

MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY
August 29, 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. Kara Tieman – Secretary of the Board; Ms. Ruthann Brush – Board Member; and Mrs. Jennifer Schackart – Board Member and Mrs. Tamela Morton - 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. Ms. Joan Berry Roberts was sworn in as a Board Member to complete the unexpired term of Mr. Ralph Clay. The following visitors were present: Joseph Horsley.

On motion of Mr. Salmons, seconded by Mrs. Schackart, the minutes of the Budget, Audit & Expenditure Committee, Property & Extension Committee, Materials & Equipment Committee Meeting, Policy Committee Meeting and Regular Meeting – June 27, 2023, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

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

On motion of Mrs. Morton, seconded by Ms. Brush, to approve the June 2023 bills in the amount of \$371,673.11 and the July 2023 bills in the amount of \$364,811.70 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Tieman, to accept and approve the following donations for 2023Q2 in the amount of \$1,774.44. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

From	Amount
R. F. Chapman - Donation	\$ 500.00
TAH Benefits - Summer Reading	\$ 250.00
Down By The River Quilt Guild - Donation	\$ 300.00
Kroger Community Rewards - Donation	\$ 574.44
Jean Coon - Steve Allen Memorial Donation	\$ 150.00
Total	\$ 1,774.44

On motion of Mr. Salmons, seconded by Ms. Roberts, to accept the following refunds & reimbursements donations for 2023Q2 in the amount of \$2,030.62. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

From	Amount
OBWC - Employer Premium Refund	\$ 983.00
Rumpke - Refund Closed Account (Name Change)	\$ 741.48
Rumpke - Refund Closed Account (Name Change)	\$ 55.00
Rumpke - Refund Closed Account (Name Change)	\$ 13.88
Rumpke - Refund Closed Account (Name Change)	\$ 237.26
Total	\$ 2,030.62

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the following transfers for supply costs:

- \$20,000 from 101-00-5-3100 – *Travel & Meeting Expenses* to 101-00-5-2900 – *Other Supplies*
- \$20,000 from 101-00-5-1650 – *Worker's Compensation* to 101-00-5-2910 – *Program Supplies*

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

On motion of Mr. Salmons, seconded by Mrs. Tieman, moved to appropriate the following for the cost of purchasing new copiers:

- \$72,000.00 in unappropriated funds into 101-00-5-5510 – *Furniture & Equipment*

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

On motion of Mr. Salmons, seconded by Mrs. Morton, accepted & appropriated the following amounts from HAS Claims Service for repairs to the roofs at the Lucasville Branch (\$26,893.72) & the Portsmouth Branch (\$38,939.72):

- \$65,833.44 in unappropriated funds into 101-00-5-5400 *Building Improvements*

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

Property & Extension:

On motion of Ms. Brush, seconded by Mr. Salmons, to approve the third-year renewal of property/vehicle insurance and errors & admission insurance with the Ohio Plan beginning September 4, 2023 through September 4, 2024 in the amount of \$25,692.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

Informational discussion of the Lucasville Erosion Project to explain that Terracon is working on the necessary permits for federal, state and county to commence the project.

Personnel:

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve the renewal of employee health insurance with Aetna Plan AFA CPOSII 5000 100/50 CY V23 to begin October 1, 2023 with an overall increase of 3.70%. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Mrs. Morton, to approve the corrected job description and educational requirements for the Technology Lab Associate position effective 8/29/23.

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:

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

Essential Functions:

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

Additional Functions:

- Assist other Departments as needed
- 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.

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

On motion of Mrs. Tieman, seconded by Mrs. Brush, moved to enter into executive session at 12:13 p.m. for the purpose of discussing the employment of a public employee. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mr. Salmons, seconded by Mrs. Morton, to exit executive session and resume the regular meeting at 12:29 p.m. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Mr. Salmons, accepted the resignation of Dylan Markins, Fiscal Officer, as of September 22, 2023. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mrs. Morton, seconded by Mrs. Schackart, approved the revised Fiscal Officer job description effective August 29, 2023.

