

The Chillicothe and Ross County Public Library  
Board of Trustees  
November 13, 2024

Present: Board Members Tamra Lowe, Lori Graves  
Cathy Adams, Rob Augg, Andrea Oyer,  
and Student Trustee Jackson Kohls

Absent: Angela Hirsch and Retha Simmons-Jones

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

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

Cathy Adams was appointed secretary pro-tem.

**Public Comment**

None

**Partner Presentation**

Andrea Williams, United Way of Ross County President and CEO

Gen. Fin. "C"  
Resolution 73-24

**CONSENT AGENDA**

A Oyer moved and R. Augg seconded the adoption of the following resolution.

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

That the bills listed under date of November 13, 2024 be approved for payment and,

That the following grants be accepted:

\$1000 from Ohio Arts Council Creative Aging to provide stipend/materials for Lifetime Arts

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Oyer Y R. Augg Y C. Adams Y

**October Balances**

Balance Oct 1, 2023	\$6,053,082.03
October Receipts	\$277,150.71
Total	\$6,330,232.74
August Expenditures	-\$400,768.73
Ledger Balance Oct 31, 2023	\$5,929,464.01

Outstanding Checks	\$11,226.38
Total	\$5,940,690.39
Petty Cash	-\$475.00
Doris T. Culp Fund - Stock	-\$10,500.00
Anne R. Schlegel Fund - KNB CD	-\$10,000.00
Kingston Money Market	-\$497,983.59
Star Ohio	-\$5,121,777.53
LCNB Certificate of Deposit	-\$245,000.00
JLX Northside Constr. Retainage	-\$224.01
Cr Card Not Posted	<u>\$0.00</u>
Checking Balance	\$54,730.26

### **Approval of Bills**

Brodart	Book Drop for R Dale	\$2,760.67
Bayscan	Cataloging Supplies	\$168.50
Chillicothe Chamber	Downtown Scarecrow Contest	\$10.00
Cengage	Large Print Books	\$3,185.37
Lumen	S Salem Phone	\$4.78
Davis Tire	Focus Oil Change, New Tires	\$326.95
Gordon Fleisch	Main/N Side Copier Use	\$426.00
GloFiber	2 Months Phone/Internet	\$7,647.04
Kathy Cruse	HRA Reimb	\$374.21
Laura Fox	HRA Reimb	\$3,814.58
Mark Porter Ford	IT Van Purchase	\$57,775.00
Ohio Net	M Kerns Webinar	\$15.00
Pike Nat Gas	R Dale Svc	\$18.37
Quill	Supplies, Toner	\$2,487.21
Water Express	S Salem Water	\$9.95
All State Pest Control	Pest Treatments 6 locations	\$1,280.00
AEP	Electric Svc	\$4,090.32
Bainbridge Comm Cntr	Rent	\$1,150.00
Columbia Gas	Nat Gas Svc	\$854.70
Center Point	Large Print Books	\$249.30
Farmers' Market	Wellness Prize - Market Tokens	\$100.00
Chillicothe Fire & Sec	Service Calls	\$150.00
Chillicothe Carpet	Flooring & Supplies Maint Bldg	\$1,242.48
Ross Co NAACP	1/2 Page Ad Souvenir Booklet	\$85.00
S Central Power	Electric Svc	\$430.00
Spectrum/Charter	Internet Adelphi Hive	\$89.98
CRCPL	Gross Payroll 10/25	\$90,704.24
IRS	Library's Share of Medicare	\$1,249.51
USPS	Postage Meeter Refill	\$1,000.00
Aetna	Library's Share of Medical Ins	\$34,146.25
Guardian	Library's Share of Insurances	\$1,936.03
City of Chillicothe	Water/Sewer	\$737.46
Overdrive	ODL Digital Books	\$3,932.96

Chillicothe Gazette	Main Subscription	\$969.83
DTB	Maintenance Supplies	\$520.75
Village of Frankfort	Water/Sewer	\$30.00
Kingston Nat'l Bank	Monthly Checking Acct Fee	\$24.08
CRCPL	Gross Payroll 11/08	\$89,978.65
IRS	Library's Share of Medicare	\$1,238.96
OPERS	Library's Share of OPERS	\$25,277.03
Applied Graphics	Repair Bee Graphics & Van Logos	\$805.00
BJs Electric	Bookhive Data & Maint Bldg	\$1,249.40
Buckeye Propane	Frankfort Svc	\$130.00
Baker & Taylor	Books	\$28,692.42
Central C Hardware	Maintenance Supplies	\$78.96
Charter /Spectrum	Clarksburg & Zane Internet	\$139.96
Davis & Newcomer	Elevator Service	\$973.44
Davis Tire	Dodge Van Flat Tire Repair	\$24.00
Demco	Cataloging Supplies	\$162.75
Ohio GFOA	Cassie 2025 Membership	\$40.00
Gordon Flesch	Copier Lease & Use	\$1,117.77
KNB Cr Card	Storywalk,Supplies,Wellness,Travel	\$5,376.27
Lowes	Facilities/Maint Supplies	\$1,851.91
M & M Fabrication	Landscaping/Cleanup	\$12,350.00
Midwest Tape	A/V & Digital Books	\$5,932.37
ProCon	Frankfort Shelter House App #1	\$30,000.00
R Dale Sewer	R Dale Svc	\$20.47
Ross Co Water	R Dale Svc	\$27.64
Sherwin Williams	Paint/Supplies	\$127.28
Sandy Grigsby	HRA Reimb	\$81.47
T - Mobile	Cell Svc	\$113.23
Village of Kingston	Water/Sewer	\$50.00
BP	Vehicle Fuel	\$368.25
Pitney Bowes	Postage Machine Lease	\$132.42
Amazon	Books, Supplies, IT Equipt	\$4,393.34
B & B Roofing	Northside Shelter Roof Repair	\$7,889.00
Cengage	Books	\$2,352.71
Center Point	Large Print Books	\$249.30
Costume Specialists	Pigeon Drop Off Fee	\$35.00
Downtown Chillicothe	3-Year Wayfinding Sign Renew	\$500.00
Frontier	South Salem Phone	\$143.48
Flow Masters	Maintenance Blg. Plumbing	\$2,900.00
Lumen	S Salem Phone	\$7.50
Mobile Beacon	Renew 47 Patron Hotspots	\$5,640.00
Penworthy	STEM Kits for BB - Grant	\$1,563.89
Pike Nat Gas	R Dale Svc	\$23.26
Rumpke	Trash Svc 4 Locations	\$670.45
Sandy Grigsby	HRA Reimb	\$181.92
The Water Express	S Salem Water	\$9.95
Stephanie Cartee	11/18 Line Dance Program	\$60.00
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		\$456,955.97

