

The Chillicothe and Ross County Public Library
Board of Trustees
May 10, 2023

Present: Board Members Tamra Lowe, John Owens, Lori Graves
Angela Hirsch, Susan Congrove
and Retha Simmons Jones

Absent: Cathy Adams and Allison Lutz, Student Trustee

Others Present: James Hill, Executive Director
Cassie Stout, Chief Fiscal Officer
Wendy Payne, Deputy Fiscal Officer

The meeting was called to order at _____ p.m. by Tamra Lowe, President.

PUBLIC COMMENT

Gen. Fin. "C"
Resolution -23

CONSENT AGENDA

_____ moved and _____ seconded the adoption of the following resolution.

That the minutes of the March 8, 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 March and April be received and filed for audit and,

That the bills listed under date of May 10, 2023 be approved for payment

The roll being called, the vote resulted as follows:

T. Lowe	A. Hirsch	L. Graves
J. Owens	S. Congrove	R. Simmons Jones

March Financial Report

Clerk's Balance March 1, 2023		\$5,007,831.95
March Receipts	+	\$235,907.89
Total		\$5,243,739.84
March Expenditures	-	\$355,800.74
Ledger Balance March 31, 2023		\$4,887,939.10
Outstanding Checks	+	\$18,271.54
Total		\$4,906,210.64
Petty Cash	-	\$520.00
Doris T. Culp Fund - Stock	-	\$10,500.00
Anne R. Schlegel Fund - KNB CD	-	\$10,000.00
Kingston Money Market	-	\$196,397.26

Star Ohio	-	\$4,435,150.37
UBS/LPL LCNB Certificate of Deposit	-	\$235,000.00
Cr Card Not Posted	-	\$20.60
Checking Balance	\$	\$18,622.41

April Financial Report

Clerk's Balance April 1, 2023		\$4,887,939.10
April Receipts	+	<u>\$1,384,882.90</u>
Total		\$6,272,822.00
April Expenditures	-	<u>\$364,171.74</u>
Ledger Balance April 30, 2023		\$5,908,650.26
Outstanding Checks	+	<u>\$57,922.68</u>
Total		\$5,966,572.94
Petty Cash	-	\$520.00
Doris T. Culp Fund - Stock	-	\$10,500.00
Anne R. Schlegel Fund -KNB CD	-	\$10,000.00
Kingston Money Market	-	\$446,943.75
Star Ohio	-	\$5,205,616.31
UBS/LPL LCNB CD	-	\$235,000.00
Cr Card Not Posted	-	\$41.09
Checking Balance	\$	\$57,951.79

Approval of Bills May 10, 2023

BP Oil	Vehicle Fuel	\$451.15
Bayscan	TP Supplies	\$274.00
CenterPoint	Large Print Books	\$243.30
Erin Lyons	HRA Reimbursement	\$4,857.98
Frontier	South Salem Phone	\$122.72
Gordon Flesch	Copier Use/Maintenance	\$281.06
RB Hayes Presidential Library	Hayes Obituary Index	\$300.00
Horizon	Telephone & Internet	\$5,943.44
Kathy Cruze	HRA Reimbursement	\$61.93
Lorrie Germann	E Rate Support/Filing	\$2,000.00
Lowe's	Facilities/Maintenance Supplies	\$434.20
Lumen	South Salem Phone	\$8.48
Pitney Bowes	Postage Machine Lease	\$132.42
Richmond Dale Sewer District	Sewer Svc 02/01-02/28	\$17.94
Rumpke	Main, R Dale, F Fort, Kingston Trash Svc	\$471.52
Sedgwick	Workers Comp Management Agmt	\$480.00
Spectrum	Zane Village Book Locker Internet	\$84.98
Stacey Atkinson	Mileage	\$36.68
Wendy Payne	HRA Reimbursement	\$500.00

