

MINUTES OF THE TRUSTEES OF THE SCIOTO COUNTY PUBLIC LIBRARY
September 17, 2024

The Trustees of the Scioto County Public Library met on this date at 12:15 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, and Mrs. Jennifer Schackart – Board Member. Representing the library were Paige Williams – Director, Linda Berry – Deputy Director, Travis McNeilan – Fiscal Officer, Keely Woloschek – HR 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 Regular Meeting – August 20, 2024 and the Special Meeting – September 6, 2024 are approved and ordered filed. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

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

On motion of Mr. Salmons, seconded by Mrs. Tieman, the August 2024 bills in the amount of \$389,688.62 (Including Payroll) are approved. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Audit, Budget & Expenditures

On motion of Mr. Salmons, seconded by Mrs. Schackart, the following 2024 Budget Revision #7 is approved which includes the Lucasville Stream Restoration Project and other appropriation increases totaling \$352,000.

Scioto County Public Library
2024 Estimated Revenues & Appropriations
REV#7 September 2024 Board Meeting

ALL FUNDS		
<u>Estimated Revenue</u>		
101-00-4-1100	Public Library Fund (PLF)	3,183,000
101-00-4-1210	General Property Tax	995,000
101-00-4-3000:	Patron Fines & Fees	23,000
101-00-4-4000:	Interest	250,000
101-00-4-6000:	Contributions	15,000
101-00-4-8000:	Sale of Surplus, Rental & Reimbursement:	3,000
201-00-4-4101	Interest - Zella H. Besco Bequest	1,200
401-00-4-9900	Transfer: - IN - Capital Outlay Fund	442,000
GRAND TOTAL ALL FUNDS Estimated Receipts:		\$ 4,912,200
<u>Appropriation:</u>		
General Fund (101)		
101-00-5-1000:	Payroll & Benefits	\$ 3,536,000
101-00-5-2000:	General Operating Supplies	145,021
101-00-5-3000:	Utilities & Maintenance	579,000
101-00-5-4000:	Library Materials Expenses	308,500
101-00-5-5000:	Landing, Building, & Equipment Expenses	355,000
101-00-5-7000:	Entry Dues & Memberships	13,000
101-00-5-9000:	Transfers	442,000
TOTAL FUND 101		\$ 5,378,521
<u>Appropriation:</u>		
Building & Repair Fund (401)		
101-00-5-5000:	Land & Building Improvement:	442,000
GRAND TOTAL FUND 401		\$ 442,000
GRAND TOTAL ALL FUNDS		\$ 5,820,521

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

Valtech, Healthy Snacks Vending Machine, Fiscal Officer 102, and Leadership Portsmouth (Informational) – The monthly Valtech bill for our security, fax, and landlines has doubled in the last 2 years. The library reached out and is able to be switched from plain old telephone service to business class service. A 3 year service agreement was signed to do this and cut the bill in half. A new healthy snacks vending machine from the local company Simply Healthy Snacks LLC was delivered today. This does not cost the library anything other than electricity to run it which will be offset by the small percentage commission check. The Fiscal Officer attending the Ohio Library Council's Fiscal Officer 102 all day training. The Fiscal Officer and HR Manager are both attending monthly Leadership Portsmouth sessions as part of their class of 2025.

Property & Extension

On motion of Mrs. Schackart, seconded by Mr. Salmons, the Lucasville Branch Stream Restoration Project contract with Skeens Excavating, Inc. in the amount of \$242,000 is approved. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Personnel

On motion of Mrs. Tieman, seconded by Mr. Salmons, to ratify the hiring of – Sandra Biskri, Full-time Outreach Services Assistant/Driver, effective 9/17/24 @ \$14.22/hr – replacing Rhonda Webster. On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

On motion of Mrs. Tieman, seconded by Mrs. Schackart, to approve the increase in the library's responsibility with the HRA by \$500 for single coverage (employee pays \$1,000, library pays next \$3,000, then employee pays final \$1,000 of deductible) and \$1,000 for two or more coverage (employee pays \$2,000, library pays next \$6,000, then employee pays final \$2,000 of deductible). On roll call, the members voted as follows: Mrs. Tieman, yes; Mr. Salmons, yes; Mrs. Schackart, yes; and Dr. Kemp, yes.

Materials & Equipment

New Bookmobile Update (Informational) – The new Bookmobile will be delivered on September 19th. There will be a Grand Opening Reception on Monday, September 30th to showcase the Bookmobile to the public.

Policy

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

Report of the Director

Outreach Events (Informational) – The Library will be participating in many community events this fall such as Kiwanis Kids Day and New Boston Party in the Park.

Staff In-Service Day – October 14 (Informational) – The library will be closed on October 14th for a staff training day to focus on safety and customer service training, as well as team-building exercises.

Unfinished Business

There is no unfinished business to report.

New Business

On motion of Mrs. Tieman, seconded by Mrs. Schackart and unanimously carried, to excuse Ms. Joan Roberts, Ms. Ruthann Brush, and Mrs. Tamela Morton from the September 17, 2024 Board meeting is approved.

Public Comment

The Board did not receive any public comment.

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There being no further business, on motion duly made and seconded, adjournment was taken at 12:37 p.m.

Approved this 15th day of October, 2024.



Dr. Charles Kemp, President



Kara Tieman, Secretary