

The Chillicothe and Ross County Public Library
Board of Trustees
February 14, 2024

Present: Board Members Tamra Lowe, Angela Hirsch,
Andrea Oyer, Retha Simmons-Jones,
Lori Graves, Cathy Adams,
and Student Trustee Jackson Kohls

Absent: Rob Augg

Others Present: James Hill, Executive Director
Cassie Stout, Chief Fiscal Officer
Wendy Payne, Deputy Fiscal Officer
Scott Arnett, Facilities Director
Erin Lyons, Enrichment Director
Liz Gibbons-Camp, Enrichment Svcs Manager

The meeting was called to order at 4:32 p.m. by Tamra Lowe, President.

PUBLIC COMMENT

Two members of the public presented the board with a petition with approximately 100 names asking, among other things, that the library "cease displaying 'PRIDE' or other LGBTQ+ promotions in the primary areas used by children," and that the library "Remove all LGBTQ+ materials from the children's section of the library." President Lowe thanked them for their time.

Gen. Fin. "C"
Resolution 8-24

Staff Presentation

Scott Arnett, Facilities Director: Annex renovation updates & future planned projects

CONSENT AGENDA

C. Adams moved and A. Hirsch seconded the adoption of the following resolution.

That the minutes of the January 10, 2024 Regular meeting be approved as presented and,

That the financial reports as presented from Fiscal Officer's records and the monthly financial statements of the Fiscal Officer for January be received and filed for audit and,

That the bills listed under date of February 14, 2024 be approved for payment and,

That Then-and-Now PO #57-2024 in the amount of \$8,143.50 to Overdrive for CRCPL's portion of ODL digital book purchases required by our State Library MOU be approved and,

That the following donations be accepted:

\$500 from the Friends of the Library for the Snack Program

\$10 unrestricted anonymous donation made at Northside

\$500 from the Friends of the Library (Schaefer Grant) for the GlowForge Filter

\$2,500 from the Friends of the Library (Stevenson Grant) for the Snack Program

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
A. Hirsch	Y	C. Adams	Y	A. Oyer	Y

Jan. Financial Report

The library’s 2023 Comprehensive Annual Financial Report is complete and submitted to the Auditor of State’s office. Public notice was published in the Gazette on 01/26/2024.

January Balances

Balance January 1, 2024		\$	5,540,039.53
January Receipts	+	\$	238,672.57
Total		\$	5,778,712.10
January Expenditures	-	\$	357,583.84
Ledger Balance January 31, 2024		\$	5,421,128.26
Outstanding Checks	+	\$	82,993.01
Total		\$	5,504,121.27
Petty Cash	-	\$	475.00
Doris T. Culp Fund - Stock	-	\$	10,500.00
Anne R. Schlegel Fund - KNB CD	-	\$	10,000.00
Kingston Money Market	-	\$	548,920.00
Star Ohio	-	\$	4,418,329.96
LCNB Certificate of Deposit	-	\$	245,000.00
Johnson-Laux Constr. Retainage	-	\$	66,545.08
Cr Card Not Posted	-	\$	4.70
Checking Balance		\$	204,346.53

Approval of Bills

Buckeye Propane	Frankfort Propane	\$155.00
Center Point	Large Print Books	\$243.30
Davis Tire	Transit Van Oil Change	\$49.95
Gordon Flesch	Copier Use & Maint	\$315.62
Master Locksmith	New Annex Bldg Locks/Keys	\$3,335.00
M&M Fabrication	Add Mount to Shop Table	\$250.00
Pitney Bowes	Postage Machine Ink	91.29
Sports Plus	Board/Employee Name Tags	\$14.00
Adrienne D'Souza	Refund Insurance Premiums	\$258.00
CRCPL	Gross Payroll 01/19/24	\$86,692.40
IRS	Library's Share of Medicare	\$1,194.73
Amazon	Books/Supplies	\$742.82
Bayscan	TP Supplies	\$274.00
Columbus Dispatch	Northside & Paxton Subscriptions	\$2,086.00
DTB	Custodian Supplies	\$3,391.19
Gordon Flesch	NS & Main Public Copier Use	\$430.62
JohnsonLaux Constr	Annex Pay App #6	\$40,940.00
Kapco	TP Supplies	\$338.70
Ohio Net	ProQuest Newspapers	\$3,662.40
Pike Natural Gas	R Dale Svc	\$50.20
Quill	Office Supplies	\$1,203.90

