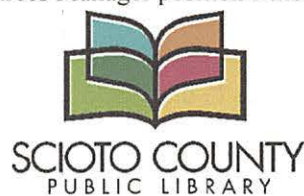


**MINUTES OF THE PERSONNEL COMMITTEE
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
February 20, 2024**

The Personnel Committee of the Scioto County Public Library met in an official committee meeting on this date at 12:02 p.m. to discuss the Human Resources Manager job description. The following committee members were present: Mrs. Kara Tieman, Chair; Mrs. Tamela Morton, Member; and Ms. Joan Roberts, Member. Dr. Charles Kemp, President of the Board, and Mrs. Jennifer Schackart, Member, were also in attendance. Mrs. Kara Tieman, Chair, called the meeting to order. Representing the library were Paige Williams, Director; Travis McNeilan, Fiscal Officer; Linda Berry, Deputy Director; and Katie Williams, Marketing Manager. The following visitors were present: Joseph Horsley.

The committee reviewed and recommends to the full board the following:

- 1) Description of the Human Resources Manager position which is a new position:



Human Resources Manager

Job Classification: Grade V

Summary:

The Human Resources Manager, under the direction of the Director, is a Leadership team member who is responsible for providing guidance regarding personnel policy and human resources system-wide. The Human Resources Manager handles all facets of human resources and is responsible for managing and ensuring compliance with Federal and State of Ohio employment laws and regulations. This position also assists the library's Fiscal Officer as needed in coordinating the Library's financial operations, which may include payroll, purchasing, accounts payable, receipts, and developing and maintaining a system of internal controls.

Minimum Job Requirements:

- Bachelor's Degree in Human Resources, Accounting or a Business-related field preferred
- 3-5 years of supervisory, management and/or fiscal experience preferably in the public sector
- Ability to attain Public Official Bond
- Ability to become an Ohio Notary Public
- 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:

- Coordinate hiring process including recruitment, interviewing, orientation, and training processes
- Construct and interpret personnel policies in a legal, consistent, and non-discriminatory manner and communicate these policies to others in both written and oral formats
- Employee relations including personnel policy issues/questions
- Refers complaint & discipline issues to the responsible supervisor up to and including the Deputy Director and Director
- Maintains personnel files as required by a public entity
- Oversees the employee evaluation process
- Performs benefits administration, change reporting, and communicating benefit information to employees
- Maintains compliance with federal and state regulations concerning all aspects of human resources and employment
- Maintains timecards and assists the Fiscal Officer with payroll processing
- Assists as needed in processing invoices, deduction checks, debit memos
- Record daily deposits for all facilities
- Oversees the financial operations of the library system in the absence of the Fiscal Officer
- Assists in the preparation of board packets, attends board meetings, and prepares board minutes
- Monitors sick and vacation time
- Assists with processing purchase orders as needed
- Trains new employees to use the time clocking system
- Regularly updates and re-evaluates personnel policies

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.

24-2024

There being no further business, adjournment was taken at 12:11 p.m.

Approved this 19th day of March, 2024.

A handwritten signature in cursive script, appearing to read "Kara Tieman", written over a horizontal line.

Mrs. Kara Tieman, Chair

**MINUTES OF THE MATERIALS & EQUIPMENT COMMITTEE
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES
February 20, 2024**

The Materials & Equipment Committee of the Scioto County Public Library met in an official committee meeting on this date at 12:11 p.m. to discuss video security cameras, equipment disposal list, and the new bookmobile. The following committee members were present: Mrs. Tamela Morton, Chair; Mrs. Kara Tieman, Member; and Ms. Joan Roberts, Member. Dr. Charles Kemp, President of the Board, and Mrs. Jennifer Schackart were also present. Ms. Ruthann Brush entered the meeting at 12:18 p.m. 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.

- 1) *Video Security Cameras* – Due to the continued rise of security issues throughout the county, it was requested to the Board to consider installing security cameras at all locations including the new bookmobile. Currently only the Portsmouth location has security cameras, but the system and cameras are older. The library contacted three companies for estimates: Tri-State Security, Swango and Johnson Controls. Swango and Johnson Controls did submit estimates but Tri-State did not. Johnson Controls prices were very high (over \$80,000 for only the Portsmouth location and Bookmobile garage) as well as requiring monthly fees totaling several thousand dollars each year. Swango's estimate is \$49,824.50 for all locations with no additional fees. The estimate from Swango was included in the board packet for review.

