

9904The Chillicothe and Ross County Public Library  
Board of Trustees  
October 9, 2023

Present: Board Members Tamra Lowe, Lori Graves,  
Retha Simmons-Jones and Rob Augg

Absent: Cathy Adams, Angela Hirsch and Susan Congrove

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

(This meeting held during Staff In-Service Day)

The meeting was called to order at 12:21 p.m. by Tamra Lowe, President.

**PUBLIC COMMENT**

- Joy Jar
- Above and Beyond awards

Gen. Fin. "C"  
Resolution 55-23

**CONSENT AGENDA**

L. Graves moved and R. Augg seconded the adoption of the following resolution.

That the minutes of the September 13, 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 September be received and filed for audit and,

That the bills listed under date of October 9, 2023 be approved for payment and,

That Then-and-Now Purchase Order #409-2023 to Midwest Tape for Hoopla Instant digital books in the amount of \$15,000 be approved

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y
R. Augg	Y	R. Simmons-Jones	Y

**September Financial Report**

Balance September 1, 2023	\$6,540,490.11
September Receipts	<u>\$308,263.90</u>
Total	\$6,848,754.01
September Expenditures	<u>-\$536,702.00</u>
Ledger Balance September 29, 2023	\$6,312,052.01
Outstanding Checks	<u>\$80,144.65</u>

Total	\$6,392,196.66
Petty Cash	-\$475.00
Doris T. Culp Fund - Stock	-\$10,500.00
Anne R. Schlegel Fund - KNB CD	-\$10,000.00
Kingston Money Market	-\$710,052.87
Star Ohio	-\$5,323,461.23
UBS/LPL Certificate of Deposit	-\$235,000.00
Johnson-Laux Constr. Retainage	-\$20,952.00
Cr Card Not Posted	<u>-\$90.40</u>
Checking Balance	<b>\$81,665.16</b>

### Approval of Bills October 9, 2023

Big Woods Woodworking	Furniture Refinishing	\$1,785.00
BP	Vehicle Fuel	\$513.73
Cassandra Stout	HRA Reimbursement	\$218.66
CDW	Admin Software	\$4,083.84
Center Point	Large Print Books	\$243.30
Charter/Spectrum	BookHives Internet : Zane & Clarksburg	\$172.62
Chillicothe Fire & Security	Extinguisher Inspections	\$170.00
Laura Pinnix	HRA Reimbursement	\$613.56
Ohio Library Council	Training & Workshops	\$450.00
TechSoup	Mobile Beacon HotSpot Svc	\$12,082.40
CRCPL	Gross Payroll 09/29	\$80,723.27
Internal Revenue Service	Library's Share of Medicare 09/29 Payroll	\$1,165.19
Anthem	Library's Share of Medical Premium	\$30,000.09
Amazon	Programing Supplies, Books, Supplies	\$3,460.38
AEP	Main, Annex, N Side, R Dale Electric	\$4,322.00
Bainbridge Comm Cntr	Lease & Electricity	\$1,364.99
Bibliotheca	Comics Plus Annual Subscription	\$2,665.00
Columbia Gas	Main, Annex, N Side, Kingston Svc	\$961.60
Delta Dental	Library's Share of Dental Premium	\$1,165.55
Demco	Supplies	\$280.05
Gordon Flesch	Copier Use	\$431.03
KNB Visa CC	Supplies, Patron Snacks, Software	\$3,734.95
Kandice Trainer	Mileage 08/08 - 09/11	\$41.79
Kimberly Baker	HRA Reimbursement	\$480.26
Kelsey Holmes	HRA Reimbursement	\$379.77
Kapco	Supplies	\$308.72
M & M Fabrication	Mowing/Trimming/Maintenance	\$2,625.00
NAACP	Freedom Fund Banquet Ad	\$85.00
Ohio Library Council	Convention Attendance - 6 Staff	\$1,110.00
Pike Natural Gas	R Dale Svc	\$18.91
Quill	Supplies	\$465.66
SEBO	Group Term Life Insurance	\$228.15
South Central Power	Frankfort & Kingston Svc	\$468.00

State Chemical	Air Care Program	\$183.39
Sports Plus	Nametags & Yard Sign	\$58.00
Village of Frankfort	Water/Sewer Svc	\$30.00
VSP	Library's Share of Vision Premium	\$578.85
Water Express	South Salem Water Cooler	\$9.95
All State Termite & Pest	Bedbug Treatment	\$200.00
Astronomical League	10,000 Solar Eclipse Glasses	\$3,600.00
Baker & Taylor	Books	\$20,654.24
BJs Electric	Adelphi Book Hive Electrical	\$4,014.00
Chillicothe Utilities	Water/Sewer & NS Trash	\$616.59
Cengage	Large Print Books	\$2,342.20
Charley's Flowers	Flowers for Bd Member	\$60.95
Davis Tire	Dodge Van Oil Change & New Tires	\$384.95
Findaway/Playaway	A/V	\$1,572.91
Library Design	Table Base for Refinished Table	\$429.00
Lowe's	Maintenance Supplies	\$863.34
Midwest Tape	Hoopla Flex, Instant Ebooks & A/V	\$20,758.59
NEO-RLS	Employee Seminar	\$40.00
Ross Co Water Co	R Dale Svc	\$26.87
Richmond Dale Sewer	R Dale Sewage	\$17.30
State Electric	Facilities Supplies (Data Outlets)	\$70.50
Village of Kingston	Water/Sewer	\$45.00
Wesley Molebash	October 10th Presentation	\$150.00
		\$213,525.10

