The Chillicothe and Ross County Public Library

Board of Trustees

July 12, 2023

Present: Board Members Tamra Lowe, Lori Graves,

Susan Congrove, Cathy Adams,

Retha Simmons-Jones and Angela Hirsch

and Allison Lutz, Student Trustee

Absent: Rob Augg

Others Present: James Hill, Executive Director

Cassie Stout, Chief Fiscal Officer

Wendy Payne, Deputy Fiscal Officer

Jody Rivers

The meeting was called to order at \_\_\_\_\_\_ p.m. by Tamra Lowe, President.

**PUBLIC COMMENT**

**Library Operations Presentation**

Jody Rivers: President, Friends of the Library

Gen. Fin. “C”

Resolution -23

**CONSENT AGENDA**

\_\_\_\_\_\_\_\_ moved and \_\_\_\_\_\_\_ seconded the adoption of the following resolution.

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

That the bills listed under date of July 12, 2023 be approved for payment and,

That Then-and-Now Purchase Order #298-2023 for $12,000 to Communico be approved and,

That the following donations be accepted:

$100 from Noble Plumbing to be used for Bookworm

$28.50 from Friends of the Library to be used for Put Yourself on the Shelf

$500 from Structured Employee Benefits of Ohio to be used for Employee Wellness

The roll being called, the vote resulted as follows:

T. Lowe L. Graves S. Congrove

A. Hirsch C. Adams R. Simmons-Jones

**June Financial Report**

|  |  |  |
| --- | --- | --- |
| Clerk's Balance June 1, 2023 |  | $ 5,909,584.34 |
| June Receipts | + | $ 327,151.67 |
| Total |  | $ 6,236,736.01 |
| June Expenditures | - | $ 319,071.71 |
| Ledger Balance June 30, 2023 |  | $ 5,917,664.30 |
| Outstanding Checks | + | $ 13,412.42 |
| Total |  | $ 5,931,076.72 |
| Petty Cash | - | $ 475.00 |
| Doris T. Culp Fund - Stock | - | $ 10,500.00 |
| Anne R. Schlegel Fund - KNB CD | - | $ 10,000.00 |
| Kingston Money Market | - | $ 409,146.50 |
| Star Ohio | - | $ 5,251,204.35 |
| UBS/LPL Certificate of Deposit | - | $ 235,000.00 |
| Cr Card Not Posted | - | $ 8.60 |
| Checking Balance |  | $ 14,742.27 |

