The Chillicothe and Ross County Public Library

Board of Trustees

January 10, 2024

Present: Board Members Tamra Lowe, Angela Hirsch, Rob Augg

Andrea Oyer, Retha Simmons-Jones,

Lori Graves and Student Trustee Jackson Kohls

Absent: Cathy Adams

Others Present: James Hill, Executive Director

Cassie Stout, Chief Fiscal Officer

Wendy Payne, Deputy Fiscal Officer

Kelly Smith, HR Manager

Hope Partnership Project

Wes Campbell, SEBO

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

**PRESENTATION by Hope Partnership Project**

Nikki Priest and Anna Armistead presented on Harm Reduction

**PUBLIC COMMENT**

Several community members shared comments and asked questions regarding the Harm Reduction vending machines. Questions were fielded by the Hope Partnership Project and Board

Memo

BOARD APPOINTMENT

A letter was received from Board of Commissioners, dated November 13, 2023 notifying Ms. Andrea Oyer of her appointment to the Library Board for a term of January 1, 2024 through December 31, 2030.

Pers. “A”

SWEARING -IN Memo

**OATH OF OFFICE**

“Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Chillicothe and Ross County Public Library, Ross County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is elected and qualified?

(The answer is: “I do”) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Andrea K. Oyer

Administered by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

this 10th day of January 2024

Gen. Fin. “C”

Resolution 1-24

**CONSENT AGENDA**

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

That the minutes of the December 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 December be received and filed for audit and,

That the bills listed under date of January 10, 2024 be approved for payment and,

That the following donations be accepted: $80 from Laura’s Sewing Gals.

The roll being called, the vote resulted as follows:

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

A. Hirsch Y R. Augg Y A. Oyer Y

**Dec. Financial Report**

|  |  |  |
| --- | --- | --- |
| Balance Dec 1, 2023 |  | $5,844,557.55 |
| December Receipts | + | $289,877.22 |
| Total |  | $6,134,434.77 |
| December Expenditures |  | -$594,395.24 |
| Ledger Balance Dec 31, 2023 |  | $5,540,039.53 |
| Outstanding Checks | + | $265,419.32 |
| Total |  | $5,805,458.85 |
| Petty Cash |  | -$475.00 |
| Doris T. Culp Fund - Stock |  | -$10,500.00 |
| AR Schlegel Fund - KNB CD |  | -$10,000.00 |
| Kingston Money Market |  | -$308,665.67 |
| Star Ohio |  | -$4,896,515.22 |
| LCNB Certificate of Deposit |  | -$245,000.00 |
| JLX Constr. Retainage |  | -$62,982.19 |
| Cr Card Not Posted |  | -$6.45 |
| Checking Balance |  | **$271,314.32** |