The committee reviewed and recommends to the full board the following video security camera quote:



Swango Cabling & Trenching LLC

190 N. Main St
 Peebles OH 45660
 937-587-0145
 SPIN143045230
 bradswango@swanct.com
 Brad Swango

Quote

Bill To
Portsmouth Public Library 1220 Gallia St Portsmouth, OH 45662-4217

Quote#	EST-1806
Quote Date	30 Jan 2024
Reference#	Camera/WAVE Server

Item	Description	Qty	Rate	Amount
Hanwha QNV 8010R	Wisenet Q network outdoor vandal dome camera, SMP @ 30fps, 2.8mm fixed focal lens (104"), triple codec H.265/H.264/MJPEG with Wisestream II, 120dB WDR, IR LEDs range 65', defocus detection, hallway View, SD card, video analytics, CVBS, open platform, IP66, IK10, PoE, white color	32.00	292.00	9,344.00
Hanwha QNV C9011R	Wisenet Q mini network outdoor vandal dome camera, 4K @ 30fps, fix lens 3mm (H:108°/V: 59°), triple codec H.265/H.264/MJPEG with Wisestream III (Based on AI engine), WiseNR(Based on AI engine), WDR 120dB, IR viewable length 20m(65.62ft), WiseMD based on AI engine, Classified object type: Person/Vehicle (vehicle type: car/bus/truck/motorcycle/bicycle); IVA events based on AI engine: Virtual line (Crossing/Direction), Virtual area (Loitering/Intrusion/Enter/Exit/Dis) Appear), defocus detection, hallway View, SD card, video analytics, USB for easy installation, open platform, IP66, IK10, NEMA4X, PoE, Operating temperature -40°C→+55°C(-40°F→+131°F) white color.	26.00	404.40	10,514.40
Hanwha SBP-12SWMW1	Wall/Pole mount for: QNV-C8011R/C8012/C9011R, QND-6011/6021/8011/8021, QND-6012R/6022R, QND-6082R, QNE-8011R/8021R, LND-6012R/6022R /6072R, QND-7012R/7022R/7082R	20.00	37.80	756.00
HANWHA WAVE PRO 01	WAVE 1X IP CAMERA LICENSE	59.00	92.58	5,462.22
Labor and Material	Labor and Material for running, terminating, and testing plenum rated Cat 6 cable, mounting, and configuring cameras and server.	1.00	16,620.00	16,620.00
HPE ProLiant DL380 Gen10	HPE ProLiant DL380 Gen10 Intel Xeon-S 4208 8-Core (2.10GHz 11MB) 32GB (1 x 32GB) PC4-2933Y DDR4 RDIMM 12 x Hot Plug 3.5in Large Form Factor Smart Carrier Smart Array P816i-a NC SR No Optical 2 x 800W 3yr Next Business Day Warranty 250GB SSD	1.00	3,927.33	3,927.33
Western Digital WD60PURZ	WD Purple 6TB Surveillance Hard Disk Drive - 5400 RPM Class SATA 6 Gb/s 128MB Cache 3.5 inch	5.00	214.99	1,074.95

Item	Description	Qty	Rate	Amount
Hanwha PNV A6081R E1T	2MP Network AI IR Vandal Dome Camera with built in 1TB SSD and pre-installed WAVE server and ability to record up to 5 additional cameras. Max. 2MP resolution. Up to 120fps. 0.007Lux@F1.3 (Color), 4.38-9.33mm(2.13x) motorized varifocal lens, 0Lux (B/W, IR LED on), IR Viewable Length 40m(131.23ft). Wise IR, Day & Night (ICR), WDR (120dB), WiseNR, H.265, H.264, MJPEG, WiseStream, People counting, Heatmap, Queue management, TPM with FIPS 140 2 level2, Secure boot, Verify firmware forgery, Hard-coated dome bubble /IP66, IP67, IP6K9K, IK10+, NEMA4X, Modular structure for easy Install, PoE+; 1TB SSD included. Pre-Installed WAVE server with 1CH Pro license	1.00	1,716.00	1,716.00
Hanwha QNF 8010	Wisenet Q series network Indoor fisheye dome camera, max resolution 2048x2048 @ 30fps, triple codec H.265/H.264/MJPEG with WiseStream technology, business analytics (heatmap and people counting), built in SD card slot, PoE	1.00	409.60	409.60
Looking forward to your business.			Sub Total	49,824.50
			Total	\$49,824.50

Terms & Conditions

The terms and conditions of this quote are absolutely confidential between the parties and shall not be disclosed to anyone else, except as shall be necessary to effectuate its terms. Any disclosure will be deemed a violation of the privacy of this document and be handled as a breach of the confidentiality between the two aforementioned parties.
 *Samsung cameras and recorders have a 5 year manufacturer's warranty.
 *Hard Drives have a 1 year warranty. After 1 year customer will be responsible for labor and one way shipping for repairs.
 *Non Certified cabling is warranted by Swango Cabling for 10 years parts and labor.

