

**MINUTES OF THE REGULAR MEETING  
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
September 18, 2025**

The Trustees of the Scioto County Public Library met on this date at 12:02 p.m. On roll call, the following members were present: Mr. Ryan Salmons – 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 and Bob Heatherly.

Dr. Kemp motioned, seconded by Ms. Brush, to approve the minutes of the Property & Extension Committee, Personnel Committee, Materials & Equipment Committee, and Regular Meetings – August 21, 2025, and ordered them to be filed. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Ms. Brush – yes, and Dr. Kemp – yes.

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

Mrs. Tieman motioned, seconded by Ms. Brush, to approve the August 2025 bills in the amount of \$407,034.42 (including payroll). On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Ms. Brush – yes, and Dr. Kemp – yes.

**Audit, Budget, & Expenditures**

Mrs. Tieman motioned, seconded by Ms. Brush, to approve transferring \$196,042.74 from the General Fund to the Capital Projects Fund for the cost of the new roof at Portsmouth. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Ms. Brush – yes, and Dr. Kemp – yes.

*Fiscal Officer Misc. Updates – Training and New Cyber Laws Compliance Status (Informational)* – The Fiscal Officer attended the Fiscal Officer 102 all day training hosted by the Ohio Library Council on 9/10/2025. This was an excellent refresher and included informative new materials. The Fiscal Officer is working on getting the library system to have access to free cyber security training through the Ohio Persistent Cyber Improvement program which is paid for by the state. This training will help the library comply with the new cyber security laws which require the library to: (1) adopt a “cybersecurity program”, (2) notify Ohio Homeland Security’s Cyber Integration Center and the Auditor of State when cybersecurity or ransomware incidents occur and (3) obtain board approval prior to paying ransomware. The first “Gateway” of the free training will be 2 hours of training all online for all staff. Then IT staff and some admin staff will get additional training up to 15 hours.

**Property & Extension**

Ms. Brush motioned, seconded by Dr. Kemp, to ratify the payment of the annual Property & Vehicle Insurance with Ohio Plan (Year 2 of 3) for \$31,892.00. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Ms. Brush – yes, and Dr. Kemp – yes.

*South Webster Signage (Informational)* – Sun Sign has completed the aluminum fabrication and has started on the lettering. They sent a picture of both acrylic logos which looked great. They plan to paint everything and have the sign installed in October.

**Personnel**

*Health Insurance Renewal (Informational)* – After the August Board meeting, another insurance company, United Healthcare, submitted an offer with a lower cost than Medical Mutual. While we were reviewing that offer, Medical Mutual counter-offered a new set of rates which only increased our cost 1.1% over the current Anthem plan. Since the Board had approved Medical Mutual as the provider at the August meeting, we did accept the new lower rates.

*Dental Insurance Contract Extension (Informational)* – The Library has our dental insurance through Superior Dental Care (SDC) which is a Medical Mutual company. Our current contract is from 7/1/25 through 6/30/27. However, Medical Mutual would like to extend our contract through 9/30/27 to match the calendar year of our health insurance contract. This would be beneficial to the library as it would keep the same premiums for SDC for an additional three months.

### **Materials & Equipment**

It is noted that the Materials & Equipment Committee has nothing to report at this time.

### **Policy**

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

### **Report of the Director**

*In-Service Staff Training* – On Monday, October 13, the Library will be closed to hold an In-Service Training Day for staff. We will be reviewing policies, participate in team building exercises and discuss the state-mandated Cyber Security training.

*October Board meeting* – The October Board meeting will be on Thursday, October 16.

### **Unfinished Business**

There is no unfinished business to report.

### **New Business**

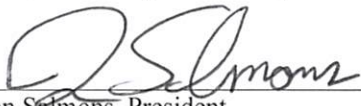
Mrs. Tieman motioned, seconded by Dr. Kemp and unanimously carried, to approve to excuse Ms. Joan Roberts, Mrs. Tamela Morton and Mrs. Jennifer Schackart from the September 18<sup>th</sup>, 2025 Board meeting.

### **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 12:15 p.m.

Approved this 16<sup>th</sup> day of October, 2025.



Mr. Ryan Salmons, President



Ms. Ruthann Brush, Secretary