Bills 01/10/2024

|  |  |  |
| --- | --- | --- |
| CRCPL | Gross Payroll 12/20/23 | $82,676.34 |
| IRS | Library's Share of Medicare | $1,136.86 |
| CJ Stephens | HRA | $2,328.24 |
| JohnsonLaux Constr | Annex Reno Pay App #5 | $157,504.00 |
| Kandice Trainer | Mileage | $38.78 |
| Kelsey Holmes | HRA | $317.36 |
| Kendra Kempton | HRA | 1517.08 |
| Office City | Annex Reno Admin Furniture | $6,036.35 |
| Pike Natural Gas | R Dale Svc | $40.68 |
| Procon | Massieville and Adelphi Concrete | $7,288.00 |
| Scott Arnett | HRA | $2,974.68 |
| State Chemical | Air Car Program | $183.39 |
| Tammy Newlun | HRA | $131.13 |
| The Water Express | S Salem Water | $9.95 |
| KNB Credit Card | Supplies, Software, Training | $2,355.68 |
| Amazon | Supplies | $1,414.62 |
| Anthem | Library's Share of Medical Premium | $31,578.83 |
| Delta Dental | Library's Share of Dental Premium | $1,204.91 |
| First Cap Rotary | J Hill Dues | $190.00 |
| OLC | Individual Staff Memberships | $1,335.00 |
| SEBO | Group Term Life Premium | $245.70 |
| VSP | Library's Share of Vision Premium | $627.39 |
| AEP | Main, Annex, N Side, R Dale Svc | $3,892.81 |
| Baker & Taylor | Books | $29,511.47 |
| Bainbridge Comm Cntr | Rent & Electric | $1,566.93 |
| Buckeye Propane | Frankfort Svc | $155.00 |
| Cengage | Lg Print Books | $2,302.47 |
| Center Point | Lg Print Books | $243.30 |
| Columbia Gas | Main, Annex, N Side, Kingston Svc | $1,938.82 |
| Century Link/Lumen | S Salem Phone | $2.99 |
| Findaway/Playaway | A/V: Wonderbooks | $1,607.11 |
| Gordon Flesch | Main & N Side Patron Copier Use | $489.41 |
| Library Ideas | Vox Books | $43.96 |
| Midwest Tape | DVDs/BluRays | $3,530.62 |
| Office City | Name Signs | $19.90 |
| Quill | Supplies | $233.66 |
| South Central Power | Frankfort & Kingston Svc | $335.00 |
| Village of Frankfort | Water/Sewer | $33.00 |
| Weisenberger Ins | Cassie & Wendy 2024 Bonds | $368.00 |
| Ohio BWC | Workers Comp Premium | $3,080.00 |
| CRCPL | Petty Cash | $10.95 |
| First Data/Clover | Credit Card Processing Fees | $27.95 |
| Kingston National Bank | Monthly Chk Acct Svc Fee | $17.80 |
| CRCPL | Gross Payroll 01/05/24 | $87,480.86 |
| IRS | Library's Share of Medicare | $1,204.92 |
| OPERS | Library's Share of OPERS | $35,384.08 |
| Baker & Taylor | Bridgeall Collection HQ/ESP | $12,240.00 |
| Central Cntr Hardware | Building Supplies | $62.35 |
| Chillicothe Utilities | Chillicothe Water/Sewer | $608.16 |
| Gordon Flesch | Copier Lease | $340.76 |
| JoAnn Stores | CreativeBug Software | $2,600.00 |
| Lowes | Maintenance Supplies | $216.70 |
| OCLC | WebDewey Svc | $368.66 |
| OhioNet | Gale Courses | $6,501.64 |
| Patron Point | Annual Patron Pt Svc | $1,500.00 |
| Richmond Dale Sewer | R Dale Svc | $17.94 |
| Ross Co Water | R Dale Svc | $26.87 |
| Sherwin Williams | Paint/Supplies | $209.72 |
| Stephanie Cartee | 01/08 Line Dancing Program | $60.00 |
| Todd Ginther | HRA Reimb | $1,052.20 |
| State of Ohio | July-Dec 2023 Sales Tax Remit | $74.83 |
| OH BWC | 2023 True Up Premium | $599.00 |
| BP | Vehicle Fuel | $293.20 |
| Charley's Flowers | Employee Family Funeral | $27.95 |
| Chillicothe City Schools | 2024 Mt. Logan Lease | $10.00 |
| Frontier | South Salem Phone | $123.20 |
| Horizon | Phone/Internet | $3,784.98 |
| Kendra Kempton | HRA Reimb | $615.67 |
| Lumen | South Salem Phone | $8.94 |
| M & M Fabrication | Shop Table | $1,945.00 |
| Rumpke | Main, R Dale, F Fort, Kingston Trash | $594.32 |
| Spectrum | Book Hives Internet | $139.96 |
| T- Mobile | Cell Svc | $131.56 |
| Village of Kingston | Water/Sewer | $45.00 |
|  |  | **$508,814.59** |

**Director’s Report**

 Happy 2024! Thanks to Cassie, Erin, Jenn, Wendy and others for managing the library while my family and I enjoyed a winter vacation to the Grand Circle (Nevada to Arizona to Utah to Nevada). I’d been to the Grand Canyon and Bryce (pictured) and Zion before, but winter really added a new appreciation. We hiked everyday despite below zero wind chills a couple of days in the higher elevations.

