March 13, 2024

Regular monthly meeting

at 4:30 p.m. in the Annex

Consent agenda:

* [February 2024 Board Meeting Minutes](https://static.libnet.info/frontend-images/pdfs/crcpl/February_2024_Board_Meeting_Minutes.pdf)
* Impact
* [February 2024 Financial Report](https://static.libnet.info/frontend-images/pdfs/crcpl/Feb2024FinRpt.pdf)
* Director's Report

**Director’s Report**

As you all know, the library suffered a loss recently. Tracy Payne, Wendy’s husband, was diagnosed with cancer many years ago and passed away on March 1. Wendy will be off work for several weeks. Cassie is handling payroll and other duties in the meantime.

I received notice recently that I was chosen to participate in a Voinovich Center at Ohio University program called *Leading in Appalachia 2024: Community Engagement*. The cohort includes participants from 16 Appalachian counties and meets monthly on campus through November. The first meeting is March 20 and will be every third Wednesday of the month after.

Public Libraries have been in the national news a lot lately. The CBS program *60 Minutes* recently did a piece on book banning in Beaufort County, South Carolina and Moms for Liberty. Most notably, if you watch the segment, you’ll recognize Cheilon Preston, CRCPL’s former Youth Services Manager. She didn’t speak on camera, but was present for the discussions at the school board meetings. The group was asking for 97 titles to be pulled from the shelves. Unfortunately, the school did ban 5 titles.

National Public Radio also recently ran a story about state legislatures (specifically Georgia this time) forcing libraries to “quit” the American Library Association. As our professional organization, that puts librarians in an awkward situation. ALA is the only library school accreditation network in the country.

There was also a recent column from an Orange County (CA) newspaper making the rounds on social media entitled, “Please Be Kind to Librarians, and Stop Politicizing Their Decision-making.” It was short piece worth reading. Here is my favorite line from the piece by Julia Walton: Librarian are not responsible for your feelings about any of the books available in the system.

Old business:

New business:

* Move April's regular board meeting: The April meeting falls during National Library Week this and is on the same day at the Friends’ annual book sale opening night. We’re also planning a staff art show reception and Annex open house as part of the week’s festivities for that evening. Last month we discussed moving the April meeting to April 17th. I will be at *Leading in Appalachia* that day in Athens. The board could meet without me, find another date, or consider canceling April’s meeting with the caveat that we schedule a special meeting if needs arise. Historically, April is a slower meeting month and was also canceled last year (2023).
* Approve [2024 Permanent Appropriations](https://static.libnet.info/frontend-images/pdfs/crcpl/2024_Perm_Approp_1_.xlsx): Cassie has made adjustments to a handful of line items as more firm numbers have become available. The changes are noted on the spreadsheet.
* Staffing
  + Move Dustin Stanforth to Assistant from Clerk, effective 2/11/2024: This position was posted internally only and Dustin was the only applicant. We continue to be pleased with his work and are comfortable promoting him.
  + Accept Adrienne D’Souza’s retirement, effective 4/30/2024: After 33 years and many positions at the library, Adrienne has decided to retire. Her contributions to the system are immeasurable. Fortunately, the community will still continue to benefit from her involvement in many local organizations, not least of which is the Ross County Chapter of the NAACP.
  + Interview updates: we currently have three job postings up (custodian/deliveries, Youth Services Assistant, and Outreach Manager). We have gotten a handful of resumes for each position and hope to get more. Interviews have not been scheduled yet.
  + Update HR 4.4.2 ﻿[(Sick Leave Borrowing)](https://static.libnet.info/frontend-images/pdfs/crcpl/Sick_Leave_Borrow.pdf): Last month, based on recommendations from the Personnel Committee, changes were made to sick leave accrual balances and buy out at retirement. Also at the last Personnel Committee meeting, we discussed ideas around how to help new employees who may not yet have a bank of sick leave hours or even longer-term employees who suddenly find themselves faced with cascading medical issues. After debating the pros and cons of various sick leave donation programs, we ultimately landed on simply allowing employees to borrow sick leave from themselves. We already have this policy in place for vacation hours. In this proposed update, we would allow staff to borrow up to two weeks of their regular schedule once every twelve months. With those guardrails in place, it means staff will not be able to continuously borrow, but can have some guarantees of payroll protection if needed.
* Buildings
  + Ratify transfer for Northside design services
  + Ratify Annex quote for breakroom cabinets: Furniture and cabinets in the newly expanded break room in the Annex are not part of the renovation scope. However, after realizing that the old cabinets and appliances would slow down the other project, we decided to accelerate the timeline. The new cabinets are $8500 and, per policy of any purchase over $5000, require Board approval.
  + Approve proposal for landscape maintenance: The RFQ was posted on the library’s website for several weeks and letters of inquiry and phone calls were made to various landscape companies. M&M, our current provider, was the only company that submitted numbers.
  + Approve [board room furniture order](https://static.libnet.info/frontend-images/pdfs/crcpl/boardroom.pdf): After reviewing a variety of online catalogs for conference tables, I’ve selected a conference room bundle with a matching side table from Branch out of New York state. The conference table is long enough to hold up to 12 chairs and will comfortably fit in the new board room space. Because the purchase is over $5000, we need specific board approval to place the order.
* [Local Author and Local History & Genealogy Collection Policies](https://static.libnet.info/frontend-images/pdfs/crcpl/Local_Author.pdf): With the proliferation of self-publishing everyone is an author. In general, that’s a good thing and we’re quick to place books on the shelves of our friends and neighbors. However, in this current environment, I think it’s prudent to have some guidelines in place for how those purchases and donations are made. We added the Genealogy Collection policy because we also get a lot of self-compiled family histories that don’t always match our criteria. Again, it’s a specific collection that doesn’t normally cause issues, but I want to make sure we have a policy in place just in case.
* Administrative policy concerning social media: A lot of work in public libraries lately seems to be reactionary. This is no different. Although we don’t currently have any issues, we want to have a safety net in place concerning how the library uses social media, how/if we remove offensive content, and what our obligations are concerning public records requests.
* Approve [Accessibility Statement](https://static.libnet.info/frontend-images/pdfs/crcpl/CRCPL_Accessibility_Statement.pdf): ADA requirements have been in place for many years, but website have historically been overlooked when it comes to meeting those standards. Finally this year, however, we’re adding a software overlay that makes our website friendly for users who rely on text readers or even users who need a larger font or more contrast. As a part of that project, it is recommended that the library have an Accessibility Statement describing our goals and responsibilities. Using examples gathered from other libraries, we drafted a statement that expresses CRCPL’s desires to be inclusive for users of all abilities.