \$56,519.65 (47) | \$24,228.04 | \$29,717.66 | \$1,741.82 | \$832.13 | NA |
| | | | | | | | \$ 56,519.65 | | | | | |
| RENEWING PLANS | | | | | | | | | | | | |
| AFA CPOSII 5000 100/50 0 V23 ID: 30016296 | CPOS II | \$50 00,100/0,35/75 3/10/50/80/20 % up to 250/40% up to 500 | \$ 910.23 (35) | \$2,166.36 (3) | \$1,891.84 (6) | \$2,969.11 (3) | \$58,615.50 (47) | \$24,814.27 | \$33,643.31 | \$157.92 | \$0.00 | 3.70 |
| | | | | | | | \$58,615.50 | | | | | |

Group Name : SCIOTO COUNTY PUBLIC LIBRARY Quote ID: 16202868 Eff Date: 10/01/23 to 10/01/24 Proposal Generated On: 08/22/2023

There being no further business, adjournment was taken at 11:34 a.m.

Approved this 19th day of September, 2023.



Mrs. Kara Tieman, Chair

**MINUTES OF THE MATERIALS & EQUIPMENT COMMITTEE
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
August 29, 2023**

The Materials & Equipment Committee of the Scioto County Public Library met in an official committee meeting on this date at 11:34 a.m. to discuss the new bookmobile and the purchase of new copiers. The following committee members were present: Mrs. Tamela Morton, Chair and Mrs. Kara Tieman, Secretary of the Board. Ms. Ruthann Brush, Member was absent. Mr. Ryan Salmons, Member; Mrs. Jennifer Schackart, Member; and Dr. Charles Kemp, President of the Board, were also in attendance. Mrs. Tamela Morton, Chair, called the meeting to order. Representing the library were Paige Williams, Director; Dylan Markins, Fiscal Officer; Linda Berry, Deputy Director; Keely Woloschek, Deputy Fiscal Officer; and Katie Williams, Marketing Manager. The following visitors were present: Joseph Horsley and Joan Roberts.

The committee reviewed and recommends to the full board the following:

- 1) *Informational Update on New Bookmobile* - At the June board meeting, the library approved a quote for the purchase of a MT55 (22ft floor plan). A few days after the meeting, Brock Templin with Farber contacted us and let us know there is a new M155 (24ft floor plan) ordered for another project but the client changed their mind and decided to go with a different chassis. Farber has offered to let us have the 24ft chassis at the same cost as the 22ft so they do not have to sell it themselves. Brock said that it would be cheaper for both Farber and the Library as this chassis has already been ordered and the cost would not change. I informed Brock that the Library agreed to this offer. Update: The scheduled delivery of the new bookmobile to the Library will be late September 2024.

- 2) *Purchase of New Copiers* - The copiers throughout the library system are very old and need to be replaced. The Library has worked with Superior Office Service Inc. for many years with reliable and very responsive service calls.

| Location NEW Model Purchase Cost | | |
|---|----------------------------|--------------------|
| | | |
| Portsmouth Admin | Canon DX C5840 | \$8,088.00 |
| | Cassette Feed Unit, | |
| | Inner Finisher, Punch, Fax | |
| | | |
| Portsmouth History Room | Canon DX C5840 | \$9,045.00 |
| | Cabinet, Inner Finisher | |
| | Jamax Coin/Bill Op | |
| | | |
| Portsmouth IT | Canon DX C5840 | \$9,045.00 |
| | Cabinet, Inner Finisher | |
| | Jamax Coin/Bill Op | |
| | | |
| South Webster | Canon DX C5840 | \$9,045.00 |
| | Cabinet, Inner Finisher | |
| | Jamax Coin/Bill Op | |
| | | |
| Lucasville | Canon DX C5840 | \$9,045.00 |
| | Cabinet, Inner Finisher | |
| | Jamax Coin/Bill Op | |
| | | |
| New Boston | Canon DX C5840 | \$9,045.00 |
| | Cabinet, Inner Finisher | |
| | Jamax Coin/Bill Op | |
| | | |
| Wheelersburg | Canon DX C5840 | \$9,045.00 |
| | Cabinet, Inner Finisher | |
| | Jamax Coin/Bill Op | |
| | | |
| Portsmouth | Canon DX C5840 | \$9,045.00 |
| | Cabinet, Inner Finisher | |
| | Jamax Coin/Bill Op | |
| | | |
| | | \$71,403.00 |
| | | |
| | | |
| | | |

There being no further business, adjournment was taken at 11:46 a.m.

Approved this 19th day of September, 2023.

Tamela Moore Morton

Mrs. Tamela Morton, Chair

**MINUTES OF THE POLICY COMMITTEE
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
August 29, 2023**

The Policy Committee of the Scioto County Public Library met in an official committee meeting on this date at 11:46 a.m. to discuss the creation of a Library Travel Policy. The following committee members were present: Mrs. Jennifer Schackart, Chair; and Mrs. Tamela Morton, Member. Ms. Ruthann Brush, Member, was absent. Dr. Charles Kemp, President of the Board; Mr. Ryan Salmons, Vice President of the Board; and Mrs. Kara Tieman, Secretary of the Board, were also in attendance. Mrs. Jennifer Schackart, Chair, called the meeting to order. Representing the library were Paige Williams, Director; Dylan Markins, Fiscal Officer; Linda Berry, Deputy Director; Keely Woloschek, Deputy Fiscal Officer; and Katie Williams, Marketing Manager. The following visitors were present: Joseph Horsley and Joan Roberts.

- 1) Travel Policy - The committee recommended the need for a Travel Policy with discussion of the following questions:
 - a) Library vehicle and/or air travel
 - b) Choose to share or have separate accommodations
 - c) Non-employee accompanying staff to conferences
 - d) Non-employee in library-owned vehicle

At the conclusion of discussion, Paige Williams, Director, stated she would compose a draft Travel Policy to present to the Board for review at a future committee meeting.

There being no further business, adjournment was taken at 12:00 p.m.

Approved this 19th day of September, 2023.


Mrs. Jennifer Schackart, Chair