

The Chillicothe and Ross County Public Library
Board of Trustees
July 12, 2023

Present: Board Members Tamra Lowe, Lori Graves,
Susan Congrove, Cathy Adams,
Retha Simmons-Jones and Angela Hirsch
and Allison Lutz, Student Trustee

Absent: Rob Augg

Others Present: James Hill, Executive Director
Cassie Stout, Chief Fiscal Officer
Wendy Payne, Deputy Fiscal Officer
Erin Lyons and Liz Gibbons-Camp, Staff
Jody River, Friends of the Library

The meeting was called to order at 4:30 p.m. by Tamra Lowe, President.

PUBLIC COMMENT

Pam & Michael McGinnis spoke about the new landscaping at Main/Annex and Northside Branch and the time spent volunteering to water the plants and trees. Tamra thanked them for sharing and their volunteer time.

Sue McLaughlin is new to the area and wanted to learn more about the library and community as a whole.

Library Operations Presentation

Jody River: President, Friends of the Chillicothe & Ross County Public Library, spoke about how the Friends helps to support the library's need when items are not budgeted or are needed on short notice. Jody also described the main fundraising events, such as the FOL Book Sale and "Put Yourself on the Shelf" program. The Friends of the Library is a 501c3 non-profit with 117 members, approximately 13 of which are active board members.

Gen. Fin. "C"
Resolution 36-23

CONSENT AGENDA

C. Adams moved and S. Congrove seconded the adoption of the following resolution.

That the minutes of the June 14, 2023 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 June be received and filed for audit and,

That the bills listed under date of July 12, 2023 be approved for payment and,

That Then-and-Now Purchase Order #298-2023 for \$12,000 to Communico be approved and,

That the following donations be accepted:
\$100 from Noble Plumbing to be used for Bookworm

\$28.50 from Friends of the Library to be used for Put Yourself on the Shelf
 \$500 from Structured Employee Benefits of Ohio to be used for Employee Wellness

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	S. Congrove	Y
A. Hirsch	Y	C. Adams	Y	R. Simmons-Jones	Y

June Financial Report

Clerk's Balance June 1, 2023		\$ 5,909,584.34
June Receipts	+	\$ 327,151.67
Total		\$ 6,236,736.01
June Expenditures	-	\$ 319,071.71
Ledger Balance June 30, 2023		\$ 5,917,664.30
Outstanding Checks	+	\$ 13,412.42
Total		\$ 5,931,076.72
Petty Cash	-	\$ 475.00
Doris T. Culp Fund - Stock	-	\$ 10,500.00
Anne R. Schlegel Fund - KNB CD	-	\$ 10,000.00
Kingston Money Market	-	\$ 409,146.50
Star Ohio	-	\$ 5,251,204.35
UBS/LPL Certificate of Deposit	-	\$ 235,000.00
Cr Card Not Posted	-	\$ 8.60
Checking Balance		\$ 14,742.27

Approval of Bills July 12, 2023

Ashley Good	06/28 BBJ Project Performance	\$300.00
Age of Learning	ABC Mouse Annual Subscription	\$2,669.79
Buckeye Power Sales	Main Generator Service Contract	\$765.00
Cody Clark	Cody Clark Magic - 2 Perform. 06/27	\$800.00
Lowes	Facilities Supplies	\$795.92
Master Locksmith	Master Pro Padlocks	\$160.00
Rinehart Walters Danner	1st Installment Prop/Liab Insurance	\$13,959.00
State Chemical	Air Care Program	\$183.39
Spectrum	Clarksburg Book Locker Internet Svc	\$109.98
CRCPL	Gross Payroll 06/23/23	\$79,155.33
Internal Revenue Service	Library's Share of Medicare	\$1,090.38
American Electric Power	Main, NS, Maint., Annex, RD Svc	\$3,774.15
Anthem	Library's Share of Medical Premium	\$29,683.69
Bainbridge Community Center	Rent & Share of Electricity	\$1,304.87
Columbia Gas	Main/Annex, Kingston, NS Svc	\$881.45
CJ Stephens	HRA Reimbursement	\$755.84
Delta Dental	Library's Share of Dental Premium	\$1,198.21