Chillicothe & Ross Co Pub Library	Gross Payroll 03/17/23	\$80,209.62
Internal Revenue Service	Employer's Share of Medicare 03/17/23	\$1,104.14
OPERS	Employer's Share of OPERS 03/17/23	\$22,513.80
Amazon Business	Supplies, Books	\$909.31
Bainbridge Community Center	Rent & Share of Electric	\$1,590.03
Buckeye Propane	Frankfort Propane Fill 03/14/23	\$495.20
Chillicothe Gazette	Frankfort Annua Subscription	\$821.06
Charter/Spectrum	Clarksburg Book Lockers Internet	\$84.98
Gordon Flesch	Copier Use/Maintenance	\$385.06
Michael Jones	HRA Reimbursement	\$78.82
Pike Natural Gas	R Dale Svc	\$79.99
Stephanie Cartee	Line Dancing Program	\$60.00
T-Mobile	Cell & Hotspot Svc	\$131.59
World Archives	Newspaper Archives Patron Software	\$5,241.00
Anthem	Library's Share of Medical Insurance Premium	\$30,470.37
AEP	Electricity Main, Annex, R Dale, N Side	\$3,009.96
Columbia Gas	Main/Annex, Kingston, N Side Svc	\$1,654.28
CJ Stephens	HRA Reimbursement	\$259.87
Chillicothe Gazette	Northside Subscription	\$821.06
Delta Dental	Library's Share of Dental Insurance Premium	\$1,197.53
Demco	Supplies	\$108.04
Kaleidoscope Youth Center	03/31 Program	\$125.00
Kelly Smith	HRA Reimbursement	\$5,500.00
Noble Plumbing	Backflow Inspections	\$800.00
Overdrive	March Ohio Digital Library Order	\$3,273.13
Quill	Supplies	\$146.45
SEBO	Group Term Life Insurance Premium	\$228.15
South Central Power	Kingston & Frankfort Svc	\$375.00
State Industrial Products	Facilities Supplies - Air Fresheners	\$183.39
Tammy Newlun	Mileage	\$61.24
VSP	Library's Share of Vision Insurance	\$574.51
Chillicothe & Ross Co Pub Library	Gross Payroll 03/31/23	\$79,876.06
Internal Revenue Service	Library's Share of Medicare	\$1,158.21
Cengage	Large Print Books	\$2,509.31
Chillicothe Utilities	Main/Annex/Northside Water & Sewer	\$635.16
Central Center Hardware	Facilities Supplies	\$11.77
DTB Wholesale	Facilities Supplies	\$1,074.77
Gordon Flesch	Copier Lease	\$340.76
Kimberly Wagner	Mileage	\$28.17
Kingston National Bank Cr Card	Supplies/Bookworm/DVDs	\$2,633.30
Midwest Tape	Hoopla Flex March Order & A/V Orders	\$5,914.86
Quill	Supplies	\$267.91
Ross County Water	Richmond Dale Svc	\$26.12
Richmond Dale Sewer District	Richmond Dale Svc	\$17.30
Sherwin-Williams	Facilities Supplies	\$136.54
Treasurer of State of Ohio	2nd Quarter UAN Fees	\$1,005.00

T-Mobile	Cell & Hotspot Svc	\$131.59
United Way of Ross County	211 Support	\$1,000.00
Village of Frankfort	Water & Sewer Svc	\$30.00
Vivial Media	Yellow Pages Listing	\$305.40
Chillicothe & Ross Co Pub Library	Gross Payroll 04/14	\$78,967.85
Internal Revenue Service	Library's Share of Medicare 04/14	\$1,086.44
OPERS	Library's Share of OPERS	\$22,383.16
All State Termite & Pest Baker & Taylor	Main, Annex, Northside Exterior Pest Treatment	\$300.00
BP Oil	March Book Orders & TS360 Review Source	\$14,753.94
Century Link / Lumen	Vehicle Fuel	\$460.78
Charter/Spectrum	South Salem Phone	\$9.68
DTB Wholesale	Zane Village Book Locker Internet	\$84.98
Frontier	Facilities Maintenance Supplies	\$807.90
Gordon Flesch	South Salem Phone	\$121.84
Horizon	Copier Use/Maintenance	\$337.20
Kapco	Telephone & Internet	\$5,927.67
Lowe's	Supplies	\$364.85
M & M Fabrication	Facilities/Maintenance Supplies	\$104.85
Mobile Beacon	February & March Snow & Ice Removal	\$1,840.00
Ohio Library Council	Patron Hotspot Service Renewal	\$1,080.00
Rumpke	C Stout - CPIM Fiscal Officer Conference	\$205.00
SERLS	Frankfort, R Dale, Main/Annex, Kingston Trash	\$516.50
Buckeye Power Sales	Annual BookPage Subscription Renewal	\$1,368.00
Cassandra Stout	Generator Service Contract	\$800.00
CenterPoint	HRA Reimbursement	\$191.85
Demco	Large Print Books	\$243.30
Noble Plumbing	Supplies	\$413.54
Pike Natural Gas	Replace & Test Main Backflow Preventer Device	\$3,850.00
Sheena Brown	R Dale Svc	\$140.87
Spectrum	Mileage 01/11/23-03/01-2023	\$55.41
Todd Ginther	Clarksburg Book Lockers Internet	\$84.98
Treasurer of State of Ohio	HRA Reimbursement	\$367.78
Anthem	SEO Consortium Svcs 04/01-06/30	\$13,478.20
Bainbridge Community Center	Library's Share of Medical Insurance Premium	\$30,177.83
Columbia Gas	Rent & Share of Electric	\$1,520.00
Delta Dental	Main/Annex & Kingston Svc	\$658.54
Gordon Flesch	Library's Share of Dental Insurance Premium	\$1,206.13
Johnson-Laux Construction	Copier Use/Maintenance	\$364.55
The Library Corporation	Annex Renovations - Engineering Svcs App # 2	\$3,000.00
Landscape Management Group	Supplies	\$432.00
Ohio Society of Notaries	Annex Site Improvement - Pay App # 2	\$44,969.40
Ross County Sherrif's Dept	8 Notary Training/Testing	\$985.00
SEBO	8 BCI Background Checks for Notary	\$232.00
	Group Term Life Insurance Premium	\$234.00

