

**MINUTES OF THE REGULAR MEETING  
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
October 16, 2025**

The Trustees of the Scioto County Public Library met on this date at 12:18 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, Mrs. Jennifer Schackart – 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: Bob Heatherly.

Dr. Kemp motioned, seconded by Ms. Roberts, to approve the minutes of the Regular Meeting – September 18, 2025, and ordered them to be filed. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

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

Mrs. Schackart motioned, seconded by Mrs. Tieman, to approve the September 2025 bills in the amount of \$366,768.50 (including payroll). On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

**Audit, Budget, & Expenditures**

Mrs. Tieman motioned, seconded by Mrs. Schackart, to approve the following donations for 2025 Q3 in the amount of \$335.28:

From	Amount
Kroger Community Rewards	\$ 335.28
<b>TOTAL</b>	<b>\$ 335.28</b>

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

Mrs. Tieman motioned, seconded by Ms. Roberts, to approve the following refunds and reimbursements for 2025 Q3 in the amount of \$17,746.32:

From	Amount
SCPL – EE Medical Reimbursement (AUG 2025)	\$ 8,765.36
SCPL – EE Medical Reimbursement (SEP 2025)	\$ 8,980.96
<b>TOTAL</b>	<b>\$ 17,746.32</b>

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

*Fiscal Officer Misc. Updates – Cybersecurity, Security/Fire Consultation, E-Rate/SAM.gov*

*Cybersecurity Compliance:* The IT Coordinator and the Fiscal Officer have attended several webinars and trainings in regards to the new cybersecurity laws to aid in preparing the Library’s cybersecurity program. The system wide cybersecurity training launched on Tuesday, October 14, 2025.

*Security Consultation:* Due to outdated security and fire systems, the Library contacted both Northwestern Ohio Security Systems, Inc. (NWOSS) and VFP Fire Systems. VFP does everything except for the fire system at the Portsmouth branch. NWOSS is currently the only security company in the state that has the state contract and is able to offer state pricing. The hope is the Library can have one company who monitors both fire and security for all locations. The Fiscal Officer and Maintenance will see what their proposal is and research from there.

*E-Rate and Sam.gov:* The Fiscal Officer recovered and updated the Library’s Federal System Award Management (sam.gov) account. Recovering this account was necessary for the Library to complete an E-rate filing which saves a significant amount on the Library’s managed Wi- Fi/internet system with Meta Solutions.

**Property & Extension**

It is noted that the Property & Extension Committee has nothing to report at this time.

**Personnel**

Dr. Kemp motioned, seconded by Ms. Roberts, to approve a 1-step salary schedule increase for all staff reflecting a 3% raise, with the exception of staff members who have reached their maximum step in the current salary schedule, effective December 14, 2025. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

*Personnel Manual Update (Informational)* – The update to the Personnel Manual is almost complete and the Library plans on sending the draft to legal counsel within the next week. The goal is to present the Manual to the Board in a Personnel Committee meeting prior to the November meeting.

**Materials & Equipment**

Ms. Roberts motioned, seconded by Mrs. Schackart, to approve the system-wide firewall protection service for a multi-year contract in the amount of \$23,019.52. On roll call, the members voted as follows: Mr. Salmons – yes, Mrs. Tieman – yes, Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

**Policy**

*Cybersecurity Policy and Resolution (Informational)* - The Ohio Budget 2026-27 passed in June established Ohio Revised Code Section 9.64 which sets statewide standards for how political subdivisions must prevent, detect, and respond to cybersecurity threats and ransomware incidents. This includes all public libraries who are required to approve a resolution and policy with the effective date of September 30, 2025. The Board will receive information about the resolution and policy at the October meeting and will be presented for approval at the November meeting. All staff are also required to complete online training which we hope to have completed by December 31, 2025.

**Report of the Director**

*Meeting Room Request (Informational)* – A staff member has requested to use a meeting room for a social event on a Sunday afternoon. The library's meeting room policy states that meeting room usage is only for non-profits or staff use for programs and does not allow the public to use for social events. In the past, the Board has approved a request from a staff member to hold their wedding during closed hours if a fee was paid for utilities. The Director informed the staff member she would speak with the Board to seek a decision on the request. The Board recommended staff must follow the Meeting Room Policy the same as the public.

*Dollhouse Donation (Informational)* – Andrew Scott, a Portsmouth resident, has donated a one-of-a-kind handmade dollhouse and furnishings to the Library. Please make sure to visit the Adult Services Department to view this museum quality dollhouse.

*In-Service Staff Training (Informational)* – On Monday, October 13, the Library held an In-Service Training Day for staff. Staff reviewed personnel policies, received an overview of the new Cybersecurity law and participated in team building exercises.

*November Board Meeting (Informational)* – The November Board meeting will be on Thursday, November 20.

**Unfinished Business**

There is no unfinished business to report.

**New Business**

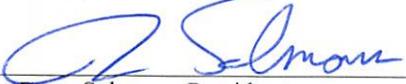
Mrs. Tieman motioned, seconded by Dr. Kemp and unanimously carried, to approve to excuse Mrs. Tamela Morton from the October 16<sup>th</sup>, 2025 Board meeting.

**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 12:42 p.m.

Approved this 20<sup>th</sup> day of November, 2025.

  
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Mr. Ryan Salmons, President

  
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Ms. Ruthann Brush, Secretary