State Industrial	Air Care	\$183.39
Spectrum/Charter	Adelphi Book Locker Internet	\$76.99
SWON	6 Attend - Summer Planning Conf	\$330.00
Treasurer State of Ohio	SEO Consortium Fees	\$14,261.47
The Water Express	South Salem Water	\$9.95
CRCPL	Gross Payroll 02/02/24	\$85,806.31
Internal Revenue Service	Library's Share of Medicare	\$1,177.86
First Data	Merchant Svc Fees	\$173.46
KNB	Stop Payment Fee -Chk Lost in Mail	\$35.00
AEP	Main, Annex, N Side, RD Svc	\$4,242.28
ALA	PLA Registrations	\$5,709.00
All State Pest	Quarterly Svc	\$680.00
BJs Electric	Tamper Proof Outlets	\$1,030.00
Bainbridge Comm Cntr	Rent & Share of Electric	\$1,883.74
Columbia Gas	Kinston, Main, N Side Svc	\$2,249.24
Chilicothe Carpet	Cove Base & Supplies	\$2,182.87
Davis Tire	Repair Focus Bumper	\$83.34
DTB	Custodial Supplies	\$1,119.65
JLS	Main HVAC Repair	\$1,062.36
Kanopy	Patron Film Database	\$2,000.00
Laura Erwin	Mileage	\$64.98
M & M Fabrication	Snow Removal	\$8,884.00
Master Locksmith	Keys & Cylinders	\$475.00
OverDrive	Ohio Digital Library	\$3,308.46
Ohio Net	Cypress Resume Patron Software	\$455.45
Stacy Knipp	HRA	\$155.76
State Electric	Wiring Supplies	\$32.72
S Central Power	Kingston & Ffort Svc	\$368.00
Todd Ginther	HRA	\$2,392.15
BP	Vehicle Fuel	\$293.20
KNB	Monthly Chk Acct Svc Fee	\$22.05
Aetna	Library's Share of Medical Prem	\$36,794.17
First Data	Merchant Svc Fees	\$173.46
Baker & Taylor	Books	\$6,476.97
Chillicothe Utilities	Water/Sewer	\$566.01
Chilicothe Ross Chamber	Annual Membership	\$497.50
Cengage	Books	\$1,083.34
Davis & Newcomer	Elevator Maintenance	\$973.44
Demco	Supplies	\$1,613.60
Globe Furniture	Annex Reno Furniture/Cubicles	\$10,320.00
Gordon Flesch	Lease	\$340.76
KultureCity	Year One Sensory Certif/Training	\$3,000.00
Kelly Smith	SCOHRC Mtg Lunch Reimb	\$15.00
Midwest Tape	Hoopla eBooks & A/V	\$28,696.42
Office City	Annex Reno Furniture	\$233.44
Quill	Supplies	\$325.84
Richmond Dale Sewer	Svc	\$17.30
Ross Co Water	R Dale Svc	\$26.87

Sandy Grigsby	Mileage	\$68.34
SCOHRC	Lunch Meetings Prepayment	\$105.00
Village of Kingston	Water/Sewer	\$45.00
Village of Frankfort	Water/Sewer	\$30.00
First Data/Clover	Credit Card Machine Fee	\$8.53
CRCPL	Gross Payroll 02/16	\$85,702.68
IRS	Library's Share of Medicare	\$1,174.17
OPERS	Library's Share of OPERS	\$24,173.39
Buckeye Propane	Frankfort Propane	\$155.00
B&B Roofing	Annex Dripedge	\$5,508.00
BP	Vehicle Fuel	\$421.01
Carrie Bowdle	HRA Reimb	\$14.55
CDW	IT Equipment	\$4,417.60
Center Point	Books	\$243.30
CenturyLink/Lumen	S Salem Phone	\$2.83
Charter/Spectrum	Zane, Clrksbg, Adelphi Internet	\$224.94
Frontier	S Salem Phone	\$123.20
GlowForge	GlowForge Filter	\$1,295.00
Gordon Flesch	Comm/Admin Copier Use	\$712.28
Horizon	Telephone & Internet	\$3,835.13
Kelly Smith	HRA Reimb	\$4,481.66
KNB Cr Card	Supplies, OLC Memberships	\$3,346.34
Norma Lewis	Black History Program Presentation	\$1,120.00
OLC	Institutional Dues & Trustee Wkshp	\$9,416.00
OverDrive	ODL per State Lib MOU	\$8,143.50
Pike Natural Gas	R Dale Svc	\$65.51
Pitney Bowes	Postage Machine Lease	\$132.42
Playaway	Wonderbooks	\$1,607.11
Rumpke	Main, FF, RD, King Trash	\$591.14
Stacy Knipp	HRA Reimb	\$48.50
Treas. State of Ohio	Elevator Certificate	\$346.25
T-Mobile	Cell Svc	\$132.01
		\$535,312.31

