

The Chillicothe and Ross County Public Library
Board of Trustees
October 14, 2024

Present: Board Members Tamra Lowe, Angela Hirsch,
Retha Simmons-Jones, Lori Graves

Absent: Cathy Adams, Rob Augg, Andrea Oyer,
and Student Trustee Jackson Kohls

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

The meeting was called to order at 1:03 p.m. by Tamra Lowe, President.

Public Comment

Staff Presentation

- **Joy Jar** – Presented by Erica Wallace, Enrichment Assistant
- **Above and Beyond awards** – Presented by Kelly Smith, HR Manager

Gen. Fin. "C"
Resolution 70-24

CONSENT AGENDA

A Hirsch moved and L. Graves seconded the adoption of the following resolution.

That the minutes of the September 11, 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 September be received and filed for audit and,

That the bills listed under date of October 14, 2024 be approved for payment and,

That the following donations be accepted:
\$5 Anonymous donor from Mt. Logan paint night
\$60 Friends of the Library-Put Yourself on the Shelf

That the following grants be accepted:
\$2000 First Capital Rotary grant for STEAM Beyond Books materials
\$4999 LSTA State Library grant for Van Lerijs "Cinderella" painting conservation

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y R. Simmons Jones Y

Approval of Bills

BP	Vehicle Fuel	\$562.87
Applied Graphics	Adelphi, Massieville, Main Return	\$810.00
BJs Electric	R Dale Electrical	\$596.65
Buckeye Propane	Frankfort Svc	\$130.00
Charter/Spectrum	Adelphi Locker Internet	\$89.98
Century Link/Lumen	S Salem Phone	\$7.04
Dell	20 PCs & Peripherals	\$60,267.84
DTB Wholesale	Custodial Supplies	\$352.02
Frontier	S Salem Phone	\$143.14
Gordon Flesch	Main & Northside Copier Use	\$426.00
Kathy Cruse	HRA Reimb	\$58.46
KBA Architects	Frankfort Shelter House	\$1,870.00
OLC	C Stout Fiscal Officer Workshop	\$75.00
Ohio Net	Staff Workshops	\$30.00
ProCon	R Dale Renovation	\$55,875.00
Pike Natural Gas	R Dale Svc	\$18.85
Quill	Supplies/Toner	\$2,168.31
Rumpke	Trash Svc	\$588.87
T Mobile	Cell Svc	\$131.98
The Water Express	S Salem Water	\$9.95
CRCPL	Gross Payroll 09/27	\$90,023.82
IRS	Library's Share of Medicare	\$1,238.45
Amazon	Supplies/Books	\$4,669.34
AEP	Main, R Dale, Northside Svc	\$4,343.76
Bainbridge Comm Cntr	Rent & Electric	\$1,440.76
B & B Roofing	Kingston Roof Repair	\$1,122.00
Columbia Gas	Annex, Northside, Kingston Svc	\$785.37
CDW	Symantec Antivirus Software	\$2,750.00
Center Point	Large Print Books	\$249.30
Chillicothe Gazette	Paxton Subscription	\$617.04
Demco	Cataloging Supplies	\$317.10
EnvisionWare	Mobile Print Svc Module	\$1,150.00
Gordon Flesch	Copier Lease	\$340.76
Guardian	Library's Share of Ins Prems.	\$1,978.85
James Hill	Reimb. Culp Refreshments	\$39.49
Johnson-Laux	Northside Pay App #1	\$140,476.00
Kapco	Cataloging Supplies	\$376.10
Playaway	Juv/Adult A/V	\$4,235.31
Redcort Software	Virtual Timeclock Annual	\$395.00
S Central Power	F Fort & Kinston Svc	\$591.00
Sports Plus	Employee Nametags	\$50.00
Stacey Atkinson	Mileage 05/16-08/22	\$253.26
WT Cox	2025 Magazine Subscriptions	\$7,715.26
Kingston Nat'l Bank	Monthly Checking Acct Fee	\$19.54
Aetna	Library's Share of Medical Prem	\$33,993.47
FiNet	Monthly Merchant Svc Fees	\$35.53