The Annex renovation is still progressing. We moved into our new admin suite this week. The Clothing Bank has moved and walls for the new IT office are being built in that space. The communication teams will move early next week and the last phase (the new board meeting room and Human Resources office) will commence soon after. The bookmobile parking area is completed, too.

Our community survey has officially closed. The last few paper submissions are still be entered, but we had a good response from the entire county. Erin Kelsey from the State Library will be in touch soon with next steps.

Board “A”

Motion 1-24

# **Election Of Officers**

L. Graves moved and R. Augg seconded the following motion:

That Tamra Lowe be elected President, Angela Hirsch be elected Vice President, and Retha Simmons Jones be elected Secretary for year 2024 or until their successors are elected.

Show of Hands – All Yes

**Health Insurance Renewal**

Discussion with Wes Campbell, President of The SEBO Group

Pers. “B”

Resolution 2-24

**Health Insurance**

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

That effective February 1, 2024, the library enter into the following health insurance contracts; Aetna (Option CPOSII 5000) at 10.26% premium increase, Guardian Dental at the same premium with two plan options, and Guardian Vision (VSP Network) at a decrease in premium and,

that the HRA reimburse a maximum of $4,500 per individual and $9,000 per family for any services that are applied to the deductible, up to the maximum amounts allowed and,

that the supplemental employee-paid offerings of AFLAC Cancer & Accident change to Guardian Critical Illness, Hospital Indemnity, and Accident offerings and,

that the library-paid Guardian Term Life coverage be increased to $25,000 per each eligible employee.

The roll being called, the vote resulted as follows:

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

A. Hirsch Y R. Augg Y A. Oyer Y

**Annex Renovations Update & Approve Annex Renovations Change Order #5**

The north end of the building passed final inspection yesterday and we’ve officially moved the clothing bank and the Admin offices with Outreach soon following. Work continues on the new hallway and Board Room as well as the expanded breakroom and HR office. There were a number of small changes in the Outreach and Admin areas involving electrical work that were not in the original plan: adding receptacles, additional outdoor lighting, more emergency exit fixtures, and relocating cameras. Change Order #5 for $4,500 encompasses the work. We have $1,845.06 remaining in our contingency budget and will need to issue a second PO for $2,654.94 to total $4,500.

Gen Fin. “B”

Resolution 3-24

**Approve Johnson-Laux Change Order #5**

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

That the Executive Director be authorized to contract with Johnson-Laux Construction for additional Annex Renovations detailed as:

Change Order #5: $4,500 – Additional Miscellaneous Electrical Work

The roll being called, the vote resulted as follows:

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

A. Hirsch Y R. Augg Y A. Oyer Y

**2024 Meeting Schedule:** The schedule as presented follows our current pattern of meeting the second Wednesday of each month at 4:30 p.m. If any changes are necessary, those can be adjusted as needed.

Board “D”

Resolution 4-24

**Board of Trustees Meeting Schedule for 2024**

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

That the meeting schedule of the Board of Trustees for 2024 will be the 2nd Wednesday of each month at 4:30 p.m. with the exception of the October meeting which will be held on Monday, October 14th at 12:00 at the Main Library during staff in-service day.

**2024 Board Meetings:**

Meetings are the second Wednesdays of each month at 4:30 p.m. in the Annex unless otherwise noted

January 10—Organizational and Records Commission

February 14

March 13

April 10

May 8

June 12

July 10

August 14—*Fair Aug 3-10, no conflict*

September 11

October 14 (Monday) Staff in-service

November 13

December 11

The roll being called, the vote resulted as follows:

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

A. Hirsch Y R. Augg Y A. Oyer Y

Board “C”

Memo

**Committee Appointments**:

Audit--2024 Chair: Augg, Hirsch, Adams

Budget--2024 Chair: Simmons Jones, Hirsch, Augg

Buildings--2024 Chair: Hirsch, Graves, Adams

Bylaws—2024 Chair: Oyer, Lowe, Simmons Jones

Personnel--2024 Chair: Lowe, Graves, Oyer

**Committee Meetings**

Personnel - February 7th at 4:30

Building – February 14th at 4

ByLaws – June 12th at 4

Pols. “B”

Resolution 5-24

**2024 Holiday Closing**

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

That the board approve the holiday closures for 2024 as presented.

