

**MINUTES OF THE REGULAR MEETING  
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
July 17, 2025**

The Trustees of the Scioto County Public Library met on this date at 12:50 p.m. On roll call, the following members were present: Mr. Ryan Salmons – President of the Board, Ms. Joan Roberts – Vice President of the Board, Ms. Ruthann Brush – Secretary of the Board, Mrs. Kara Tieman – Board Member, and Dr. Charles Kemp – 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.

Ms. Ruthann Brush was sworn in as a Board Member by reading and signing the Oath of Office. Ms. Brush's term expires on June 30, 2032.

Ms. Ruthann Brush exited the meeting at 12:52 p.m.

Mrs. Tieman motioned, seconded by Dr. Kemp, to approve the minutes of the Audit, Budget, & Expenditure Committee, Personnel Committee & Regular Meeting – May 15, 2025, and ordered them to be filed. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Dr. Kemp motioned, seconded by Ms. Roberts, to approve the May & June 2025 financial reports, subject to audit. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Mrs. Tieman motioned, seconded by Dr. Kemp, to approve the May 2025 bills in the amount of \$330,110.88 and the June 2025 bills in the amount of \$435,874.64 (including payroll). On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

**Audit, Budget, & Expenditures**

Mrs. Tieman motioned, seconded by Ms. Roberts, to approve to close the STAR Ohio Besco account once the July 2025 interest posts and move the money to the General bank account. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Mrs. Tieman motioned, seconded by Ms. Roberts, to approve establishing expense accounts *201-00-5-5200 SW Besco – Land – Improvements* and *201-00-5-5400 SW Besco – Building Improvements* and increasing the 2025 budget for these accounts by the amount of the STAR Ohio Besco account at closure (estimated \$25,000). On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Mrs. Tieman motioned, seconded by Dr. Kemp, to approve increasing the 2025 Budget expense account *101-00-5-9900 General Fund Transfers Out* by \$35,000.00 in order to correct the error and match it to the approved Capital Fund Transfers In amount. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Mrs. Tieman motioned, seconded by Ms. Roberts, to approve transferring \$11,765.15 from the General Fund to the Capital Projects Fund for the new furniture purchased for the Portsmouth Branch. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Mrs. Tieman motioned, seconded by Ms. Roberts, to approve the following donations for 2025 Q2 in the amount of \$5,966.54:

From	Amount
Betty Morgan	\$ 100.00
Scioto County Homemakers	\$ 600.00
River Quilt Guild	\$ 300.00
Southern Ohio Medical Center	\$ 3,000.00
R. F. Chapman Co.	\$ 500.00
Kroger Community Rewards	\$ 366.54
Betty Morgan	\$ 100.00
Rotary Club of Portsmouth	\$ 1,000.00
<b>TOTAL</b>	<b>\$ 5,966.54</b>

On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Mrs. Tieman motioned, seconded by Ms. Roberts to approve the following refunds and reimbursements for 2025 Q2 in the amount of \$27,421.28:

From	Amount
SCPL – EE Medical Reimbursement (MAY 2025)	\$ 8,873.16
SCPL – EE Medical Reimbursement (JUN 2025)	\$ 8,765.36
SCPL – EE Medical Reimbursement (JUL 2025)	\$ 8,980.96
BWC Premium Refund	\$ 237.00
Starting Cash on Hand All Location for General Bank Adjustment	\$ 565.00
<b>TOTAL</b>	<b>\$ 27,421.48</b>

On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

*Corrected Cash on Hand Adjustment for General Bank Reconciliation (Informational)* – The General Bank reconciliation has always had a \$50 adjustment which represented the cash that was kept in the Fiscal Safe in order to make change. In January 2024, this was corrected to \$100 because there was always \$100 in change in the safe. Finally for the May 2025 reconciliations this was corrected again after realizing it should include all cash we keep on hand in every possible location. The adjustment is now \$865 which is comprised of \$100 kept in Fiscal Office safe, \$25 kept in a small admin safe, \$50 for the bookmobile's starting drawer, \$600 for the 4 branches \$150 each starting drawers, and then \$90 for the starting bags at each department at the main Portsmouth branch. This update helps to better document within VIP exactly where and how much all cash is for better verification. A supporting write up was created for the adjustment and copies were saved in many locations to make the information easy to obtain to see why the adjustment increased and it will now be documented in the minutes.

*2023-2024 Audit Update (Informational)* – The audit report was finalized and included in the board packet. There is no longer a management letter item due to the auditors reviewing materiality and determining the item was trivial. Therefore, the Library had a truly clean full audit report. This should allow the Library to get an AUP next period to save \$5,000 in audit costs. Lastly, the Library received a certificate for 4 out of 4 "StaRS" from the Ohio Auditor of State which is the "Highest Achievement in Open and Transparent Government."