South Central Power	Frankfort & Kingston Svc	\$421.00
State Industrial Products	Air Cleaning Svcs	\$183.39
Todd Ginther	HRA Reimbursement	\$207.50
VSP	Library's Share of Vision Insurance	\$604.87
Chillicothe & Ross Co Pub Library	Gross Payroll 04/28/23	\$78,885.39
Internal Revenue Service	Library's Share of Medicare	\$1,085.20
Amazon Business	Supplies, Programming, Bookworm, IT Equipment	\$3,286.72
American Electric Power	Main, NS, Annex, Maint., R Dale Svc	\$3,261.52
Baker & Taylor	Books	\$7,635.81
Battery Junction	Batteries	\$703.05
City of Chillicothe	Main, NS, Annex, Maint., Water & Sewer Svc	\$659.37
Cengage	Books	\$1,448.48
Columbia Gas	Northside Svc	\$637.00
Davis & Newcomer	Elevator Maintenance Agmt	\$936.00
Findaway / Playaway	Playaways	\$1,376.50
Gordon Flesch	Copier Lease	\$340.76
Midwest Tape	Hoopla E Books & A/V Orders	\$4,436.65
OLC	Legislative Day - 4 Attendees	\$240.00
Overdrive	Ohio Digital Library E Books	\$3,257.59
Printex	Bookworm Flyers	\$576.00
Richmond Dale Sewer District	Sewer Svc April	\$17.93
Sherwin-Williams	Paint/Supplies	\$157.16
Sandra Grigsby	Mileage 01/01-03/07	\$42.25
Village of Frankfort	Water & Sewer Svc	\$30.00
BP Oil	Vehicle Fuel	\$529.16
Century Link / Lumen	South Salem Phone	\$4.84
Frontier	South Salem Phone	\$121.84
Horizon	Telephone & Internet	\$5,929.93
Herlihy Moving & Storage	Boxes for FOL Book Sale	\$412.50
Library Design	Panels for Kingston	\$2,466.00
M & M Fabrication	April Mowing/Trimming	\$1,825.00
Rumpke	Main/Annex, Kingston, Frankfort, R Dale Trash	\$516.75
Ross County Water Co	Richmond Dale Svc	\$26.12
Treasurer of State of Ohio	Annual Statewide Delivery Contract	\$48,817.80
T Mobile	Hotspot & Staff Cell Svc	\$131.56
USPS	Meter Postage Refill	\$500.00
Chillicothe & Ross Co Pub Library	Gross Payroll 05/12/23	\$77,756.87
Internal Revenue Service	Library's Share of Medicare	\$1,070.39
OPERS	Library's Share of OPERS	\$22,025.45
		\$782,986.98

Director's Report

April 2023

On Sunday, March 12 I attended the premiere screening of *Our Town Chillicothe* at the Majestic Theatre. It was a good event with a nice turnout. The documentary was produced by Ohio University Public Media. I was interviewed for the project and talked about Burton Stevenson and his impact on library services in the community, at Camp Sherman, and in Paris. The library has purchased two copies of the DVD that will be available soon to check out. The interviews were conducted prior to the pandemic, so it was a much-delayed project.

On Friday, March 24, Roger Donaldson, the Jackson City Library Director and I went to Delaware County for a sneak peek at their new Liberty Branch. It was about a \$12 million project and is an exciting space in a growing part of Ohio. Our former Children's Manager, Luke Bentley, is the Children's Manager there.