New Year’s Day—Monday, January 1

Dr. King Day—Monday, January 15

Presidents Day—Monday, February 19

Easter—Sunday, March 31 (closed, but not a paid holiday)

Monday, April 8—*total solar eclipse in the afternoon*

*(May 5 last open Sunday until September 8)*

Memorial Day—Monday, May 27

Juneteenth—Wednesday, June 19

Independence Day—Thursday, July 4

Labor Day—Monday, September 2

*(Sunday hours begin September 8)*

Staff Day—Monday, October 14

Veteran’s Day—Monday, November 11

Thanksgiving—Thursday, November 28

(close at 5 p.m. on Wednesday, November 27)

Christmas—Tuesday, December 24

Wednesday, December 25

New Year’s Day*—Wednesday, January 1, 2024*

(close at 5 p.m. on Tuesday, December 31)

The roll being called, the vote resulted as follows:

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

A. Hirsch Y R. Augg out @6:10 A. Oyer Y

Adjourn 6:14 pm

**CRCPL Records Commission Meeting**

The library’s Records Commission (ie, the Board) is required by the Ohio Revised Code to hold an annual meeting to review our records policy and retention schedule. There are no proposed changes to either this year.

Additionally, during this past audit, the auditor recommended that the board pass an annual resolution appointing the fiscal officer as the board representative concerning public records training. Fiscal officers are already required to take the training, so it would, in effect, be serving two purposes. Board members are, of course, still welcome to take the training themselves. The training includes important information about Ohio’s Sunshine Law and Open Meetings Act. If interested, let Cassie know and she’ll let you know when the next training is scheduled.

Board “D”

Resolution 6-24

**Designate Fiscal Officer as Board’s Representative for Public Records Training**

A Hirsch moved and A. Oyer seconded the adoption of the following resolution.

That the Board appoint Cassie Stout, Chief Fiscal Officer, as their designee to attend public records training approved by the attorney general as provided in section 109.43 of the Revised Code.

The roll being called, the vote resulted as follows:

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

A. Hirsch Y A. Oyer Y

Chillicothe & Ross County Public Library

PUBLIC RECORDS POLICY

Access to information concerning the conduct of the people’s business is a right of every person in this state. Records of the Chillicothe & Ross County Public Library that are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

Chillicothe & Ross County Public Library

Records Officer, (740) 702-4159

Main Library Annex, 146 S. Paint Street, Chillicothe, OH 45601

You may view the records you have requested at all reasonable times during the regular business hours of the library. If you wish to view public records of the library, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Once we have received your request, we will provide our response or acknowledge your request and provide you with: an estimate of when you should expect our response, an estimated cost (if copies have been requested), and the items that we expect may be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of the volume of records requested, the proximity of location where the records are stored; or the complexity of the legal review); we will inform you of this change.

It is within your rights not to:

Disclose your identity to the library when you request records; (you may ask to be given a request number which we will use to track our communications with you and our response to your request);

Provide our office with a written request; and

Provide a reason why you have requested these records.

If any portion of your request for records must be denied because the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly marking the portion “redacted” or we will explain which portions of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

Please note that if we have denied your request because is it overbroad, ambiguous, or doesn’t reasonably identify our records, we will provide you with information about how our records are maintained and if you wish, you may revise your request for the records.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by the library; currently this fee is $.05 per page. In addition, actual cost of postage or other delivery may be charged. We may require payment of these fees prior to processing your request.

Feel free to ask our records officer any questions you may have about public records.

C&RCPL Public Records Policy updated 1/17/2018

Pols. “C”

Resolution 7-24

**Records Policy & Records Retention Schedule**

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

That the Board affirm the existing Records Policy (dated 01/17/2018) and Records Retention Schedule (dated 01/13/2022).

The roll being called, the vote resulted as follows:

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

A. Hirsch Y A. Oyer Y

Adjourn at 6:17 p.m.

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Retha Simmons Jones, Secretary Tamra Lowe, President