Fiscal Officer

Summary:

The Fiscal Officer, under the direction of the Board of Trustees, is a Leadership team member who is responsible for providing collaborative guidance system-wide. The Fiscal Officer is responsible for the financial operations of the Library pursuant to the Ohio Revised Code (ORC) sections 3375.36-3375.39 and ensuring that all financial operations

comply with state and local laws, the directives of the Ohio State Auditor, and policies and decisions of the Scioto County Public Library Board of Trustees.

Minimum Job Requirements:

- Bachelor's degree (Business or Accounting major preferred)
- Ability to attain Public Official Bond
- Minimum five years' experience in accounting and business management, public sector experience preferred
- Proficiency in use of automated financial data processing systems (Software Solutions Inc., QuickBooks)
- The ability to meet scheduled hours with rare absences; includes evenings and weekends
- Driver's License, car insurance, and access to reliable transportation / vehicle
- Commitment to excellence in customer service and representing the library in a positive manner
- Exceptional communication skills; both verbally and in writing
- The ability to effectively use Microsoft Office Suite and use new software and technology

Essential Functions:

- Responsible for overseeing the financial operations of the Library
- Follows legal and procedural regulations as defined under the ORC for receiving, investing and appropriating funds
- Reconciliation of bank accounts, oversee accounts payable and receivable
- Recommends fiscal and operational policies to the Director and a seven-member Board of Trustees
- Prepares annual budget and appropriations with the Director
- Develops and maintains a system of internal accounting controls
- Prepares and modifies appropriation resolutions and certificates of estimated resources as needed
- Monitors fund balances and recommends transfers when needed
- Provides accurate information and advice on the financial conditions of the library to the Board, the audit committee and the Director
- Reports monthly and annual financial reports to the Board of Trustees and other authorities as required
- Reviews contracts, business practices, and accounting procedures and makes recommendations to the Director and the Board
- Process levy monies and submits reports as required and received
- Implements and ensures compliance with policies and procedures
- Assists in the preparation of board packets, attends board meetings and prepares board minutes
- Coordinate with Human Resources Manager on compensation, benefits, payroll, etc.
- Supervises the Deputy Fiscal Officer

Additional Functions:

- Assist other Departments as needed
- 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
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On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Ms. Brush, approved posting the Fiscal Officer position immediately with a salary range of \$60,000 to \$65,000 dependent on experience. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

Materials & Equipment:

Informational update on the new bookmobile that Farber has agreed to upgrade the chassis to a MT 55 (24 ft) from the MT 55 (22 ft) at no additional cost due to having the chassis already ordered. The tentative delivery date of the new Bookmobile will be September 2024.

On motion of Mrs. Morton, seconded by Mr. Salmons, moved to approve the purchase of new copiers from Superior Office Service Inc. in the amount of \$72,000.00 in October 2023. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

Policy:

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

Report of the Director:

Informational update that the library did receive the Scioto Foundation Grant for 2024 Books Build Bridges project in the amount of \$5,000 for the event in April 2024.

On motion of Mr. Salmons, seconded by Ms. Brush, moved to approve the library to be closed as a regular day on November 11 in observance of Veteran's Day and allow staff to use the holiday time for the Friday after Thanksgiving, November 24. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mrs. Morton, seconded by Mrs. Schackart, moved to approve the Library to be closed on Tuesday, December 26, to make up for Christmas Eve falling on a Sunday. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; Dr. Kemp, yes and Ms. Roberts, yes.

Informational update on system-wide Programs and Displays including a list of all library activities for September – December 2023 which was included in the Board meeting packet.

Unfinished Business

There is no unfinished business to report.

New Business:

There is no new business to report.

Public Comment: None

There being no further business, on motion duly made and seconded, adjournment was taken at 12:43 p.m.

Approved this 19th day of September 19, 2023.



Charles Kemp, President



Kara Tieman, Secretary