Authorized Acceptance Signatures _____
 _____ Date _____

- 2) *Equipment Disposal List* – A list of old or non-working computers and equipment was presented to the Board for review. These items will be disposed of through a recycling program.

The committee reviewed and recommends to the full board the following equipment disposal list:

IT Equipment Disposal List – March 2024

Computers

- 12661 – Old ITC Patron Computer – October 2017
- 12662 – Old ITC Patron Computer – October 2017
- 12663 – Old ITC Patron Computer – October 2017
- 12664 – Old ITC Patron Computer – October 2017
- 12665 – Old ITC Patron Computer – October 2017
- 12666 – Old ITC Patron Computer – October 2017
- 12667 – Old ITC Patron Computer – October 2017
- 12668 – Old ITC Patron Computer – October 2017
- 12669 – Old ITC Patron Computer – October 2017
- 12670 – Old ITC Patron Computer – October 2017
- 12671 – Old ITC Patron Computer – October 2017
- 12672 – Old ITC Patron Computer – October 2017
- 12691 – Old New Boston Patron computer – October 2017
- 12692 – Old New Boston Patron computer – October 2017
- 12693 – Old New Boston Patron computer – October 2017

- 12694 – Old New Boston Patron computer – October 2017
- 12695 – Old New Boston Patron computer – October 2017
- 12696 – Old New Boston Patron computer – October 2017
- 12697 – Old New Boston Patron computer – October 2017
- 12698 – Old New Boston Patron computer – October 2017
- 12701 – Old Lucasville Patron computer – October 2017
- 12702 – Old Lucasville Patron computer – October 2017
- 12703 – Old Lucasville Patron computer – October 2017
- 12704 – Old Lucasville Patron computer – October 2017
- 12705 – Old Lucasville Patron computer – October 2017
- 12706 – Old Lucasville Patron computer – October 2017
- 12707 – Old Lucasville Patron computer – October 2017
- 12708 – Old Lucasville Patron computer – October 2017
- 12369 – Old New Boston PAC – July 2012
- 12370 – Old Wheelersburg PAC – July 2012
- 12441 – Old South Webster PAC – July 2012

Miscellaneous

Receipt Printers

- 6682 - MXDF155660 – Streaky
- 6707 - MXDF155641 – Streaky
- 6703 - MXDF155647 – Streaky
- 6702 - MXDF155586 – Streaky
- 6710 - MXDF107827 – Streaky

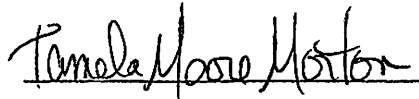
Laser Printers

- 6782 - CN364DK048 - HP OJ PRO X551DW – BAD PRINTER
- 6770 - CN364DK05H - HP OJ PRO X551DW – BAD PRINTER
- 6882 – CN364DK000 - HP OJ PRO X551DW – BAD PRINTER
- 6813 – XEROX COLORQUBE - BAD
- 6814 – XEROX COLORQUBE - BAD
- 6815 – XEROX COLORQUBE - BAD
- 6707 - MXDF155641 - EPSON TM-88V – BAD RECEIPT
- 6703 - MXDF155647 - EPSON TM-88V – BAD RECEIPT
- 6702 - MXDF155586 - EPSON TM-88V – BAD RECEIPT
- 6682 - MXDF155660 - EPSON TM-88V – BAD RECEIPT

- 3) *Bookmobile Updates* – The current Bookmobile is still continuing to have issues with the generator and now the engine has caused the bus to be off the road periodically. The part needed for the generator repair was found through a company in Texas. Ideally, repairing the generator will keep the bookmobile on the road through July. Staff have met with the design team for the new bookmobile wrap and they are working on some designs to present to staff and the Board.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:24 p.m.

Approved this 19th day of March, 2024.

Handwritten signature of Pamela Morse Morton in cursive script.

Mrs. Tamela Morton, Chair