The landscape contractors have finished the outdoor Enrichment Garden at the Annex. We haven't done a formal announcement yet, but I did let Dr. Maryjo from Discovery Garden know. We would like the grass and plants to become more established before unleashing too much activity in the area. It is going to be a fun play space.

At future board meetings, Tamra has asked us to feature library services or history with a 5 to 10-minute presentation. This will be a chance for you to get a more in-depth knowledge of how the library functions and to meet the professional staff who design and support those functions. I've left a lot of space in the calendar, so everyone has an opportunity to suggest topics. Here is the starting point:

Board meetings:

April 12: History of the Kingston Library–James

May 10: Bookworm–Liz

June 14: Circulation–Heather

July 12:

August 9:

September 13:

October 11:

November: Staff In-Service

December 13:

Possible future topics:

Adult and children's programs

Artificial Intelligence

Asset management/inventory control

Beyond Books

Buildings (history, leasing arrangements, conditions, etc.)Censorship/challenges

Cataloging/processing/copy cataloging vs. original/tools of the trade

Friends of the Library

HR procedures/typical interview/retention/succession planning

Outreach

Public Library Fund (PLF) and the levy

Public Records/Open Meetings (Sunshine Law)

Strategic Planning

Technology
and, The Library Foundation

On Friday, April 21, thanks to the Ross County Health District, we officially delivered three new bicycles to the Northside branch. We will expand to Bainbridge next month. We're also adding outdoor kiosks to Main and Bainbridge and one or two other in-town locations to allow patrons to check out and return bikes even when the library is closed. Expect more

Cassie Stout, Erin Lyons, Jenn Slone and I attended the annual Legislative Day on Wednesday, April 26. It was a good day. Speakers included leadership from the Senate and House with a keynote by the Governor and First Lady. There are several "lobbying" days across all industries every year in Columbus, but I imagine public libraries are among the few who get such attendance from elected officials. We had a good meeting with Rep. Mark Johnson, who pledged his support. We, along with several other librarians, also met with Sen. Shane Wilken from Hillsboro. It was an opportunity to share what we do and how we use state money. He was especially interested in taxes and local levies. His general line was, "If you've got Senate President Huffman on board, then you'll probably be okay." While were in Columbus that day, the House passed their budget resolution that includes keeping the PLF at 1.7% of state's general revenue. The focus is now on the Senate. In addition to maintaining the PLF at 1.7%, we are also asking that libraries be held harmless in any revenue (tax) cuts.

The warming station officially closed on April 28 and the emergency shelter closed that same weekend. Several tents were distributed to shelter users, but there's no word on where folks are camping. I am trying to prevent a repeat of last summer when a couple regularly "camped" in the green behind Main. Erin lead a meeting for Assistants and Managers on May 1 to address any concerns about a possible influx of patrons coming into Main as a result of the closings and to give everyone a chance to ask questions. So far, we've handled the increased pressure. Unfortunately, the weather for early May has been cold and rainy. As we transition into warmer days, I expect a slight decrease in traffic. The Main staff are hyper focused on the situation in the short-term.

Approve wage adjustment and merit increase for the Executive Director and Chief Fiscal Officer.

This was discussed in Executive Session at the end of the March board meeting. The board asked Cassie to compile numbers based a couple different scenarios.

Pers. "A"
Resolution -23

Salary Adjustment and Merit Increase for Executive Director and Fiscal Officer

_____ moved and _____ seconded the adoption of the following resolution.

That the Executive Director's salary be Adjusted 5% and the Executive Director receive a 3% Merit Increase for 2023, retroactively effective for the January 6, 2023 payroll.

AND

That the Chief Fiscal Officer's salary be Adjusted 6% and the Chief Fiscal Officer receive a 3% Merit Increase for 2023, retroactively effective for the January 6, 2023 payroll.

The roll being called, the vote resulted as follows:

T. Lowe	A. Hirsch	L. Graves
J. Owens	S. Congrove	R. Simmons Jones

New account at Advance Auto Parts Our Facilities team has the skills to complete minor repairs and some routine maintenance in-house for our vehicle fleet, which will result in cost savings. The Fiscal Officer has begun the process of establishing a commercial credit account at Advance Auto to give them easy access to the necessary parts and equipment.

Gen. Fin. "C"
Resolution -23

Ratify Commercial Credit Account

_____ moved and _____ seconded the adoption of the following resolution.

That the Chief Fiscal Officer be authorized to open a Commercial Credit Line at Advance Auto, not to exceed \$1,000.

