

**MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY**  
**May 21, 2024**

The Trustees of the Scioto County Public Library met on this date at 12:12 p.m. On roll call, the following members were present: Mr. Ryan Salmons – Vice President of the Board; Ms. Ruthann Brush – Board Member; Ms. Joan Roberts – Board Member; and Mrs. Jennifer Schackart – 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.

Mr. Ryan Salmons, Vice President of the Board, appointed Joan Roberts as Secretary Pro Tempore.

On motion of Ms. Brush, seconded by Ms. Roberts, the minutes of the Regular Meeting – April 16, 2024, are approved and ordered filed. On roll call, the members voted as follows: Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Ms. Roberts, yes.

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

On motion of Ms. Brush, seconded by Ms. Roberts, to approve the April 2024 bills in the amount of \$361,507.28 (Including Payroll) are approved. On roll call, the members voted as follows: Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Ms. Roberts, yes.

**Audit, Budget & Expenditures**

On motion of Mrs. Schackart, seconded by Ms. Roberts, to approve a budget amendment for Summer Reading (101-00-5-2911) in the amount of \$521.07 for the money to be received from the quarterly Kroger Community Rewards. On roll call, the members voted as follows: Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Ms. Roberts, yes.

*New Website Page for Annual Budgets, Annual Financial Reports, and Audit Reports (Informational)* – Thanks to Terry Stevenson, Systems Administration/Webmaster, the Library now has a website that shows our Annual Budgets, Annual Financial Reports, and Audit Reports at <https://www.yourppl.org/library-annual-budgets-andfinancial-reports>. The Fiscal Officer provided him with everything and asked him to put this site together since it is a best practice recommended by the Auditor of State. This will help the Library earn “StaRS” from them which are indicative of “exemplary practices in open and transparent government” in addition to being an easy place to point anyone to who would like to know more about the Library’s finances.

**Property & Extension**

*Lucasville Erosion Project (Informational)* – Skelly and Loy, Inc. are preparing an updated estimate of cost for the erosion project at Lucasville. This project will have to be bid out so the bidding documents are being finalized by Sands Decker. The library’s legal counsel will prepare the bidding advertisements that will need to be reviewed and approved by the Board. Ideally, all the required documents will be presented at the June meeting.

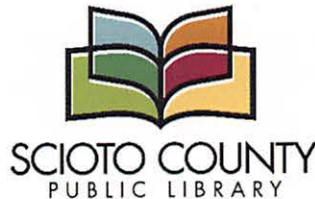
**Personnel**

On motion of Ms. Roberts, seconded by Ms. Brush, to ratify the hiring of: Barbara Eldridge – Full-time Branch Assistant, effective 04/15/2024 @ \$12.58/hr – replaces Alanna Spriggs. On roll call, the members voted as follows: Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Ms. Roberts, yes.

On motion of Ms. Roberts, seconded by Mrs. Schackart, to ratify the hiring of: Keeley Wilburn – Full-time Library Associate, effective 04/22/2024 @ \$15.86/hr – replaces Richie Holsinger. On roll call, the members voted as follows: Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Ms. Roberts, yes.

On motion of Ms. Roberts, seconded by Mrs. Schackart, to approve the renewal contract for dental insurance with Superior Dental Care for July 1, 2024 – June 30, 2025 with no increase in premiums or change in benefits. On roll call, the members voted as follows: Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Ms. Roberts, yes.

On motion of Ms. Roberts, seconded by Ms. Brush to approve the following updated Branch Supervisor Job Description. On roll call, the members voted as follows: Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Ms. Roberts, yes.



## Branch Supervisor

### Summary:

The Branch Supervisor, under the direction of the Deputy Director, supervises the staff and workflow of their assigned branch location(s). This position is responsible for the educational, informational and recreational need of the community surrounding the branch locations. This responsibility is met in the input placed on the development of the branch location collections and programming. This position is also responsible for the scheduling and evaluating of the branch location staff

### Minimum Job Requirements:

- Bachelor's Degree
- 1-3 years' supervisory experience preferred
- 3-5 years' public library experience preferred
- 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:

- Selects, schedules, and evaluates the branch staff
- Direct workflow and supervise staff in the branch location(s)
- Educate staff and enforce Library and Personnel policies and procedures
- Provides direct public service including circulation, reference, readers' advisory, and technology assistance
- Collection development and maintenance
- Manage location Meeting Room applications and scheduling
- Prepare purchase order requests and maintain inventory of library office supplies
- Plan and present informational programs, presentations, displays, and readers' groups
- Ensure branch staff are educated and practicing safety and security measures
- Assist maintenance with custodial and basic maintenance work
- Prepare various reports on operations and activities including circulation statistics and library programs
- Tender Fines and complete daily deposits
- Establish and maintain meaningful community partnerships for the Library
- Create event calendars, forms, and fliers to promote programs and services and submit to Marketing Manager for approval

