

MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY
July 16, 2024

The Trustees of the Scioto County Public Library met on this date at 12:31 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 Roberts – Board Member, Mrs. Tamela Morton – Board Member, and Mrs. Jennifer Schackart – Board Member. Representing the library were Paige Williams – Director, Linda Berry – Deputy Director, Travis McNeilan – Fiscal Officer, and Katie Williams – Marketing Manager. The following visitors were present: Joseph Horsley.

On motion of Mr. Salmons, seconded by Mrs. Schackart, the minutes of the Audit, Budget, & Expenditure Committee Meeting, Property & Extension Committee Meeting, and the Regular Meeting – June 18, 2024, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Mrs. Morton, the June 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; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the June 2024 bills in the amount of \$342,709.08 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve a bank transfer of \$13,444.21 from the General Bank Account to the Payroll Bank Account in order to reconcile and balance the Payroll Clearing account. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve the following donations for Quarter 2 of 2024 in the amount of \$5,921.07:

| From | Amount |
|--|--------------------|
| Rush Township Volunteer Fire Dept. – Edward Fannin Memorial Donation | \$ 50.00 |
| Paul and Susan O’Neill – Dave Fannin Memorial Donation | \$ 100.00 |
| Timothy Wagner – Dave Fannin Memorial Donation | \$ 50.00 |
| Scioto Foundation – Barbara & William Burke Family Fund – Summer Reading | \$ 1,000.00 |
| Lynn and Beverly Grimshaw – Donation History Department | \$ 100.00 |
| Southern Ohio Medical Center – Summer Reading Donation | \$ 3,000.00 |
| George and Yvonne Mellert – David E. Fannin Memorial Donation | \$ 50.00 |
| Betty Morgan – David Fannin Memorial Donation | \$ 100.00 |
| Angela and Philip Biggs – David Fannin Memorial Donation | \$ 50.00 |
| Gregory and Cathy Dunham – David Fannin Memorial Donation | \$ 100.00 |
| Paige A Robbins – Dave Fannin Memorial Donation | \$ 100.00 |
| Stephen and Michal Duncan – Dave Fannin Memorial Donation | \$ 50.00 |
| Stewart and Lala Brumfield – Dave Fannin Memorial | \$ 50.00 |
| Kroger Quarterly Community Rewards – Summer Reading | \$ 521.07 |
| Steven & Melody Hagy – Dave Fannin Memorial Donation | \$ 100.00 |
| R.F. Chapman Co. – Donation | \$ 500.00 |
| TOTAL | \$ 5,921.07 |

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

On motion of Mr. Salmons, seconded by Ms. Roberts, to approve the following refunds and reimbursements for Quarter 2 of 2024 in the amount of \$30,080.84:

| From | Amount |
|--|---------------------|
| SCPL – EE Medical Reimbursement (APR 2024) | \$ 10,102.80 |
| SCPL – EE Medical Reimbursement (MAY 2024) | \$ 9,989.02 |
| SCPL – EE Medical Reimbursement (JUN 2024) | \$ 9,989.02 |
| TOTAL | \$ 30,080.84 |

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

On motion of Mr. Salmons, seconded by Mrs. Morton, to approve the following transfers within the General Fund:

\$55,000 move from 101-00-5-5510 Furniture & Equipment to the following accounts:

- \$15,000 – 101-00-5-4300 Audio Visual Materials for Increased Hoopla Usage
- \$15,000 – 101-00-5-3900 Other Contracts & Services for switching to a 3 year Swank contract and provide flexibility for the 2nd half 2024 POs
- \$10,000 – 101-00-5-3300 Property Maintenance Repair to provide flexibility for 2nd half 2024 POs
- \$15,000 – 101-00-5-3325 Electronic Services Maintenance to provide flexibility 2nd half 2024 POs

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

New ORC Fraud Training and Reporting Requirements (Informational) – Bulletin 2024-005 from the Auditor of State's Office was released last month providing details about the requirements to report fraud, theft in office, or misuse or misappropriation of public money pursuant to ORC amended by recent Ohio legislation. Details can be found here: ohioauditor.gov/trainings/fraud.html. Public employees are required to watch an 8 minute video, receive a certificate, and sign a new acknowledgement form. Each board member was given a sheet with instructions to get their training completed as well as acknowledgement forms to sign.

Update on Public Library Fund (PLF) (Informational) – The latest PLF estimates for 2024 were released. For Scioto County estimates were about \$50,000 lower annually than the last estimate which was used for the 2024 budget. The 2025 budget is on line with the most up-to-date information. PLF is down meaning the Library will receive less money in 2024 than initially anticipated.

Board Member Notary (Informational) – The Fiscal Officer asked if any board members were notaries in order to have someone conveniently available put the Fiscal Officer under oath annually. It was confirmed that Mrs. Tamela Morton – Board Member is a notary.

Property & Extension

On motion of Mrs. Schackart, seconded by Mr. Salmons, to approve the Bidding package and commencement of advertising for the Lucasville Erosion Project. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

Personnel

On motion of Mrs. Tieman, seconded by Mrs. Morton, to ratify the hiring of – Rhonda Webster, Full-time New Boston Branch Supervisor, effective 7/1/24 @ \$24.29/hr – replaces Jason Stump who transferred to Lucasville Branch Supervisor; Taryn Mirabello, Full-time Branch Associate, effective 7/1/24 @ \$18.42/hr – transferred from Lucasville Branch Supervisor to South Webster Branch Associate replacing Michelle Smith. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve the hiring of a temporary part-time employee for the Local History Department with their employment lasting no longer than 90-120 days. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

Materials & Equipment

Current and New Bookmobile Update (Informational) – The current Bookmobile is having mechanical problems with both the engine and generator so the bus was taken off the road as of Wednesday, July 10. We are hoping we will be able to drive it to the Scioto County Fair. Farber Inc. has confirmed that the completion date of the new bookmobile will be July 23 but they will commence testing which will continue for approximately two weeks.

Policy

On motion of Mrs. Schackart, seconded by Mr. Salmons, to approve the updated Circulation Policy effective August 1, 2024. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Mrs. Schackart, seconded by Mrs. Morton, to approve the updated Board Operations Policy effective July 16, 2024. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

Report of the Director

Summer Reading Finale – (Informational) – The annual Summer Reading Finale will be Saturday, July 20 from 11am to 1pm. All levels of summer reading had record numbers of participants so many attendees are expected at the Finale.

Scioto County Fair – (Informational) – The Library will again attend the Scioto County Fair offering games, a book sale and library card sign-ups. The Fair will begin Monday, August 5 and end Saturday, August 10.

Unfinished Business

There is no unfinished business to report.

New Business

On motion of Mrs. Tieman, seconded by Mr. Salmons and unanimously carried, to excuse Ms. Ruthann Brush from the July 16, 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 12:53 p.m. Approved this 20th day of August, 2024.



Dr. Charles Kemp, President



Kara Tieman, Secretary