July 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.

OLD BUSINESS:

1. Landscaping and Annex renovation update [information]: We’re still waiting on the new steps to be poured at the northend 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 northend 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.

NEW BUSINESS:

1. Hire Drew Davis, effective June 26, 2023 **[ACTION]**
2. Update sick leave policy language **[ACTION]**

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~~.

1. Harm reduction program [discussion]

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 narcan, 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 7 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.

1. Parking lot resurfacing quotes for Main and Frankfort **[ACTION]**

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.

1. Cancel August board meeting **[ACTION]**

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.

1. Adjourn **[ACTION]**