The roll being called, the vote resulted as follows:

T. Lowe	A. Hirsch	L. Graves
J. Owens	S. Congrove	R. Simmons Jones

Approve mounted tables for the Kingston porch

We have gotten quotes from two different vendors for mounted tables with chairs to go on the porch at the Kingston Library (Main Street side). This the last component of the construction project. Prices vary, but so do lead times. Ideally, I would like to have the project finished in time for summer and outdoor activities.

Resolution -23

Approve Mounted Tables for Kingston Branch Porch

_____ moved and _____ seconded the adoption of the following resolution.

That the Executive Director be authorized to contract with Keystone Ridge Designs for two sets of surface-mount exterior tables and chairs for the Kingston front porch at a price of \$6,449.00

The roll being called, the vote resulted as follows:

T. Lowe	A. Hirsch	L. Graves
J. Owens	S. Congrove	R. Simmons Jones

Staffing Changes Approve transferring Stacey Knipp from 26-hour clerk to 30-hour benefitted clerk. When Mindy True resigned last month that left a benefitted position open at Northside. We conducted four internal candidates and offered the position to Stacey Knipp. Stacey was already working at Northside, so this expanded her schedule by 4 hours, but also made her benefits eligible. We made transition on Monday, April 20.

Accept resignations of Julie Ferguson and Cassie Moore, effective April 14. Julie came to us a retired teacher. After almost five years, she's re-retiring and going to enjoy more time with her family. Cassie Moore was hired as a Mt. Logan clerk in April of 2022 and moved to her hometown library in Bainbridge that July. Cassie's ambition, however, has always been

to work as an English teacher in Japan and she has officially been offered a job to do that. We will post the Paxton position internally and externally. Accept resignation of Abby Kunz, effective May 19. Abby, our Youth Services Clerk, has accepted another job that utilizes her tourism degree. Abby has been a great asset for the library. Due to the upcoming Bookworm season, we will need to replace her quickly.

Approve change in position for Trey Hitchens from Outreach Services Clerk to Outreach Services Assistant, effective May 21, 2023 with an hourly rate increase to \$16.50. The Outreach department continues to grow and add resources. With that growth, Trey has taken on and will continue to take on added responsibilities. As we expand the book lockers (Hives) to two new locations this summer, his position needs more independence. Being an Assistant allows the manager to give him more duties and the ability to be in the library before and after hours as the need arises. It also increases his flexibility to work weekends as a person-in-charge (PIC).

Approve change in position from Youth Services Clerk to Youth Services Assistant. When we combined the Youth Services and Adult Services managers into one Enrichment Manager position, we also added a Youth Services Clerk position. Now that we've had the new arrangement in place for several months, we've realized that the Clerk position needs to be an Assistant position. This person needs to have access to all of the buildings (to support county-wide programming) and be able to plan and present original programming, especially during Bookworm.

Pers. "A"
Resolution -23

Staffing Changes

_____ moved and _____ seconded the adoption of the following resolution.

That Stacy Knipp be transferred from 26 hour clerk to 30 hour clerk with all other benefits to accrue effective March 20, 2023 and that the resignations of Julie Ferguson and Cassie Moore be accepted effective April 14, 2023 and the resignation of Abby Kunz be accepted effective May 19, 2023 and that Trey Hitchens be promoted from Outreach Services Clerk to Outreach Services Assistant, effective May 21, 2023 with an hourly rate increase to \$16.50, and that Youth Services Clerk position be changed to Youth Services Assistant.

The roll being called, the vote resulted as follows:

T. Lowe	A. Hirsch	L. Graves
J. Owens	S. Congrove	R. Simmons Jones

General Fund Transfer Request to transfer \$86,000 from contingencies to fund the two new book locker projects in Massieville and Adelphi. This should cover all site prep, equipment, and set-up.

Gen. Fin. "C"
Resolution -23

General Fund Transfers

_____ moved and _____ seconded the adoption of the following resolution.

That the following transfers be made: \$1,000 to 1000-110-329-062 (Signage), \$10,000 to 1000-100-339-0050 (Other Property Maintenance/Groundskeeping), \$75,000 to 1000-760-750-0025 (Equipment & Furnishings), all from 1000-930-930-0000 (Contingencies).

The roll being called, the vote resulted as follows:

T. Lowe	A. Hirsch	L. Graves
J. Owens	S. Congrove	R. Simmons Jones

Approve Book Lockers Purchase D-Tech is the supplier of our existing book lockers. They offer a significant discount if we purchase both units at one time. The quote includes delivery and installation.

