

**MINUTES OF THE REGULAR MEETING  
SCIOTO COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES  
November 20, 2025**

The Trustees of the Scioto County Public Library met on this date at 12:36 p.m. On roll call, the following members were present: Ms. Joan Roberts – Vice President of the Board, Ms. Ruthann Brush – Secretary of the Board, Mrs. Jennifer Schackart – Board Member, and Dr. Charles Kemp – Board Member. Representing the library were Paige Williams – Director, Travis McNeilan – Fiscal Officer, and Katie Williams – Marketing Manager. There were no visitors present.

Mrs. Schackart motioned, seconded by Dr. Kemp, to approve the minutes of the Personnel Committee Meeting, Policy Committee Meeting, and Regular Meeting – October 16, 2025, and ordered them to be filed. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

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

Mrs. Schackart motioned, seconded by Dr. Kemp, to approve the October 2025 bills in the amount of \$368,667.06 (including payroll). On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

**Audit, Budget, & Expenditures**

Dr. Kemp motioned, seconded by Mrs. Schackart, to approve allowing the Fiscal Officer to transfer money between groups/functions as needed to pay the final 2 months of bills for 2025 to be ratified in detail at the January 2026 board meeting and not to exceed the current budget. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

*Fiscal Officer Misc. Updates – VIP Server Update and Fiscal Procedure and Policy Binder (Informational) –* VIP has an update that requires a server upgrade. Initial IT research determined it would cost about \$10,800 to upgrade. After learning we could scale back the resources needed and that we also qualified for Microsoft's non-profit/educational discounts it ended up costing about \$1,000 and should last another 5 years. The policies presented as well as all other current fiscal-related policies will be combined with the procedure manual to form a binder. This will be good for quick reference and ensure the policies are reviewed and updated as needed.

**Property & Extension**

*Security System Upgrades (Informational) –* The security systems at all library locations are over 20 years old and long overdue for an upgrade. We had internal discussions on the two proposals we received from VFP Fire Systems and Northwestern Ohio Security Systems, Inc. (NWOSS). We chose to go with VFP since the initial install and monthly monitoring costs afterwards were lower than NWOSS. The cost was about \$18,000. Additionally, we switched from Johnson Controls Security Solutions to VFP for Portsmouth's fire monitoring, so now one company handles everything. This switch will save the library \$5,000 annually due to the rising costs with Johnson Controls.

**Personnel**

Dr. Kemp motioned, seconded by Mrs. Schackart, to approve the revised Personnel Manual which will be effective January 1, 2026. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

**Materials & Equipment**

Ms. Roberts motioned, seconded by Dr. Kemp, to approve purchasing the annual system-wide computer replacements in the amount of \$36,563.68. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

**Policy**

Mrs. Schackart motioned, seconded by Dr. Kemp, to adopt the Cybersecurity Resolution & Policy with the effective date of September 30, 2025. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

**RESOLUTION ADOPTING A CYBERSECURITY POLICY PER OHIO REVISED CODE §9.64**

**RESOLUTION: 2025 - 001**

WHEREAS, the State of Ohio has implemented Ohio Revised Code §9.64, enacted in HB 96 (136th General Assembly), requiring all local governments and jurisdictions to establish a cybersecurity policy to be effective as of September 30, 2025; and

WHEREAS, the purpose of this requirement is to strengthen protections of public data, information systems and technology resources from cybersecurity threats and risks;

WHEREAS, the Scioto County Public Library recognizes the importance of safeguarding sensitive and confidential information entrusted to the Board of Trustees and staff of the Library; and

WHEREAS, a draft Cybersecurity Policy has been prepared and reviewed by staff and is recommended for adoption as a framework for compliance with Ohio Revised Code §9.64 and HB 96; and

WHEREAS, the policy provides guidance on access control, system security, data protection, incident response, training and vendor management, while requiring consultation with IT professionals and legal counsel for implementation and customization;

**NOW, THEREFORE, BE IT RESOLVED:**

1. The attached Cybersecurity Policy is hereby adopted as the official policy of the Scioto County Public Library.
2. The policy shall take effect on September 30, 2025, and implementation of technical and training requirements no later than June 30, 2026, as provided by the Ohio Auditor of State.
3. The Scioto County Public Library shall distribute the adopted policy to all departments, employees, and relevant contractors, and to ensure compliance in partnership with IT providers and legal counsel.

Mrs. Schackart motioned, seconded by Dr. Kemp, to adopt the Cybersecurity Resolution & Policy with the effective date of September 30, 2025. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Mrs. Schackart motioned, seconded by Ms. Brush, to approve the updates and revisions to the Notary Services Policy. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Mrs. Schackart motioned, seconded by Dr. Kemp, to adopt the Payment Re-Direct and Business Email Compromise Prevention Policy and Procedure. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Mrs. Schackart motioned, seconded by Dr. Kemp, to adopt the Sales Tax Exemption and Reimbursement Policy. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

**Report of the Director**

Dr. Kemp motioned, seconded by Ms. Brush, to approve the Library closing early at 3:00 pm on December 31, 2025, for New Year's Eve. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

Ms. Brush motioned, seconded by Dr. Kemp, to approve the recess of the December 2025 meeting of the Board of Trustees. On roll call, the members voted as follows: Ms. Brush – yes, Mrs. Schackart – yes, Dr. Kemp – yes, and Ms. Roberts – yes.

*Holiday Staff Treats (Informational)* – In past years, the Board sponsored holiday treats for staff with donations made at the November meeting and the Director inquired if they would like to continue the tradition this year.

*Program, Displays & Exhibits (Informational)* – The Programs, Displays & Exhibits for January – April 2026 were presented to the Board for their review.

**Unfinished Business**

There is no unfinished business to report.

**New Business**

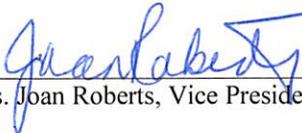
Dr. Kemp motioned, seconded by Mrs. Schackart and unanimously carried, to approve to excuse Mrs. Tamela Morton, Mrs. Kara Tieman, and Mr. Ryan Salmons from the November 20<sup>th</sup>, 2025, Board meeting.

**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 1:01 p.m.

Approved this 15<sup>th</sup> day of January, 2026.



Ms. Joan Roberts, Vice President



Ms. Ruthann Brush, Secretary