**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.*

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Employee Signature

Date

*Revised: May 2024*

### **Materials & Equipment**

*New Bookmobile Exterior Wrap (Informational)* – Farber Inc. has begun work on our new bookmobile. There are still some small decisions to work through as the vehicle is being built but the delivery timeline is still late July. The final design of the exterior wrap is almost complete and will be presented at the June meeting.

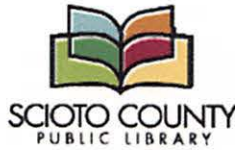
### **Policy**

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

### **Records Commission**

On motion of Ms. Brush, seconded by Ms. Roberts, to approve of the disposal of all the records presented on the following Records Disposal Log which have met their required retention period per the Record Retention Policy and Schedule (RC-2) that was approved by both the Ohio History Connection and Auditor of State's Office. On roll call, the members voted as follows: Mr. Salmons, yes; Ms. Brush, yes; Mrs. Schackart, yes; and Ms. Roberts, yes.

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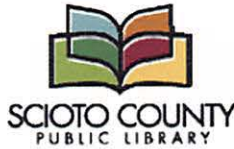
Local Government Entity: Scioto County Public Library  
 Contact Person: Travis McNeilan, Fiscal Officer or Paige Williams, Director  
 Telephone Number: 740-333-0000 or 740-333-1990  
 Location of Records: Main Branch in Portsmouth in Admin Suite  
 Address: 1220 Galatia Street, Portsmouth, Ohio, 45662  
 County: Scioto

## RECORDS DISPOSAL LOG

DATE ADDED TO DISPOSAL LIST	REVIEWED AND ADDED FOR DISPOSAL BY	DEPARTMENT OF RECORDS	RECORD SERIES TITLE FROM RETENTION SCHEDULE	CURRENT RETENTION PERIOD PER APPROVED SCHEDULE	DATES/YEAR S ON RECORDS	RETENTION PERIOD MET? (Y/N)	DETAILED DESCRIPTION OF RECORDS	TYPE OF MEDIA
5/7/2024	Travis McNeilan	Fiscal Office	Bank Deposit Receipts	Until Audited	2007-2013	YES	Miscellaneous Returned "Pink" Bank Deposit Slips and Hand Written Cash Deposit Logs from as early as 2007 to as late as 2013.	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Encumbrance and Expenditure Journal Check Registers Purchase Orders Accounting Records not specified	5 years provided audited 4 years provided audited 2 years provided audited 5 years provided audited	December 2016	YES	December 2016 Purchase Orders, Paid Invoices - debit memos, and check registers. 2016 cancelled/voided checks as of 12/31/16	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Encumbrance and Expenditure Journal Check Registers Purchase Orders Accounting Records not specified	5 years provided audited 4 years provided audited 2 years provided audited 5 years provided audited	July 2016 through November 2016	YES	July 2016 through November 2016 Purchase Orders, Paid Invoices - Debit Memos, and Check Registers	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Encumbrance and Expenditure Journal Check Registers Purchase Orders Accounting Records not specified	5 years provided audited 4 years provided audited 2 years provided audited 5 years provided audited	January 2016 through June 2016	YES	January 2016 through June 2016 Paid Invoices - Debit Memos, and Check Registers	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Encumbrance and Expenditure Journal Check Registers Purchase Orders Accounting Records not specified	5 years provided audited 4 years provided audited 2 years provided audited 5 years provided audited	July 2010 through December 2010	YES	July 2010 through December 2010 Paid Invoices - Debit Memos, and Check Registers	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Encumbrance and Expenditure Journal Check Registers Purchase Orders Accounting Records not specified	5 years provided audited 4 years provided audited 2 years provided audited 5 years provided audited	January 2010 through July 2010	YES	July 2010 through December 2010 Paid Invoices - Debit Memos, and Check Registers	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Bank Deposit Receipts Receipt Books	Until Audited Until Audited	February 2019 through December 2019	YES	February 2019 through December 2019 Receipts with Bank Deposit Slips and supporting documentation.	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Bank Deposit Receipts Receipt Books	Until Audited Until Audited	January 2020 through December 2020	YES	January 2020 through December 2020 Receipts with Bank Deposit Slips and supporting documentation.	Paper
5/7/2024	Travis McNeilan	Fiscal Office	Accounting Records not specified	5 years provided audited	2007-2008	YES	Audit Trail Reports for Revenues and Expenses for 2007 and 2008	Paper
5/8/2024	Travis McNeilan	Fiscal Office	Purchase Orders	2 years provided audited	2007	YES	2007 Book of purchase orders and purchase order activity reports	Paper
5/8/2024	Travis McNeilan	Fiscal Office	Bank Deposit Receipts Receipt Books	Until Audited Until Audited	January 2010 through January 2019	YES	January 2019 through February 2019 Receipts with Bank Deposit Slips and supporting documentation.	Paper
5/8/2024	Travis McNeilan	Fiscal Office	Bank Deposit Receipts Receipt Books	Until Audited Until Audited	January 2021 through September 2022	YES	January 2021 through September 2022 Receipts with Bank Deposit Slips and supporting documentation.	Paper
5/8/2024	Travis McNeilan	Fiscal Office	Bank Statements	4 years provided audited	January 2007 through December 2009	YES	January 2007 through December 2009 Bank Statements and Reconciliations with supporting documentation for the following bank accounts: Fifth Third Bank and Escrow, Star Ohio, US Bank, Ohio River Bank, and Certificate of Deposit - Besco	Paper
5/8/2024	Travis McNeilan	Fiscal Office	Bank Statements	4 years provided audited	January 2010 through December 2012	YES	January 2010 through December 2012 Bank Statements and Reconciliations with supporting documentation for the following bank accounts: Fifth Third Bank and Escrow, Star Ohio, US Bank, Ohio River Bank, and Certificate of Deposit - Besco	Paper
5/8/2024	Travis McNeilan	Fiscal Office	Bank Statements	4 years provided audited	January 2013 through December 2014	YES	January 2013 through December 2014 Bank Statements and Reconciliations with supporting documentation for the following bank accounts: Fifth Third Bank and Escrow, Star Ohio, US Bank, Ohio River Bank, and Certificate of Deposit - Besco	Paper
5/8/2024	Travis McNeilan	Fiscal Office	Board Agenda Pckas & Audio Recordings	3 years	January 1994 through November 2012	YES	Board Meeting Agendas from as early as January 1994 to as late as November 2012	Paper