Davis Tire	Ford Transit Van Oil Change	\$49.95
DTB Wholesale	Custodial Supplies	\$613.20
Gordon Flesch	Copier Use/Maintenance	\$372.50
Noble Plumbing	Frankfort Backflowe Preventer Install	\$2,450.00
Printex	Notary Stamps	\$200.00
Sports Plus	Employee Nametags	\$16.00
South Central Power	Kingston Electricity	\$174.00
SEBO	Guardian Group Life Ins Premium	\$234.00
Village of Frankfort	Water & Sewer Svc	\$30.00
VSP	Library's Share of Vision Premium	\$581.54
Amazon	Programing Supplies & Books	\$1,671.80
Allegion Access Techn.	Stanley: Annex Door Diagnostic	\$297.50
Ben True	Basement Collective 07/12 Perform	\$300.00
City of Chillicothe	Sponsor 06/28/23 Comm. Pool Day	\$1,000.00
Chillicothe Utilities	Main, NS, Annex, Maint. Water/Sewer	\$570.60
Findaway/Playaway	Playaways, Wonderbooks, Launchpads	\$2,281.12
Gordon Flesch	Copier Lease	\$340.76
Library Ideas	Vox Books	\$462.62
Overdrive	May & June ODL Digital Book Orders	\$6,563.96
Ohio Nature Education	3 Animal Programs	\$1,000.00
Oriental Trading	Branch Supplies	\$49.84
Quill	Supplies	\$572.53
Richmond Dale Sewer Distr.	Sewer Svc	\$17.94
Screenpointe	New Hire Background Check	\$15.00
Sports Plus	New Hire Name Tag	\$8.00
Tammy Newlun	HRA Reimbursement	\$336.97
Transparent Language	2 Year Patron Software Subscription	\$2,160.00
CRCPL	Gross Payroll 07/07/2023	\$80,786.33
Internal Revenue Service	Library's Share of Medicare	\$1,113.78
OPERS	Library's Share of OPERS	\$23,370.86
KNB Credit Card	Supplies, Membership, Fair Giveaways	\$4,676.16
BP	Vehicle Fuel	\$490.75
Buckeye Propane	Frankfort Propane (Monthly Budget)	\$155.00
Baker & Taylor	Books & Bookworm Prize Books	\$12,006.33
Captain Steamer	Main Carpet & Tile Cleaning	\$2,586.80
Century Link / Lumen	South Salem Phone	\$3.97
Communico	Annual Software Renewal	\$12,000.00
Cengage	Large Print Books	\$1,926.09
Central Center Hardware	Facilities Supplies	\$63.80
Center Pointe	Books	\$243.30
4 Imprint	Fair Giveaways	\$248.55
Frontier	South Salem Phone	\$121.90
Gordon Flesch	Copier Use/Maintenance	\$589.92
Horizon	Telephone & Internet	\$5,291.43
Hometown Apparel	Logo Hoodie for Student Trustee	\$50.00
JLS	Annual SVC Agmt & Northside Maint	\$13,673.02
Midwest Tape	Hoopla Digital Books & A/V Orders	\$26,383.49
Rumpke	Kingston, F Fort, R Dale, Main Trash	\$509.89

Ross Co Water	R Dale Water Svc	\$26.12
Sandra Grigsby	Mileage 05/14 - 06/16	\$68.12
Sports Plus	Engraved Plaques	\$95.00
Spectrum	Zane Village Book Hive Internet	\$109.98
T-Mobile	Cellular Svc	\$131.56
Nicholas Turon	07/19/23 Performance	\$150.00
Upper Sandusky Comm. Lib.	Lost Book	\$30.00
Village of Kingston	Water & Sewer Svc	\$45.00
WT Cox	Periodicals	\$307.30
Wave Foundation	07/17/23 Program	\$1,100.00
		\$348,311.28

Director's Report

This is Allison Lutz's last meeting as our student trustee. We're excited for her next chapter at Denison University and I'm sure we'll see more of her in the future. Good luck, Allison!

I've started working on a schedule for October's in-service day. This is an early reminder that October board meeting will be at noon that day in front of the staff, October 9.

Bookworm 2023 has been a big success. We currently have 1,977 participants; last year we finished with 1,810. We're rapidly approaching the Finale party on July 26 at 6 p.m. in Yoctangee. As always, board members are invited to help hand out trophies and meet and greet the community.

Landscaping and Annex renovation update [information]: We're still waiting on the new steps to be poured at the north end of the Annex. There are a lot of underground utilities and the area that we have to be careful around. Scott has also asked that the steps be re-configured to include a small landing to help with the rise distance of each step. It's a compact incline and the old steps were slightly taller than comfortable, so by adding a midway landing, we may be able to keep the steps shorter.

Annex demo on the north end interior is scheduled to start July 24. They may start mobilizing with dumpsters, etc., the week before then. We don't have a construction schedule yet.

We are advertising on our website and Scott is reaching out to vendors directly this month for snow and ice removal quotes, with a due date of September 29th.