Resolution -23

Approve Purchase of Two D-Tech Book Lockers

_____ moved and _____ seconded the adoption of the following resolution.

That the Executive Director be authorized to contract with D-Tech to purchase two “Hold-It” book lockers, including delivery and installation, for a total price of \$49,810.00

The roll being called, the vote resulted as follows:

T. Lowe	A. Hirsch	L. Graves
J. Owens	S. Congrove	R. Simmons Jones

Approve plan to permanently close the Huntington High School location

We had a planning meeting on Monday, March 27 to discuss closing the Huntington High School library location. We developed a schedule for winding down services. After board approval, we will start publically making announcements.

CLOSING CALENDAR:

Monday, March 27: planning meeting

Tuesday, March 28: notifications sent to Huntington school, Ohio Library Council and the State Library (James)

April: adjust Bookworm schedule (Liz)

Wednesday, April 12: Library Board Meeting, approve plans

April 1-21: weeding the stacks at Huntington and re-distributing collection—children’s and DVDs to Outreach/the Bee (Heather)

Monday, April 17: start messaging campaign (Courtney)

- Closure is not budget related
- Not burning bridges
- Exploring other options, utilizing bookmobile
- Resume Open Office Hours for the Directors

Monday, May 1: remove Huntington from SEO as a location (Heather)

Thursday, May 18: last Cargo pickup

Thursday, May 25: Last day of Huntington school year

Friday, May 26: Last day of Huntington branch location—pack up (Susan/Ashley)

Monday, May 29: Memorial Day

Tuesday, May 30: Huntington staff are reassigned to Northside and Main (Erin)

Tuesday, May 30: IT disconnects all equipment—all computers belong to CRCPL (CJ)

Monday, June 5: move furniture into storage/walk through and turn in keys—hiring Library Design to disassemble and move desks--awaiting decision from Huntington concerning shelving (James/Cassie/Scott)

FUTURE: April, May, June, July—Bee stops on the first and third Wednesdays from 2:30 to 4 p.m. in Huntington Township at the Family Dollar parking lot—Ashely or Susan ride along (Jenn and Erin)

Fall, 2023—begin Strategic Planning process with the State Library to evaluate needs and services throughout the county (James and Courtney)

Resolution -23

Close Huntington Branch

_____ moved and _____ seconded the adoption of the following resolution.

That Huntington Branch be closed at the end of the school year. Last day for students will be May 28th, 2023.

The roll being called, the vote resulted as follows:

T. Lowe	A. Hirsch	L. Graves
J. Owens	S. Congrove	R. Simmons Jones

Annex Site Improvement Project Change Order for Fencing & Sod The Annex landscape contractor, LMG, has provided a quote to remove the mulch bed along the sidewalk connecting Main & the Annex and install sod as well as install a fence and gate between the Annex building and the neighbor's fence to discourage walk-through traffic along the side of the building.

Resolution -23

Approve Annex Site Improvement Change Order #1

_____ moved and _____ seconded the adoption of the following resolution.

That change order #1 from Landscape Management Group for the Annex Site Improvements be approved in the amount of \$7,121.

The roll being called, the vote resulted as follows:

T. Lowe	A. Hirsch	L. Graves
J. Owens	S. Congrove	R. Simmons Jones

Annex Renovations

We received the proposal from Johnson-Laux Construction, a contractor with Gordian, the Equalis Group Cooperative Purchasing Partner. The Annex renovations have developed into a more comprehensive project that could take care of several necessary upgrades under one umbrella. The total proposal came in at \$930,000, consisting of \$670,000 in interior renovations and \$260,000 exterior renovations. With a 10% contingency, the total request is \$1,023,000.

Resolution -23

Approve Annex Renovations

_____ moved and _____ seconded the adoption of the following resolution
That the Executive Director be authorized to contract with Johnson-Laux Construction as part of the Equalis Group for the renovations of the Annex interior and exterior in the amount of \$930,000 plus 10% contingency for a total of \$1,023,000.

The roll being called, the vote resulted as follows:

T. Lowe	A. Hirsch	L. Graves
J. Owens	S. Congrove	R. Simmons

Recognition/plaques for the Kingston May open house Discussion

Next Student Trustee Discussion

Allison Lutz’s last meeting will be July 12. She leaves for college in August.

Adjourn at _____ p.m.

Retha Simmons-Jones, Secretary

Tamra Lowe, President