

**MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY**  
**September 19, 2023**

The Trustees of the Scioto County Public Library met on this date at 12:01 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. Joan Berry – Board Member. Representing the library were Paige Williams – Director; Linda Berry – Deputy Director; Dylan Markins – Fiscal Officer and Keely Woloschek – Deputy Fiscal Officer. There were no visitors present.

On motion of Mr. Salmons, seconded by Ms. Roberts, the minutes of the Personnel Committee Meeting, Materials & Equipment Committee Meeting, Policy Committee Meeting and Regular Meeting – August 29, 2023, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Ms. Roberts, the August 2023 financial report is approved, subject to audit. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the August 2023 bills in the amount of \$437,814.43 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

**Audit, Budget & Expenditures:**

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve closing the credit card at PNC Bank that was assigned to Larry Dylan Markins, Fiscal Officer, as of September 22, 2023. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mr. Salmons, seconded by Ms. Roberts, to approve opening a credit card at PNC Bank for Keely Woloschek, Deputy Fiscal Officer, with a \$5,000 credit limit. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

**Property & Exentension:**

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the one-year maintenance agreement with Johnson Controls for our HVAC system from 10/1/23 to 9/30/24 in the amount of \$13,753.00. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

**Personnel:**

On motion of Mrs. Tieman, seconded by Mr. Salmons, to ratify the hiring of: Kasie McCreary – Full-time Youth Services Associate, effective 9/4/23 @ \$14.50/hr – replaces Jodi Freeman (on military leave). On roll call, the members voted as follows Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Ms. Roberts, to approve the updated Aetna health premiums for staff to go into effect on the first payroll in October 2023. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Mr. Salmons, to approve the accrued vacation leave payout for Larry Markins, Fiscal Officer, at a rate of \$35.70/hr. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Ms. Roberts, to approve the Certificate of Transition as presented by Fiscal Officer Dylan Markins. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, 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:**

*Fiscal Officer Search (Informational)* - The Fiscal Officer search is ongoing with two candidates applying as of today. The Library has extended the time to apply until the position is filled. The Board can discuss the candidates and an interview schedule at the October meeting.

On motion of Mrs. Tieman, seconded by Mr. Salmons, moved to approve the Library purchase long-sleeved t-shirts or crew-neck sweatshirts with the library logo for staff members to wear at outreach events not to exceed \$30.00 per item of clothing in accordance with Resolution 2023-01. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

On motion of Mr. Salmons, seconded by Ms. Roberts, moved to approve the Library have a budget of \$200 for the purchase of food to serve at the October 9 in-service for staff. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Dr. Kemp, yes and Ms. Roberts, yes.

**Unfinished Business**

There is no unfinished business to report.

**New Business:**

On motion of Mrs. Tieman, seconded by Ms. Roberts and unanimously carried, to excuse Mrs. Tamela Morton, Mrs. Jennifer Schackart and Ms. Ruthann Brush from the September 19, 2023 Board meeting is approved.

**Public Comment:** None

There being no further business, on motion duly made and seconded, adjournment was taken at 12:31 p.m.

Approved this 17<sup>th</sup> day of October, 2023.

  
Charles Kemp, President

  
Kara Tieman, Secretary