

## MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY

August 20, 2024

The Trustees of the Scioto County Public Library met on this date at 12:03 p.m. On roll call, the following members were present: Dr. Charles Kemp – President of the Board, Mrs. Kara Tieman – Secretary of the Board, Ms. Joan Roberts – Board Member, and Ms. Ruthann Brush – 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, Tammy Skeens (representative of Skeens Excavating & Reclaim) and Joseph Pratt.

The scheduled bid opening for the Lucasville Branch of the Scioto County Public Library Stream Restoration project began after the roll call. A sealed bid from Skeens Excavating & Reclaim was opened. The total cost of this bid was \$242,000.00. There were no other bids received to open. There were no questions from visitors. Tammy Skeens representing Skeens Excavating & Reclaim left the meeting after the bid opening.

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

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

On motion of Ms. Roberts, seconded by Ms. Brush, to approve the July 2024 bills in the amount of \$434,405.94 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

### **Audit, Budget & Expenditures**

*PNC Credit Card Update (Informational)* – The recent approved credit card limit increases did not actually increase our credit line which is tied to a “combined account.” Dr. Kemp signed a form to request this as well as to give Travis McNeilan, Fiscal Officer, the authority to sign on the Library’s behalf for this account. The current credit cards do not allow for the full limit requested, so it was denied. The Fiscal Officer will research new company credit cards to propose for board approval including those that actually give some cashback as a statement credit as the current PNC cards do not have any cashback.

*Payroll Clearing Account Reconciliation (Informational)* – During the July 2024 reconciliation it was discovered that the transfer amount approved at the prior board meeting was incorrect. An outstanding check was double counted. \$953.20 was transferred back to the General Account from the Payroll Account and it was verified in mid-August this reconciled the account.

*Payroll/HR Provider (ADP) Update (Informational)* – There have been a few minor issues with ADP including the ongoing vacation balance discrepancies. This along with continued poor customer support prompted the Fiscal Officer to resume searching for a new payroll/HR provider. ADP was informed of this and they have offered the library a 2 year agreement with a 20% discount which equates to about \$4,500 saved over the 2 years. The full admin team including the HR Manager discussed the options in a meeting and decided to accept this concession pricing agreement with ADP.

*Miscellaneous (Informational)* – Keely Woloschek will return to work on August 22, 2024. BP has been charging the library a monthly fee to use their gas card program. We were able to get this removed going forward as well as to receive credit for several months of the fee. Board Members were notified again to get their fraud training certificates to the Fiscal Officer. The Fiscal Officer will be running a disc golf 101 program at the end of September in which up to 40 children will receive a free disc donated by Elevation Disc Golf.

### **Property & Extension**

*Lucasville Branch Stream Restoration Project (Informational)* – Between now and the tentative Special meeting, the company that submitted the bid will need to have their credentials, references and fiscal standing investigated prior to the Board considering accepting the bid. All the research will be completed prior to the Special meeting.

### **Personnel**

On motion of Mrs. Tieman, seconded by Ms. Roberts, to ratify the hiring of – Mary Lee Justice, Temporary Part-Time Local History Assistant, effective 7/25/24 @ \$15.05/hr – new temporary position; Sara Hunt, Full-time Local History Associate, effective 8/12/24 @ \$15.86/hr – replacing Matthew Lee; Julie Buckler – Full-time Local History Associate, effective 8/26/24 @ \$15.86/hr – replacing Megan Cooper. On roll call, the members voted as follows: Mrs. Tieman, yes; Ms. Brush, yes; Dr. Kemp, yes; and Ms. Roberts, yes.

### **Materials & Equipment**

*New Bookmobile Update (Informational)* – Farber Inc. notified us that the Bookmobile will not be available for the River Days Parade. The completion date is now two months later than originally stated. Once we have the vehicle in our possession, we will plan a Grand Opening Reception for the public.

### **Policy**

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

### **Report of the Director**

*Wheelersburg Bicentennial Celebration (Informational)* – The Wheelersburg Bicentennial was on August 3, 2024 and the library had historical displays in the Litteral House meeting room at Pioneer Village as well as offering free games for adults and children in the yard. The displays in the building saw over 250 visitors and many compliments were received from the public on the quality and subjects of the displays.

*Scioto County Fair (Informational)* – The 2024 Scioto County Fair visit with the bookmobile was very successful! Over the week, the staff saw over 3,600 people visit the Bookmobile to play games, purchase books at the book sale and learn more about library services and materials.

*Tentative Special Meeting in Early September* – Due to the upcoming health insurance renewals and making a decision on the Lucasville Stream Restoration bid, the Board will need to meet in Special meeting in early September.

*Library Programs and Displays for September through December 2024* – All Board members received a copy of the list of Library programs and displays for September through December 2024 via email and print copies were available at the meeting for Board members and any interested members of the public.

### **Unfinished Business**

There is no unfinished business to report.

### **New Business**

On motion of Mrs. Tieman, seconded by Ms. Roberts and unanimously carried, to excuse Mr. Ryan Salmons, Mrs. Jennifer Schackart, and Mrs. Tamela Morton from the August 20, 2024 Board meeting is approved.

**Public Comment**

The Board received public comment from Joseph Pratt of the Portsmouth Daily Times. Mr. Pratt wanted to share his support of the library. He stated that of the hundreds of articles he writes each year several of them are about the library and its upcoming programs and events. He stated he always ends the articles with a link to the library website to see more since there is always so many going on that he cannot list them all. He stated many positive things about all the library does and the many programs and events it puts on for the community. He stated that from his experience the library is the organization that does the most programs. He then stated he needed to leave for another meeting. The board and staff thanked him for his positive comments.

There being no further business, on motion duly made and seconded, adjournment was taken at 12:35 p.m.  
Approved this 17<sup>th</sup> day of September, 2024.

  
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Dr. Charles Kemp, President

  
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Kara Tieman, Secretary