## **Director's Report**

Thank you to everyone who attended the October In-Service Day meeting. It was a great day, with many saying it as the best staff development day in a while. Special thanks to Lori Graves for leading an informative session on using humor in the workplace.

In-Service Day also gave us a chance to finalize the Strategic Plan. The report will be posted soon on our website: [www.crcpl.org/strategicplan](http://www.crcpl.org/strategicplan).

Exterior work on the Northside project has begun. The new roof is complete, and the parking lot is scheduled for milling and replacement starting November 14, which should take two days. Interior work is still set to begin on December 9. We are in the process of moving the Zane Village BookHive to Northside. We will leave the public Wi-Fi hotspot at Zane Village, but the lockers were underutilized there. The Bee Mobile Library will also make regular visits during construction.

The final workshop in the Leadership in Appalachia series is on Wednesday, November 20, in Athens. It's been an excellent opportunity to collaborate with peers from Southeast Ohio.

Staff appraisals for October are now complete. Kelly, Cassie, Erin, Jenn, and I met last week to review proposed merit increases. The recommendations will first go to the Budget Committee on November 26. As discussed at the September board meeting, when we updated pay bands, we based calculations on a 3% increase in the personnel line. The 2025 federal COLA is 2.5%.

I'd like to invite everyone to our All Staff meeting on November 21 at 8 a.m. This will be Kathy Cruse's last meeting after 28 years. Additionally, everyone will be trained as World Heritage Ambassadors through the Visitor's Bureau. It's not a retirement party, per Kathy's request, but there will be light refreshments and a bit of fanfare.

## **Policy Updates**

- **HR 4.9 Telecommuting:** Our Telecommuting policy has existed since before the pandemic and served us well during that time. In our new culture, though, we wanted to make a couple small tweaks, mostly concerning who can approve a telecommuting schedule. Currently the policy says the Executive Director has to approve, but in practice it's the direct supervisor that grants permission.
- **Administrative Policy 8 Mobile Phones:** This policy dates to the time when cell phones were billed by the minute. Library-owned phones are now on a monthly flat fee. Personal calls should still be limited, but we no longer need to track minute-by-minute usage.
- **HR 2.6 Background Checks:** Kelly, the HR Manager, recently attended a law webinar about background checks. It was recommended that the library remove language that alludes to a "successful background check" to eliminate the appearance of discrimination. Additionally, Kelly has updated the paragraph that defines discrimination. We also need to remove the word "successful" from all job descriptions.
- **HR 2.14 GINA:** All of the library's job postings say that we don't discriminate based on the legally protected characteristics, including genetic information,

but we don't currently have an approved policy that supports that statement. Kelly drafted this language based on the Genetic Information Non-discrimination Act (GINA).

Pols. "A":  
Resolution 74-24

**Policy Updates**

L. Graves moved and R. Augg seconded the adoption of the following resolution. That the following Policies, and job descriptions where necessary, be updated and approved as presented.

- HR 4.9- Telecommuting
- Administrative Policy 8- Mobile Phones
- HR 2.6 -Background Checks
- HR 2.14 -GINA

The roll being called, the vote resulted as follows:

T. Lowe    Y    L. Graves    Y    A. Oyer    Y    R. Augg    Y    C. Adams    Y

**Ratify repairs to Northside shelter house roof.** The remnants of Hurricane Helene not only left Main and Northside without electricity, but it also peeled off a portion of the Northside shelter house shingles. Cassie discovered that the shelter house wasn't specifically listed on our property insurance, but has been able to work with the insurance company to rectify the situation and our policy will reimburse us for the repairs (less a \$1,000 deductible). Fortunately, since B&B Roofing was already re-shingling the Northside library, we were able to capitalize on the workers being on site. The price was \$7,889.

Gen. Fin. "C"  
Resolution 75-24

**Northside shelter house roof**

A Oyer moved and R. Augg seconded the adoption of the following resolution. That the repairs to the Northside shelter house roof be approved at a cost of \$7,889, contracted with B & B Roofing.

The roll being called, the vote resulted as follows:

T. Lowe    Y    L. Graves    Y    A. Oyer    Y    R. Augg    Y    C. Adams    Y

Adjourn at 5:20 p.m.

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Retha Simmons Jones, Secretary

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Tamra Lowe, President