

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

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. 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 – Human Resources Manager; 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 Property & Extension Committee Meeting and Regular Meeting – March 19, 2024, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Mrs. Tieman, seconded by Ms. Roberts, the March 2024 financial reports are approved, subject to audit. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Ms. Brush, seconded by Mr. Salmons, to approve the March 2024 bills in the amount of \$348,054.52 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Tieman, to approve a budget amendment for Summer Reading (101-00-5-2911) in the amount of \$3,000. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

On motion of Mr. Salmons, seconded by Ms. Brush, to approve the following donations for Quarter 1 of 2024 in the amount of \$6,260.63:

From	Amount
Barbara & William Burke Family - Donation	\$ 1,000.00
Rotary Club of Portsmouth - Donation	\$ 1,000.00
South Central Ohio ESC – Books Build Bridges Donation	\$ 3,000.00
Desco Federal Credit Union – Summer Reading Donation	\$ 750.00
Kroger Community Rewards – Summer Reading Donation	\$ 510.63
TOTAL	\$ 6,260.63

On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, 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 1 of 2024 in the amount of \$30,365.29:

From	Amount
SCPL – EE Medical Reimbursement (JAN 2024)	\$ 10,045.91
SCPL – EE Medical Reimbursement (FEB 2024)	\$ 10,216.58
SCPL – EE Medical Reimbursement (MAR 2024)	\$ 10,102.80
TOTAL	\$ 30,365.29

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

Employee Vacation Balance Reconciliation (Informational) – A reconciliation of employee vacation balances was performed external to ADP, our payroll processor. This reconciliation resulted in 70.05 hours being added back to employee balances that was taken away in error and 11.59 hours taken away from employee balances that were given in error by ADP. A ticket with supporting documentation was opened with ADP to get a response on these errors and a step was added in the bi-weekly payroll processing procedure to ensure these processing errors which dated back to 2021 are caught sooner.

Credit Card Processing – Switch from Converge to Square (Informational) – The Library system has switched credit card processors from Converge to Square. This was due to numerous issues with Converge including not knowing where transactions came from for two branches, card readers not working, one card reader dying despite being purchased in late 2022, higher monthly fees, and poor customer service to resolve these issues. 10 Square Terminals were purchased and are now being utilized at all locations and the Bookmobile.

Miscellaneous (Informational) – Both the Fiscal Officer and Human Resources Manager are anticipating the arrival of their babies in May. The Fiscal Officer ensured that while the Human Resources Manager is out on FMLA leave he will make sure all Fiscal Office duties are completed. The Public Library Fund for 2024 was reported to be below estimate, so there may need to be an amendment to the submitted budget. The Fiscal Office will start work on records retention and continue to work on creating the Fiscal Office Handbook and Procedure Manual specific to the operations of the Scioto County Public Library. Lastly, the Fiscal Officer and Human Resources Manager announced they would be attending the Ohio Library Public Fiscal Officer Conference in Columbus.

Property & Extension

Lucasville Erosion Project (Informational) – The Terracon Company, who is working on the permitting, informed us that the US Army Corps of Engineers permit is approved but with special conditions. The main condition is the library is prohibited from removing trees larger than 3-inches diameter at breast height (DBH) between April 1 and September 30 due to the possibility of bats roosting in those small trees. Unfortunately, trees of that size will need to be removed for this project. If the Library wishes to begin the project prior to October 1st, the company has a potential option for requesting a waiver from the US Fish and Wildlife Service.

Personnel

On motion of Mrs. Tieman, seconded by Mr. Salmons, to ratify the hiring of: Keely Woloschek – Full-time Human Resources Manager, effective 04/08/2024 @ 22.89/hr – new position. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Ms. Brush, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

Materials & Equipment

New Bookmobile Exterior Wrap (Informational) – Options for the exterior wrap of the new Bookmobile from Farber Inc. were presented and discussed. Farber Inc. also informed the library that due to a change in scheduling, they would be able to begin working on the new bookmobile on April 24. This will move the completion date up one week to July 12, 2024, which should allow delivery and training the last full week of July.

Policy

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

Report of the Director

Library Levy Renewal Resolution Issue (Informational) – Due to some confusion regarding who should initiate the Resolution of Necessity, there has been a delay in moving the renewal levy forward. The County Auditor states the Resolution of Necessity must be initiated and approved by the County Commissioners and not the Library Board of Trustees. The library was notified about this confusion on March 20 by County Auditor David Green so we forwarded the information to our legal counsel in the Prosecutor’s Office, Ms. Danielle Parker. Ms. Parker contacted me and noted that she had forwarded the correct resolution to the Commissioners to add to their agenda for the next meeting.

Books Build Bridges (Informational) – The Scioto County Public Library announced it would be hosting Author Richard Cowdrey for a Meet & Greet at the library on April 18th. This is part of the annual Books Build Bridges program.

List of Programs, Exhibits and Displays (Informational) – The list of upcoming programs, exhibits and displays for the next quarter of the year was presented and reviewed.

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 Mrs. Jennifer Schackart and Mrs. Tamela Morton from the April 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 12:41 p.m.

Approved this 21st day of May, 2024.



Charles Kemp, President



Kara Tieman, Secretary