Staffing

Hire Drew Davis, effective June 26, 2023

Pers. "A"
Resolution 37-23

Staffing Changes

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

That Drew Davis be hired as Ref/Circ clerk at a rate of \$14.50 with part time benefits to accrue effective June 26, 2023.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	S. Congrove	Y
A. Hirsch	Y	C. Adams	Y	R. Simmons-Jones	Y

Review/update sick leave policy

This was discussed at last month’s Personnel Committee meeting. We want to update the restrictive language on the last bullet point at the end of HR 4.4.2.

Changes are marked up:

At the discretion of the Executive Director, absences may require relevant documentation. Sick leave may be used only in the following instances:

- Illness or injury to the employee.
- Illness in the immediate family requiring the presence of the employee.
- Other FMLA qualifying events.
- Death in the immediate family: spouse, children and stepchildren (whether dependent or not), siblings, parents, grandparents, and grandchildren; or death of a relative living in the same household; or at the discretion of the Executive Director.
- Time used for visits to doctors ~~and dentists, etc.,~~ *and other medical professionals* may be counted as sick leave, ~~but this practice is not encouraged and should be used only when appointments cannot be made outside working hours.~~

Pols. “A”
Resolution 38-23

Update sick policy

L. Graves moved and S. Congrove seconded the adoption of the following resolution.

That the restrictive language on the last bullet point at the end of HR 4.4.2 of sick leave policy be updated.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	S. Congrove	Y
A. Hirsch	Y	C. Adams	Y	R. Simmons-Jones	Y

Harm reduction program

You are probably not surprised to hear that Ross County has overdose hotspots. The library is uniquely positioned to help because we have branches in a lot of those high-incident areas—specifically Bainbridge, Frankfort, and the neighborhood around Northside. The Health District, HOPE Partnership, and HEALing Communities (from OSU) are very keen to partner with us on a harm reduction program. As a part of that, we have received Naloxboxes that contain overdose reversal kits intended for emergency use. The boxes will be installed inside at Main and Northside and outside at Frankfort, Kingston, Paxton, and Richmond Dale. Schools are prohibited locations per the grant, so Mt. Logan and South Salem are not included. The library is also going to be a secondary distribution site for Naloxone, so we will be able to provide non-emergency naran, as well. We’re still getting that part set up; it will require a quick one-minute training for to allow the patron to receive a kit. The health district is presenting at our July All Staff meeting (20th at 8 a.m. if you’d like to attend). The next piece of the program involves outside free vending machines that include harm-reduction supplies. The library is simply providing space for the program. The supplies, equipment, and maintenance are entirely grant funded.

Parking lot resurfacing quotes for Main and Frankfort

The library has received three quotes each for resurfacing at Main and Frankfort. We would like to schedule Frankfort soon, but will wait to schedule Main for the fall; approving the bid now allows us to lock in the price. Resurfacing is standard parking lot maintenance that needs done every few years and the expense was included in this year’s budget. Scott is recommending accepting the low bid from Nationwide for both locations.

Gen Fin “B”
Resolution 39-23

Approve Parking Lot Resurfacing at Main Library and Frankfort Branch

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

That the Executive Director be authorized to contract with Nationwide Contractors for parking lot resurfacing at Main in the amount of \$8,575.00 and at Frankfort in the amount of \$3,295.00.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	S. Congrove	Y
A. Hirsch	Y	C. Adams	Y	R. Simmons-Jones	Y

Transfer for Dues & Memberships

Our membership costs in several organizations have increased, primarily our OLC Institutional Membership which is based on a percentage of the PLF and local property tax revenues

Gen Fin “C”
Resolution 40-23

General Fund Transfer to Dues and Memberships from Contingencies

C. Adams moved and S. Congrove seconded the adoption of the following resolution.

That \$1,500 be transferred to 1000-100-510-0000 (Dues & Memberships) from 1000-930-930-0000 (Contingencies).

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	S. Congrove	Y
A. Hirsch	Y	C. Adams	Y	R. Simmons-Jones	Y

Cancel August board meeting

Barring any last minute issues, we can cancel the August board, which happens to fall during the week of county fair. If something major does come up, we can always schedule a special meeting.

Board “D”
Resolution 41-23

Cancel August Board Meeting

L. Graves moved and C. Adams seconded the adoption of the following resolution.

That the August meeting of the CRCPL Board of Trustees be cancelled.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	S. Congrove	Y
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A. Hirsch Y C. Adams Y R. Simmons-Jones Y

Adjourn at 5:37 p.m.

Retha Simmons-Jones, Secretary

Tamra Lowe, President