The Chillicothe and Ross County Public Library

Board of Trustees

May 10, 2023

Present: Board Members Tamra Lowe, Lori Graves

Susan Congrove and Retha Simmons Jones

Absent: Cathy Adams, John Owens, Angela Hirsch

and Allison Lutz, Student Trustee

Others Present: James Hill, Executive Director

Cassie Stout, Chief Fiscal Officer

Wendy Payne, Deputy Fiscal Officer

Erin Lyons, Jenn Slone & Liz Gibbons-Camp

The meeting was called to order at 4:31 p.m. by Tamra Lowe, President.

**PUBLIC COMMENT**

Gen. Fin. “C”

Resolution 19-23

**CONSENT AGENDA**

S. Congrove moved and L. Graves 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 May10, 2023 be approved for payment

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y S. Congrove Y R. Simmons Jones Y

**March Financial Report**

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| --- | --- | --- |
| 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 | + | $1,384,882.90 |
| Total |  | $6,272,822.00 |
| April Expenditures | - | $364,171.74 |
| Ledger Balance April 30, 2023 |  | $5,908,650.26 |
| Outstanding Checks | + | $57,922.68 |
| 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** |

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| |  |  |  | | --- | --- | --- | | **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 | | Kaleidescope 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 | Main, Annex, Northside Exterior Pest Treatment | $300.00 | | Baker & Taylor | March Book Orders & TS360 Review Source | $14,753.94 | | BP Oil | Vehicle Fuel | $460.78 | | Century Link / Lumen | South Salem Phone | $9.68 | | Charter/Spectrum | Zane Village Book Locker Internet | $84.98 | | DTB Wholesale | Facilities Maintenance Supplies | $807.90 | | Frontier | South Salem Phone | $121.84 | | Gordon Flesch | Copier Use/Maintenance | $337.20 | | Horizon | Telephone & Internet | $5,927.67 | | Kapco | Supplies | $364.85 | | Lowe's | Facilities/Maintenance Supplies | $104.85 | | M & M Fabrication | February & March Snow & Ice Removal | $1,840.00 | | Mobile Beacon | Patron Hotspot Service Renewal | $1,080.00 | | Ohio Library Council | C Stout - CPIM Fiscal Officer Conference | $205.00 | | Rumpke | Frankfort, R Dale, Main/Annex, Kingston Trash | $516.50 | | SERLS | Annual BookPage Subscription Renewal | $1,368.00 | | Buckeye Power Sales | Generator Service Contract | $800.00 | | Cassandra Stout | HRA Reimbursement | $191.85 | | CenterPoint | Large Print Books | $243.30 | | Demco | Supplies | $413.54 | | Noble Plumbing | Replace & Test Main Backflow Preventer Device | $3,850.00 | | Pike Natural Gas | R Dale Svc | $140.87 | | Sheena Brown | Mileage 01/11/23-03/01-2023 | $55.41 | | Spectrum | Clarksburg Book Lockers Internet | $84.98 | | Todd Ginther | HRA Reimbursement | $367.78 | | Treasurer of State of Ohio | SEO Consortium Svcs 04/01-06/30 | $13,478.20 | | Anthem | Library's Share of Medical Insurance Premium | $30,177.83 | | Bainbridge Community Center | Rent & Share of Electric | $1,520.00 | | Columbia Gas | Main/Annex & Kingston Svc | $658.54 | | Delta Dental | Library's Share of Dental Insurance Premium | $1,206.13 | | Gordon Flesch | Copier Use/Maintenance | $364.55 | | Johnson-Laux Construction | Annex Renovations - Engineering Svcs App # 2 | $3,000.00 | | The Library Corporation | Supplies | $432.00 | | Landscape Management Group | Annex Site Improvement - Pay App # 2 | $44,969.40 | | Ohio Society of Notaries | 8 Notary Training/Testing | $985.00 | | Ross County Sherrif's Dept | 8 BCI Background Checks for Notary | $232.00 | | SEBO | 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 | Legistlative 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 20-23

**Salary Adjustment and Merit Increase for Executive Director and Fiscal Officer**

R. Simmons Jones moved and S. Congrove 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 Y L. Graves Y S. Congrove Y R. Simmons Jones Y

**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**

L. Graves moved and S. Congrove 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 Y L. Graves Y S. Congrove Y R. Simmons Jones Y

**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.

Gen. Fin. “B”

Resolution 21-23

**Approve Mounted Tables for Kingston Branch Porch**

S. Congrove moved and L. Graves 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 Y L. Graves Y S. Congrove Y R. Simmons Jones Y

**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 22-23

**Staffing Changes**

L. Graves moved and S. Congrove 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 Y L. Graves Y S. Congrove Y R. Simmons Jones Y

**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.

**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.

Gen. Fin. “C”

Resolution 23-23

**General Fund Transfers**

R. Simmons Jones moved and S. Congrove 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) and 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 Y L. Graves Y S. Congrove Y R. Simmons Jones Y

**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)

Prop. “E”

Resolution 24-23

**Close Huntington Branch**

L. Graves moved and S. Congrove 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 Y L. Graves Y S. Congrove Y R. Simmons Jones Y

**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.

Gen. Fin. “B”

Resolution 25-23

**Approve Annex Site Improvement Change Order #1**

S. Congrove moved and L. Graves 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 Y L. Graves Y S. Congrove Y R. Simmons Jones Y

**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.

Gen. Fin. “B”

Resolution 26-23

**Approve Annex Renovations**

L. Graves moved and S. Congrove 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 Y L. Graves Y S. Congrove Y R. Simmons Jones Y

**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 5:15 p.m.

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Retha Simmons-Jones, Secretary Tamra Lowe, President