### **Property & Extension**

*Portsmouth Roof Replacement (Informational)* – The flat portion of the roof of the Portsmouth building needs to be replaced. The repairs will be completed by Cosam using Duro-Last products but the billing will be through TIPS, a state purchasing cooperative, which allows public entities to hire companies or purchase goods without having to bid out. The proposed cost of the replacement is \$187,992.45. However, the Library is requesting a new proposal that uses a higher quality of product in order to obtain a better warranty. We will present both proposals at the Property & Extension meeting for review. The proposal will then need to be reviewed by legal counsel for the Board to officially approve at the August meeting.

Dr. Kemp motioned, seconded by Ms. Roberts, to approve the South Webster Library Exterior Signage Design to be completed by Sun Signs, LLC in the amount of \$19,160.00. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Dr. Kemp motioned, seconded by Mrs. Tieman, to approve having the parking lots re-sealed at all locations, except the Portsmouth Branch, and some repairs done by All Pro Paving in the amount of \$20,212.54. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Dr. Kemp motioned, seconded by Ms. Roberts, to approve replacing six of the Portsmouth Branch front steps by Tom Rayburn & Son Masonry LLC in the amount of \$25,400.00. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

### **Personnel**

Dr. Kemp motioned, seconded by Ms. Roberts, to ratify the hiring of – Brayden Hall, Full-time Branch Associate, effective 5/19/25 @ \$17.35/hr – replacing Barbara Eldridge. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Dr. Kemp motioned, seconded by Ms. Roberts, to ratify the hiring of – Teegan Clarkson, Full-time Branch Associate, effective 7/7/25 @ \$17.35/hr – replacing Tonie Cowgill. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

### **Materials & Equipment**

Ms. Roberts motioned, seconded by Dr. Kemp, to approve the sale of the diamond ring via auction. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

*Johnson Controls Update (Informational)* – Johnson Controls sent their new service agreement which had an 8% or \$1,000 increase to a total of \$15,374.00. Apparently this 8% increase is a corporate directive regardless of customer size or relationship. This service agreement covers 4 total visits - 2 visits to switch the systems from heat to cold and back and then 2 visits for preventative maintenance/inspection. The Library voiced our concerns with them about how we pay this agreement but also end up paying roughly \$8,000 additional each year for items not covered by the agreement which is usually the boiler. Additionally, the SCPL had a recent visit that was set to cost \$2,200.00 that they did not call or notify us about. They charged 8 hours at \$256 per hour even though the technician was only on site for 4 hours per a camera review. After discussing these issues, Johnson Controls offered to increase us only 4.5% (\$500) which is the lowest they say corporate will allow, add a 15% discount on uncovered service calls (~\$1,200 a year), and to cut that invoice under question (\$1,108) for total savings of about \$2,808. The Library has signed the agreement for another year since it was below the \$20,000 threshold.

*New Bookmobile Door Issue (Informational)* – The Bookmobile passenger door is not flush with the vehicle which is causing a large amount water to pool on the floor when it rains. The Bookmobile will be taken back to Farber the week after the fair.

**Policy**

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

**Report of the Director**

*Public Library Funding in State Biennial Budget* – Prior to July 1, 2025, the Public Library Fund (PLF) funded libraries as a percentage of the General Revenue Fund. As of July 1, 2025, the new 2026-27 Biennium Budget changed library funding as a set amount line item expenditure. This change will result in a reduction of approximately \$260,000 over the next two years for SCPL.

*Vision to Learn Program* – The Vision Van visited the Portsmouth branch in May and had appointments with 15 children. Throughout July and the first week of August, the Vision Van will visit the rest of the branches. We are excited to participate in this program as we know there is a great need for children in this area to have their vision screened.

*Summer Reading Finale* – Summer reading and programming will end with a finale on Saturday, July 19 at the Portsmouth branch. This event is for children ages 12 & under and their families.

*Scioto County Fair* – The Scioto County Fair will be from August 4 – 9. We are excited to be able to introduce the new bookmobile to fairgoers for the first time this year!

**Unfinished Business**

There is no unfinished business to report.

**New Business**

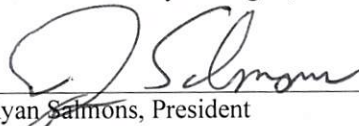
Mrs. Tieman motioned, seconded by Dr. Kemp and unanimously carried, to approve to excuse Mrs. Tamela Morton, Mrs. Jennifer Schackart and Ms. Ruthann Brush from the July 17<sup>th</sup>, 2025 Board meeting.

**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 1:20 p.m.

Approved this 21<sup>st</sup> day of August, 2025.

  
Mr. Ryan Salmons, President

  
Kara Tieman Secretary Pro Tempore