OH Treas of State	Audit Services	\$164.00
Overdrive	ODL Digital Books	\$3,400.32
Bibliotheca	Self Check Kiosks Maintenance	\$7,565.25
CRCPL	R Dale Petty Cash	\$13.00
Chillicothe Utilities	Water/Sewer	\$685.14
Stephanie Cartee	10/07 Line Dancing Program	\$60.00
Jennifer Slone	HRA Reimb	\$944.60
Laura Fox	HRA Reimb	\$685.42
James Mann	Foraging Program 09/26	\$200.00
Sandy Grigsby	Mileage 07/06-09/20	\$27.47
Sports Plus	Recognition Gifts	\$647.75
Tammy Newlun	Mileage 07/12-09/03	\$47.91
Village of Frankfort	Water/Sewer	\$63.00
CRCPL	Gross Payroll 10/11	\$89,956.46
IRS	Library's Share of Medicare	\$1,238.64
OPERS	Library's Share of OPERS	\$24,588.58
BP	Vehicle Fuel	\$553.22
Baker & Taylor	Books	\$13,979.72
KNB Visa	Supplies, Library Cards, Byd. Books, etc	\$4,138.11
Lowe's	Facilities Supplies	\$1,217.22
Sherwin Williams	Paint & Supplies	\$414.45
Bjs Electric	Drivers for LEDs	\$446.30
Buckeye Propane	Frankfort Service	\$130.00
Bell Farms	Staff In Service Catering	\$900.00
Frontier	South Salem Phone	\$143.48
Gordon Flesch	Copier Lease & Use	\$675.29
JLS	Franfort Thermostat	\$212.50
Kathy Cruse	HRA Reimb	\$270.78
Kendra Kempton	HRA Reimb	\$560.48
Katie Kurtz	Staff In Service Workshop	\$1,246.56
Library Ideas	Freegal	\$6,500.00
Midwest Tape	A/V and Hoopla eBooks	\$4,611.45
M & M Fabrication	Sept Mowing/Trimming	\$2,125.00
Mindy McGinnis	10/16 Program	\$560.00
OhioNet	Ohio Historical Newspapers	\$3,805.58
Rumpke	Trash Svc - 4 Locations	\$668.26
Ross Co Water	R Dale Water	\$27.64
R Dale Sewer	R Dale Sewer	\$19.84
Sports Plus	Nametags	\$10.00
Spectrum	Zane & Clarksburg Internet	\$139.96
SERLS	Annual Institutional Membership	\$790.00
Splashtop	IT Remote Software	\$219.00
T Mobile	Cell Svc	\$113.23
Village of Kingston	Water/Sewer	<u>\$45.00</u>
		\$598,229.08

Director's Report

I'm excited about this year's In-service day program. We have an excellent agenda and, for the first time, are sharing the day with the staff from the Jackson City Library. It's an opportunity to learn together and share ideas.

Kendra has been busy writing grants and was awarded two this month. A \$2000 grant from First Capital Rotary will purchase STEAM kits for the Beyond Books collection to support homeschool groups and anyone interested in hands-on science. And a \$4999 LSTA grant will support the restoration of the Van Lerius "Cinderella" painting that hangs in the Main Library reading room. The grant will allow us to repair and conserve the painting and the plaster frame, which is damaged in several places. Kendra worked with a conservator from Cleveland to assess the condition and create a treatment plan. She also worked with an art historian from Ohio State to document the importance of Van Lerius and this painting. After the project is completed, we will have an unveiling and lecture celebrating the piece.

Since this is a joint Board meeting and staff meeting, we're combining some items. Instead of normal staff presentation, we're going to share our regular Joy Jar with everyone and do a review of the past year's Above and Beyond Awards.

Quotes for snow removal for 2024/2025 season

We posted publicly on our website and social media and Scott reached out directly to several companies in the area to solicit quotes. We received one complete quote from M&M and one late, partial quote from City Wide Facility Solutions. M&M has been our snow removal company for several years and is our recommendation again; we are satisfied with their work and their rates are competitive. Quoted rates are the same as last year:

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 71-24

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

L. Graves moved and A. Hirsch seconded the adoption of the following resolution.

That the library contract with M & M Fabrication for snow removal for the 2024/2025 winter season.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y R. Simmons Jones Y

New doors on north end of Annex as part of ALA LTC Accessibility Grant

The library was awarded \$20,000 from the ALA Libraries Transforming Communities: Accessible Small and Rural Communities grant in February. For this project, Kendra solicited community feedback and determined that a more accessible door was needed on the north end of the Annex building as well as an adult changing table. We sought quotes at that time for a door replacement and identified Fultz's Glass as our contractor for the grant

project. Now that we have the funds in place and the community meetings have concluded, it is time to begin work on the door installation.

Gen. Fin. "B"
Resolution 72-24

Accept contract for accessible door at northend of Annex

A Hirsch moved and L. Graves seconded the adoption of the following resolution.

That the Executive Director be authorized to contract with Fultzy's Glass and Door LLC for accessible door on the north end of the Annex in the amount of \$18,950.00.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y A. Hirsch Y R. Simmons Jones Y

Staff Service Awards

We have nine employees eligible for service awards this year. Eight are in attendance and being recognized today:

Trey Hitchens: 5 Years

Michelle Kerns: 5 Years

Stacy Knipp: 5 Years

Allison Metzger: 10 Years

Laura Pinnix: 10 Years

Laura Kruger: 20 Years

Tammy Newlun: 25 Years

Ken Roberts: 25 Years

[Sandy Grigsby (absent)]: 25 Years

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 to 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 1:42 p.m.

Retha Simmons Jones, Secretary

Tamra Lowe, President