

MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY
February 20, 2024

The Trustees of the Scioto County Public Library met on this date at 12:24 p.m. On roll call, the following members were present: Dr. Charles Kemp – President of the Board; Mrs. Kara Tieman – Secretary of the Board; Mrs. Jennifer Schackart – Board Member; 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, and Katie Williams – Marketing Manager. The following visitors were present: Joseph Horsley.

On motion of Mrs. Morton, seconded by Ms. Brush, the minutes of the Audit, Budget & Expenditure Committee Meeting, Property & Extension Committee Meeting, Materials & Equipment Committee Meeting, Special Meeting, Organizational Meeting, and Regular Meeting – January 16, 2024, are approved and ordered filed. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

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

On motion of Ms. Brush, seconded by Mrs. Tieman, to approve the January 2024 bills in the amount of \$459,385.94 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

Audit, Budget & Expenditures

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve the following Then and Now Payments in the total amount of \$64,394.33:

Vendor	Invoice #	Invoice Date	Amount
Aetna	J1189665	12-20-2023	\$ 54,064.35
Brodart Co. (McNaughton)	M209993	01-12-2024	\$ 10,329.98

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

Payroll Clearing Account Move from Quickbooks to VIP (Informational) – The Payroll Clearing Account has been in Quickbooks for a long time despite VIP having the same capabilities. This past month the Fiscal Officer has transitioned that account into VIP in order to save both costs and time hassle of QuickBooks. This move consolidates all financial activity into VIP which is a significantly better accounting software for the Library. QuickBooks will no longer be used starting this month and all Payroll Clearing Account activity including reconciliations and check cutting will be through VIP.

On motion of Mrs. Tieman, seconded by Mrs. Morton, to approve budget amendments for Summer Reading and Books Build Bridges as follows:

Account	Description	Increase Amount	Reason for Increase
101-00-5-2911	Supplies – Programs (Summer Reading)	\$ 15,000	Establish Summer Reading Program Supplies Budget
101-00-5-4100	Books	\$ 8,000	Books Build Bridges Program Book Order

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

On motion of Mrs. Tieman, seconded by Mrs. Morton, to approve updating the Credit Card Policy to increase credit card limits up to \$10,000.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Ms. Brush, to approve adding Travis McNeilan to the PNC Credit Card account and issuing him a credit card with a limit of \$10,000.00. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve the 2023 Annual Financial Report Compilation completed by Millhuff-Stang, CPA, Inc. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

Property & Extension

On motion of Ms. Brush, seconded by Mrs. Morton, to ratify the electric supplier agreement with Interstate Gas Supply, LLC, beginning with the August 2024 EDC billing cycle through the July 2026 EDC billing cycle at a rate of \$0.0569 per kilowatt hour (kWH). On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

On motion of Ms. Brush, seconded by Mrs. Schackart, to ratify the natural gas supplier agreement with Interstate Gas Supply, LLC, beginning with the September 2024 EDC billing cycle through the July 2026 EDC billing cycle at a rate of \$4.91 per MCF. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

Personnel

On motion of Mrs. Tieman, seconded by Mrs. Morton, to ratify the hiring of: Alanna Spriggs – Full-time Branch Associate, effective 01/29/24 @ \$15.86/hr – replaces Madisyn Staggs. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Mrs. Morton, to ratify the hiring of: Anthony Drake – Part-time Technology Lab Associate, effective 02/12/24 @ \$15.86/hr – replaces Wesley Baldwin. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Mrs. Morton, to enter into executive session at 12:49 p.m. to discuss the employment of a public employee per ORC 121.22. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Ms. Roberts, to exit executive session and resume the regular meeting at 1:09 p.m. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Mrs. Morton, to move Keely Woloschek, Deputy Fiscal Officer, back to an hourly rate of \$19.73 (Grade V Step 3) effective beginning on February 25, 2024. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

On motion of Mrs. Tieman, seconded by Ms. Roberts, to approve the new Human Resources Manager Job Description with a salary classification of Grade V. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

Materials & Equipment

On motion of Mrs. Morton, seconded by Ms. Roberts, to approve the contract with Swango Cabling & Trenching LLC for security cameras system-wide for a total of \$49,824.50. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

On motion of Mrs. Morton, seconded by Mrs. Tieman, to approve the 2024 IT disposal list as presented. On roll call, the members voted as follows: Mrs. Morton, yes; Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; Ms. Roberts, yes; and Mrs. Schackart, yes.

Policy

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

Report of the Director

Bookmobile (Informational) – The current Bookmobile is continuing to have issues with the generator and now the engine is beginning to require repairs. These mechanical failures are causing the bus to be off the road periodically. The part needed for the generator repair has been located through a company in Texas but it has not arrived. We hope repairing the generator will keep the bookmobile on the road through July. Staff have met with the design team for the new bookmobile and when we receive the drawings, we will present them to the Board for approval.

Library Levy Renewal (Informational) – This year the library levy will be on the ballot again for renewal. At the March meeting, the Board will approve a Resolution of Necessity that requests the County Auditor to certify the annual amount the levy would collect.

In-Service Update (Informational) – On Monday, February 19, 2024, the library system for closed for an in-service day. The staff did many team-building exercises and received both fire safety training and hands-on CPR instruction.

Unfinished Business

There is no unfinished business to report.

New Business

On motion of Dr. Kemp, seconded by Mrs. Tieman and unanimously carried, to excuse Mr. Ryan Salmons from the February 20, 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 1:26 p.m.

Approved this 19th day of March, 2024.



Charles Kemp, President



Kara Tieman, Secretary