Director's Report

On February 5, Jenn Slone and I hosted a gathering of other regional library directors, including Adams County, Highland County, Jackson City Library, Pickaway County, Pike County, Washington Courthouse Public Library, and Wilmington Public Library. We had a lively discussion about issues facing our regions and shared policy updates and other matters. I took the opportunity to give them a tour of the Annex updates and invited Anna Armistead from HOPE Partnership to demonstrate the harm reduction vending machines.

The library's new insurance offerings to staff took effect on February 1. There were a few hiccups, overall it was a smooth transition. There has been a greater-than-usual interest in our supplemental offerings.

On Wednesday, February 21, I am hosting a visit from the State Librarian of Ohio, Wendy Knapp. She and a colleague are coming to learn more about the harm reduction vending machine and our work with HOPE Partnership. I have again invited Anna to join us. We've also been asked to make a presentation at an upcoming conference (details still to come) about the program.

Building Committee Report

The building committee met immediately prior to the regular board meeting (02/14 at 4PM). Scott Arnett, Facilities Director, led discussion of current projects and future recommendations. The committee toured Northside to evaluate current needs. The Committee recommends proceeding with design work for the Northside renovation.

Gen. Fin.
Resolution 9-24

Northside Renovation Design

C. Adams moved and L. Graves seconded the adoption of the following resolution. That the Executive Director be authorized to contract with Johnson-Laux Construction as part of the Gordian Group/Equalis Cooperative Purchasing for Northside renovation design services at a cost not to exceed \$45,000.00.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
A. Hirsch	Y	C. Adams	Y	A. Oyer	Y

Personnel Committee Report

The Personnel Committee met on Wednesday, February 7th and discussed several updates to policies and job descriptions. In addition to the items presented below for approval, the committee asked the Executive Director and HR Manger to present future revisions to HR policy 5.7, Drug and Alcohol-free Workplace and more updates to the sick leave policy.

Pers. "A"
Resolution 10-24

Accept Resignations & Retirement

A Hirsch moved and C. Adams seconded the adoption of the following resolution. That the resignation of Don Turner be accepted effective January 26, 2024 and That the resignation of Laura Erwin be accepted effective March 1, 2024 and That the retirement of Mike Jones, Outreach Manager, be accepted effective March 30, 2024.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
A. Hirsch	Y	C. Adams	Y	A. Oyer	Y

Pols. "A"
Resolution 11-24

New Social Media Use Policy: HR 5.12

A Oyer moved and L. Graves seconded the adoption of the following resolution. That HR Policy 5.12: Social Media Use be approved as presented.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
A. Hirsch	Y	C. Adams	Y	A. Oyer	Y

Pols. "A"
Resolution 12-24

Update Sick Leave Policies: HR 2.10.2 and 4.4.2

C. Adams moved and A. Oyer seconded the adoption of the following resolution.

That HR Policies 2.10.2 and 4.4.2 increasing sick leave accrual maximum (to 1560 hours, retro to January 1, 2024) and retirement payouts (to 50%) be approved.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
A. Hirsch	Y	C. Adams	Y	A. Oyer	Y

Pers. "A"
Resolution 13-24

Update/Add Job Descriptions

A Hirsch moved and A. Oyer seconded the adoption of the following resolution.

That the updates to the job descriptions of Building Custodian (Pay Band B) and Outreach Manager (Pay Band D) be updated as presented and the new job description of Custodial Assistant (Pay Band C) be approved as presented.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
A. Hirsch	Y	C. Adams	Y	A. Oyer	Y

Adjourn at ____ p.m.

Retha Simmons Jones, Secretary

Tamra Lowe, President