

MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY
March 19, 2024

The Trustees of the Scioto County Public Library met on this date at 12:22 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 Morton – Board Member; Ms. Ruthann Brush – Board Member; and Ms. Joan Roberts – Board Member. Representing the library were Paige Williams – Director; Linda Berry – Deputy Director; Travis McNeilan – 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. Tieman, the minutes of the Personnel Committee Meeting, Materials & Equipment Committee Meeting, and Regular Meeting – February 20, 2024, 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; Dr. Kemp, yes; Ms. Roberts, yes.

On motion of Mrs. Morton, seconded by Ms. Brush, the February 2024 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; Dr. Kemp, yes; Ms. Roberts, yes.

On motion of Mr. Salmons, seconded by Ms. Roberts, to approve the February 2024 bills in the amount of \$375,438.87 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes.

Audit, Budget & Expenditures

PNC Credit Card Update (Informational) – The PNC Credit Card accounts were updated as approved at the last meeting. It was added to the termination checklist to immediately cancel the credit card for any employee who leaves the library. Lastly, security on the accounts was increased by updating the username, password, mobile numbers, security questions, and setting up email alerts to go to both the Fiscal Officer and Deputy Fiscal Officer any time there is card activity.

Salary Expense Reclassification (Informational) – The Fiscal Office updated how salaries have historically been reported on our financials so it is more accurate and correct. This update was reflected in ADP's departments function to classify employees after reviewing every staff member's position and role to ensure everyone was properly classified starting in 2024.

On motion of Mr. Salmons, seconded by Ms. Roberts, to approve the SOMC Life Center Corporate Membership Contract as a payroll deduction for staff members at no additional cost to the library, effective April 1, 2024. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes.

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the Software Solutions Annual Software Support Contract for Visual Intelligence for the period of April 1, 2024 to March 31, 2025 in the amount of \$13,674.81. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes.

2023 Financials, Notary, OLC Public Library Fiscal Officer Conference (Informational) – The 2023 Financials were submitted to the Auditor of State and an ad was placed in the paper stating they were available for public review. IT also created a webpage where the Library's annual budgets, financial reports, and recent audit reports will be available to view. The Fiscal Officer became a Notary Public to provide free notary services for Library patrons. The Fiscal Officer and Deputy Fiscal Officer will be attending the Ohio Library Council's Public Library Fiscal Officer Conference April 18th and 19th in Columbus this year.

Property & Extension

On motion of Ms. Brush, seconded by Mrs. Morton, to approve Roger Hemming Contractor LLC to replace the Portsmouth Branch roof at a cost of \$42,126.72. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes.

Personnel

On motion of Mrs. Tieman, seconded by Mr. Salmons, to ratify the hiring of: Alaina Stowers – Full-time Branch Associate, effective 03/04/2024 @ 15.86/hr – replaces Ryan Gillette. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Mrs. Morton, to approve an upcoming unpaid leave of absence for the Fiscal Officer, Travis McNeilan, if necessary. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes.

Materials & Equipment

Bookmobile (Informational) – On February 26th, the Director, Deputy Director, Outreach Services Coordinator and both Bookmobile drivers traveled to Columbus to meet with Farber staff to select the internal materials and colors. A sample of the selected materials was presented at the March Board meeting.

Policy

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

Report of the Director

On motion of Mr. Salmons, seconded by Ms. Roberts, to approve the Library Levy Resolution of Necessity to be sent to the Scioto County Auditor:

**A RESOLUTION DETERMINING THE NECESSITY OF THE
SUBMISSION TO THE ELECTORS OF THE QUESTION
OF LEVYING A TAX IN EXCESS OF THE TEN-MILL LIMITATION**

Resolution # 2024-01

The Board of Trustees of the Scioto County Public Library, a county district library of Scioto County, Ohio, met in regular session on March 19, 2024 at the Scioto County Public Library, 1220 Gallia Street, Portsmouth, Ohio with Dr. Charles Kemp, President; Mr. Ryan Salmons, Vice-President; Mrs. Kara Tieman; Ms. Ruthann Brush, Mrs. Tamela Moore-Morton and Ms. Joan Berry Roberts present.

Ryan Salmons moved for the adoption of the following Resolution:

The Board of Trustees requests the County Auditor to certify the total current tax valuation of this county taxing authority and the dollar amount of revenue that would be produced by one (1.00) mills for each one (\$1.00) of taxable value, to levy a tax outside the ten-mill limitation for the current expenses of the Scioto County Public Library; since the amount of taxes which may be raised within the ten-mill limitation will be insufficient to provide an adequate amount for the necessary requirements for the Scioto County Public Library. The Board of Trustees will cause the proposed levy to be placed on the ballot at the November 5, 2024 election as a renewal of an existing levy for a five (5) year term. The tax year in which the tax will first be levied is 2025 and the calendar year in which the tax will first be collected is 2026.

The purpose of the tax is for the current expenses of the Scioto County Public Library. Ohio Revised Code section(s) 5705.03 and 5705.23 authorize(s) the submission of the question of the tax.

The ballot measure will be submitted to and the tax is to be levied upon the entire territory of Scioto County, Ohio which is solely located in Scioto County, Ohio.

A second was received from Joan Berry Roberts. Roll was called and the motion passed with the following vote:

<u>Dr. Charles Kemp</u>	<u>Yea</u>
<u>Ryan Salmons</u>	<u>Yea</u>


<u>Kara Tieman</u>	<u>Yea</u>
<u>Ruthann Brush</u>	<u>Yea</u>
<u>Tamela Moore-Morton</u>	<u>Yea</u>
<u>Joan Berry Roberts</u>	<u>Yea</u>

Adopted: March 19, 2024

The State of Ohio, Scioto County, ss.

I, Travis McNeilan, Fiscal Officer of the Board of Trustees of the Scioto County Public Library, do hereby certify that the foregoing is taken and copied from the records of said Board of Trustees; that the same has been compared by me with the resolution on said record and that it is a true copy thereof.

Witness my signature, this 19th day of March 2024.



Fiscal Officer
Scioto County Public Library
Board of Trustees

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

Human Resources Manager interviews (Informational) – The Human Resources Manager selection process has begun with interviews scheduled March 20-22. There have been both internal and external applicants. The Director, Deputy Director and Fiscal Officer will conduct the interviews.

Unfinished Business

There is no unfinished business to report.


New Business

On motion of Mrs. Morton, seconded by Ms. Brush and unanimously carried, to excuse Mrs. Jennifer Schackart from the March 19, 2024 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 12:42 p.m.
Approved this 16th day of April, 2024.



Charles Kemp, President



Kara Tieman, Secretary