

**MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY**  
**April 18, 2023**

The Trustees of the Scioto County Public Library met on this date at 12:00 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. Tamela 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.

Dr. Charles Kemp, President of the Board, appointed Tamela Morton as Secretary Pro-Tempore.

On motion of Mr. Salmons, seconded by Jennifer Schackart, the minutes of the Property & Extension Committee and Regular Meeting – March 21, 2023, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mrs. Morton, seconded by Mr. Salmons, the March 2023 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mrs. Schackart, seconded by Mrs. Morton, to approve the March 2023 bills in the amount of \$430,381.36 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

**Audit, Budget & Expenditures**

On motion of Mr. Salmons, seconded by Mrs. Morton, to appropriate & transfer the following for the Lucasville Erosion Project:

- \$69,969.43 in unappropriated funds into *101-00-5-9900 – Transfers*
- \$69,969.43 from *101-00-5-9900 – Transfers* to *401-00-4-9900 Transfers*
- \$69,969.43 in unappropriated funds into *401-00-5-5200 Land Improvements*

On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Mrs. Schackart, to approve the following transfer for the cost of membership dues:

- \$3,000.00 from *101-00-5-3100 Travel & Meeting Expenses* to *101-00-5-7100 Dues & Memberships*

On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to accept the following in refunds & reimbursements for 2023Q1 in the amount of \$28,254.98:

| From  | Amount             |
|---|--------------------|
| SCPL – EE Medical Premium Reimbursements (Jan 2023) | \$9,118.70         |
| SCPL – EE Medical Premium Reimbursements (Feb 2023) | \$9,612.48         |
| SCPL – EE Medical Premium Reimbursements (Mar 2023) | \$9,523.80         |
| <b>Total</b>  | <b>\$28,254.98</b> |

On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Mrs. Schackart, to accept the following in donations for 2023Q1 in the amount of \$1,596.68:

| From                                       | Amount            |
|--|-------------------|
| Kroger Community Rewards                   | \$596.68          |
| Rotary Club of Portsmouth – Summer Reading | \$1,000.00        |
| <b>Total</b>                               | <b>\$1,596.68</b> |

On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Mrs. Morton, to appropriate a \$1,000.00 donation from Rotary Club of Portsmouth into *101-00-5-2911 Supplies – Programs (Summer Reading)* for Summer Reading. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Mrs. Schackart, to approve a new depository agreement between Scioto County Public Library and WesBanco for a 5-year term from 5/1/23 – 4/30/28. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the following bank transfer:

- \$750,000.00 from General U.S. Bank account (3390) to our Star Ohio account (1608)

On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

**Property & Extension**

It is noted that the Property & Extension Committee has nothing to report at this time.

**Personnel**

On motion of Mrs. Tieman, seconded by Mr. Salmons, to approve the renewal contract with Superior Dental Care for July 1, 2023 – June 30, 2024. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Mr. Salmons, to approve the renewal contract with Vision Service Plan for July 1, 2023 – June 30, 2025. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

On motion of Mrs. Morton, seconded by Mrs. Schackart, to approve amending Larry Markins' contract from 4.62 hours of vacation accrual per bi-weekly payroll to 6.16 hours per bi-weekly payroll, effective 1/15/23. On roll call, the members voted as follows: Mrs. Morton, yes; Mr. Salmons, yes, Dr. Kemp, yes, and Mrs. Schackart, yes.

*Selecting a New Payroll Software Company (Informational)* – The Fiscal Office saw demonstrations from several vendors and made a recommendation to select Paycom as the new payroll processing company of the library based on their functionality, customer service offerings, references and time saving functions. The Fiscal Office hopes to transition to this new vendor at the beginning of Q3 or Q4.

**Personnel**

On motion of Mrs. Tieman, seconded by Mrs. Morton, to approve changing the Human Resources Coordinator position title to Human Resources Manager, move the classification from Grade 6 to Grade 5, and approve the new job description as of March 21, 2023. 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**

*Scioto County Heritage Museum (Informational)* – Through both correspondence and public comment, the Scioto County Heritage Museum has requested the Library Board consider relocating the museum to the library when space becomes available once the Library Annex is built. At the February meeting, the Board had requested information about other Ohio libraries that maintain a museum and that report was presented at the March meeting. The Board further requested I obtain inventories of items to be donated from each interested collector and present the report at the April meeting.

*Green Local School District branch library inquiry (Informational)* – Attached in the Board packet, you will find a letter from the Green Local School District Superintendent requesting a discussion regarding a future branch library in Franklin Furnace on school grounds. The Director met Ms. Armstrong on March 16 to discuss the request and a brief overview of that meeting was presented at the March Board meeting. The Board directed me to compile a usage report for all Bookmobile stops in Franklin Furnace including Green Schools to be presented at the April meeting.

**Unfinished Business**

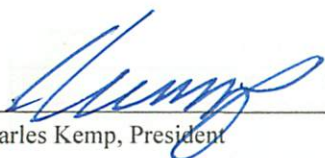
There is no unfinished business to report.

**New Business**

On motion of Mr. Salmons, seconded by Mrs. Schackart and unanimously carried, to excuse Ms. Ruthann Brush from the March 21, 2023 Board meeting is approved.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:50 p.m.

Approved this 18<sup>th</sup> day of April, 2023.

  
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Charles Kemp, President

  
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Kara Tieman, Secretary