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Local Government Entity: Scioto County Public Library  
 Contact Person: Travis McNeelan, Fiscal Officer or Patge Williams, Director  
 Telephone Number: 740-333-6060 or 740-333-3990  
 Location of Records: Main Branch in Portsmouth in Admin Suite  
 Address: 1220 Galitia Street, Portsmouth, Ohio, 45662  
 County: Scioto

## RECORDS DISPOSAL LOG

DATE ADDED TO DISPOSAL LIST	REVIEWED AND ADDED FOR DISPOSAL BY	DEPARTMENT OF RECORDS	RECORD SERIES TITLE FROM RETENTION SCHEDULE	CURRENT RETENTION PERIOD PER APPROVED SCHEDULE	DATES YEAR 5 ON RECORDS	RETENTION PERIOD MET? (Y/N)	DETAILED DESCRIPTION OF RECORDS	TYPE OF MEDIA
5/8/2024	Travis McNeelan	Fiscal Office	Employee Handbooks	Until superseded	1975 through 2015	YES	Personnel Manuals and Board By-Laws with dated the earliest at 1975 to the latest at 2015. All have been superseded by more current Personnel Manuals and Board By-Laws.	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Purchase Orders	2 years provided audited	2011 through 2015	YES	Purchase Orders with corresponding encumbrance report copies along with requests for POs for 2011 through 2015.	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Bank Statements	4 years provided audited	2006 through 2014	YES	Check Images from the Bank Statements for the US Bank Account from 2006 to 2014.	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Bank Statements	4 years provided audited	2017 through 2018	YES	January 2017 through December 2018 Bank Statements and Reconciliations with supporting documentation for the following bank accounts: Fifth Third Bank, Star Ohio, Star Plus, US Bank, US Bank HRA, WestBanco - Besco, Perry Cash.	Paper
5/8/2024	Travis McNeelan	Fiscal Office	Purchase Orders	2 years provided audited	2011 through 2014	YES	Purchase Order REQUESTS with supporting documentation and corresponding copies of encumbrance report for all of 2011 through 2014.	Paper
5/10/2024	Travis McNeelan	Fiscal Office	Vouchers with Invoices	5 years provided audited	January 2011 through December 2015	YES	Vouchers with Invoices from January 2011 starting with Check # 21002 through December 2015 ending with Check # 25295.	Paper
5/8/2024	Linda Berry	Human Resources	Employee handbooks	Until Superseded	2001.08.09.12.15	YES	Personnel manuals from 2001-2015	Paper
5/8/2024	Linda Berry	Human Resources	Job descriptions	Until Superseded	2002, 2012, 2013	YES	Job description and analysis from years noted	Paper
5/8/2024	Linda Berry	Human Resources	Personnel Files	6 years after termination	1985-2017	YES	Personnel files from 1985-2017	Paper
5/8/2024	Linda Berry	Human Resources	I-9 Immigration forms	3 years after DOH or 1 year after termination of employment, whichever is later	1995-2021	YES	I-95 forms for former staff 1995-2021	Paper
5/9/2024	Linda Berry	Human Resources	Personnel files	6 years after termination	1995-2014	YES	Rewards and Recognition forms	Paper
5/9/2024	Linda Berry	Human Resources	Injury incident reports	5 years provided no pending action	1997-2012	YES	Accident and incident report forms from 1997-2012	Paper
5/9/2024	Linda Berry	Human Resources	Personnel files	6 years after termination	2001, 2011, 2015, 2016, 2017	YES	Old insurance forms from the years listed	Paper