## Director's Report

We continue to build new community partnerships. The latest is a community collection shelf at Quinn Library on Ohio University Chillicothe's campus. We have high-demand items for adults, teens, and children along with an iPad to check them out. It's what we used to call a "lucky day" collection—bestsellers that can't be reserved. If it's on the shelf, you can borrow it. We're still waiting signage and graphics before we start promoting it, but it will be maintained by the Outreach Department.

On Wednesday, October 4, we had a small open house at the Richmond Dale library to celebrate 30 years. It was good to see the original staff and to talk community members. The Friends of the Library provided refreshments.

As in past Octobers, the staff are hard at work on performance appraisals. We're also gearing up for the 2024 budget planning.

Erin, Jenn, and I (with input from Courtney) have meet with staff from the State Library of Ohio to begin drafting the questionnaire for our upcoming strategic plan. We'll have more details soon. Our goal is to have the plan completed and passed within the first quarter of next year.

The Harm Reduction Vending machines are close to be installed. Site prep is nearly done. These are the machines that are being monitored and stocked by the Hope Partnership and paid for with a grant from HEALing Communities at Ohio State. The library is simply making space available for the devices at the Annex, Northside, Frankfort, Richmond Dale, and Kingston. There

will also be one in Bainbridge at the community center. Library funds are not being used for the machines.

Site work has started on the new book locker locations in Adelphi and Massieville. The lockers have not been delivered yet, but we're hopeful to have everything ready before year's end.

**Quotes for snow removal for 2023/2024 season**

We posted publicly on our website and Scott reached out directly to several companies in the area to solicit quotes. We received two complete quotes (from LMG and M & M) and one incomplete quote. M&M has been our snow removal company for several years and is our recommendation again; we have been satisfied with their work and their rates are competitive:

- Labor: \$60/hour
- Ice melt: \$19.00/50lb bag
- Truck and plow with salt spreader: \$95/hour
- Skid loader with box blade: \$95/hour

Gen. Fin. "B"  
Resolution 57-23

**Quotes for snow removal for Main, Northside, Kingston, Frankfort, and Richmond Dale**

R. Augg moved and L. Graves seconded the adoption of the following resolution.  
That the library contract with M & M Fabrication for snow removal for the 2023/2024 winter season.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y
R. Augg	Y	R. Simmons-Jones	Y

**Staffing Changes**

There has been some internal staffing moves. When Melissa left last month to take a new position in Columbus City Schools, we interviewed candidates for a Youth Services Assistant. We hired internally: Kandice Trainer took the position. It was a lateral move for Kandice, but that opened up the Programming Assistant position. After more internal interviews, Jenn Coffill from Mt. Logan filled that role. Ashley Robinson, who had been at Huntington, but lately at Main, has moved into the open Mt. Logan position. As a result, on Thursday, October 5, we interviewed five candidates for the open part-time clerk opening at Main.

Pers. "A"  
Resolution 58-23

**Promote Jenn Coffill & Hire PT Clerk**

L. Graves moved and R. Augg seconded the adoption of the following resolution.  
Jenn Coffill be promoted to the full-time Programming Assistant in Enrichment, with all other benefits so accrue effective September 25, 2023.  
And that Heidi Lamerson be hired as a 26-hour part-time clerk at the Main library, with all other benefits so accrue effective October 16, 2023.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y
R. Augg	Y	R. Simmons-Jones	Y

**Dental, Vision, and Supplemental Insurance**

Kelly has had several conversations with SEBO over the past few weeks to learn more about supplemental insurance offerings. She discovered that Guardian offers a bundled plan that includes dental, vision (using the VSP network), and various other voluntary supplemental plans. For most staff and for the library, it would be expense neutral for more insurance. We need to schedule a Personnel Committee meeting to review the information and make a recommendation to the full board.

**Annex Update**

Work proceeds. We're still on course to be completed by the end of November. The new administration offices, Outreach, and clothing bank spaces will be finished first, then the new IT area, board room, break room, and HR office. After administration offices move, the Communications staff will move into the south Annex suite. The empty offices at Main will be filled by existing staff, giving us a chance to consolidate some teams into one area.

**Staff Service Awards**

We have three anniversaries to recognize this year.

**Staff Wellness Awards**

The Wellness Challenge returned this year. All staff members had an opportunity to enter wellness activities into a ticket system—most entries were for one ticket, but some activities (like a doctor's visit) earned two chances. Thanks for a donation from SEBO and the Friends (along with the library's standing Wellness budget), we were able to purchase 11 premium prizes and participation prizes for everyone else.

Adjourn at 12:53 p.m.

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Retha Simmons-Jones, Secretary

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Tamra Lowe, President