5/9/2024	Linda Berry	Human Resources	Personnel files	6 years after termination	1998-2016	YES	SERB Annual Reports (State Employment Relations Board)	Paper
5/10/2024	Linda Berry	Human Resources	Time Sheets	4 years provided audited	2002-2019	YES	In-service information and sign in sheets	Paper
5/10/2024	Linda Berry	Human Resources	Transient Material	Discretionary; retain until no longer of administrative value	2012-2023	YES	Doctor's excuses notes	Paper
5/10/2024	Keely Woioschek	Fiscal Office	Receipt Books	Until audited	2010-2015	Yes	Mobile Services Fine Reports (no cash tendered, but has waive slips attached with patron names and items checked out)	Paper
5/10/2024	Keely Woioschek	Fiscal Office	Time Sheets	4 years provided audited	1998-1999	Yes	Police Logs of times they checked different departments in the building while on duty for security	Paper
5/10/2024	Keely Woioschek	Fiscal Office	Committee Reports	One year	2004	Yes	Centennial Celebration Committee Meeting agendas, plans, and notes	Paper
5/13/2024	Keely Woioschek	Fiscal Office	Committee Reports	One year	2007	Yes	Strategic Planning Committee Meeting agenda and notes from 2007	Paper
5/13/2024	Keely	Fiscal Office	Time Sheets	4 years provided audited	2001-2002	Yes	Spreadsheet of employees' vacation, sick, and personal day balances/usage from 2001-2002	Paper
5/13/2024	Travis McNeelan	Fiscal Office	Vouchers with Invoices	5 years provided audited	1995 through 1998	YES	Miscellaneous Vouchers with Invoices primarily for US Bank from 1995 through 1998	Paper

**Report of the Director**

*Library Levy Renewal Resolution Issue (Informational)* – The Scioto County Prosecutor’s Office informed the library that two resolutions are required to have the levy renewal added to the November ballot. The first resolution was approved by the Scioto County Commissioners on April 18 and the second was approved on April 25. At the request of the Scioto County Board of Elections, the County Commissioners had to approve a revised resolution on May 16 to clarify the exclusion of Scioto County residents owning property in an area that is part of the Pike County Scioto Valley School District. That area is not part of the Scioto County Public Library District as established by the State Library of Ohio.

*Books Build Bridges (Informational)* – The Books Build Bridges project was very successful. Almost all of the third-graders in Scioto County were able to see the author at the Vern Riffe Theater and participate in a drawing exercise as well. The author event at the Library was packed with over 120 adults and children attending.

*Trustee Reappointment (Informational)* – Dr. Charles Kemp was reappointed to serve as Library Trustee by the Scioto County Commissioners at their May 9, 2024 meeting. His new term will continue until June 30, 2031.

**Unfinished Business**

There is no unfinished business to report.

**New Business**

On motion of Ms. Brush, seconded by Ms. Roberts and unanimously carried, to excuse Dr. Charles Kemp, Mrs. Kara Tieman, and Mrs. Tamela Morton from the May 21, 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 12:30 p.m. Approved this 18<sup>th</sup> day of June, 2024.

  
\_\_\_\_\_  
Ryan Salmons, Vice President

  
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Joan Roberts, Secretary Pro Tempore