**Approval of Bills July 12, 2023**

|  |  |  |  |
| --- | --- | --- | --- |
| Ashley Good | 06/28 BBJ Project Performance |  | $300.00 |
| Age of Learning | ABC Mouse Annual Subscription |  | $2,669.79 |
| Buckeye Power Sales | Main Generator Service Contract |  | $765.00 |
| Cody Clark | Cody Clark Magic - 2 Perform. 06/27 |  | $800.00 |
| Lowes | Facilities Supplies |  | $795.92 |
| Master Locksmith | Master Pro Padlocks |  | $160.00 |
| Rinehart Walters Danner | 1st Installment Prop/Liab Insurance |  | $13,959.00 |
| State Chemical | Air Care Program |  | $183.39 |
| Spectrum | Clarksburg Book Locker Internet Svc |  | $109.98 |
| CRCPL | Gross Payroll 06/23/23 |  | $79,155.33 |
| Internal Revenue Service | Library's Share of Medicare |  | $1,090.38 |
| American Electric Power | Main, NS, Maint., Annex, RD Svc |  | $3,774.15 |
| Anthem | Library's Share of Medical Premium |  | $29,683.69 |
| Bainbridge Community Center | Rent & Share of Electricity |  | $1,304.87 |
| Columbia Gas | Main/Annex, Kingston, NS Svc |  | $881.45 |
| CJ Stephens | HRA Reimbursement |  | $755.84 |
| Delta Dental | Library's Share of Dental Preimium |  | $1,198.21 |
| Davis Tire | Ford Transit Van Oil Change |  | $49.95 |
| DTB Wholesale | Custodial Supplies |  | $613.20 |
| Gordon Flesch | Copier Use/Maintenance |  | $372.50 |
| Noble Plumbing | Frankfort Backflowe Preventer Install |  | $2,450.00 |
| Printex | Notary Stamps |  | $200.00 |
| Sports Plus | Employee Nametags |  | $16.00 |
| South Central Power | Kingston Electricity |  | $174.00 |
| SEBO | Guardian Group Life Ins Premium |  | $234.00 |
| Village of Frankfort | Water & Sewer Svc |  | $30.00 |
| VSP | Library's Share of Vision Premium |  | $581.54 |
| Amazon | Programming Supplies & Books |  | $1,671.80 |
| Allegion Access Techn. | Stanley: Annex Door Diagnostic |  | $297.50 |
| Ben True | Basement Collective 07/12 Perform |  | $300.00 |
| City of Chillicothe | Sponsor 06/28/23 Comm. Pool Day |  | $1,000.00 |
| Chillicothe Utilities | Main, NS, Annex, Maint. Water/Sewer |  | $570.60 |
| Findaway/Playaway | Playaways, Wonderbooks, Launchpads |  | $2,281.12 |
| Gordon Flesch | Copier Lease |  | $340.76 |
| Library Ideas | Vox Books |  | $462.62 |
| Overdrive | May & June ODL Digital Book Orders |  | $6,563.96 |
| Ohio Nature Education | 3 Animal Programs |  | $1,000.00 |
| Oriental Trading | Branch Supplies |  | $49.84 |
| Quill | Supplies |  | $572.53 |
| Richmond Dale Sewer Distr. | Sewer Svc |  | $17.94 |
| Screenpointe | New Hire Background Check |  | $15.00 |
| Sports Plus | New Hire Name Tag |  | $8.00 |
| Tammy Newlun | HRA Reimbursement |  | $336.97 |
| Transparent Language | 2 Year Patron Software Subscription |  | $2,160.00 |
| CRCPL | Gross Payroll 07/07/2023 |  | $80,786.33 |
| Internal Revenue Service | Library's Share of Medicare |  | $1,113.78 |
| OPERS | Library's Share of OPERS |  | $23,370.86 |
| KNB Credit Card | Supplies, Membership, Fair Giveaways |  | $4,676.16 |
| BP | Vehicle Fuel |  | $490.75 |
| Buckeye Propane | Frankfort Propane (Monthly Budget) |  | $155.00 |
| Baker & Taylor | Books & Bookworm Prize Books |  | $12,006.33 |
| Captain Steamer | Main Carpet & Tile Cleaning |  | $2,586.80 |
| Century Link / Lumen | South Salem Phone |  | $3.97 |
| Communico | Annual Software Renewal |  | $12,000.00 |
| Cengage | Large Print Books |  | $1,926.09 |
| Central Center Hardware | Facilities Supplies |  | $63.80 |
| Center Pointe | Books |  | $243.30 |
| 4 Imprint | Fair Giveaways |  | $248.55 |
| Frontier | South Salem Phone |  | $121.90 |
| Gordon Flesch | Copier Use/Maintenance |  | $589.92 |
| Horizon | Telephone & Internet |  | $5,291.43 |
| Hometown Apparel | Logo Hoodie for Student Trustee |  | $50.00 |
| JLS | Annual SVC Agmt & Northside Maint |  | $13,673.02 |
| Midwest Tape | Hoopla Digital Books & A/V Orders |  | $26,383.49 |
| Rumpke | Kingston, F Fort, R Dale, Main Trash |  | $509.89 |
| Ross Co Water | R Dale Water Svc |  | $26.12 |
| Sandra Grigsby | Mileage 05/14 - 06/16 |  | $68.12 |
| Sports Plus | Engraved Plaques |  | $95.00 |
| Spectrum | Zane Village Book Hive Internet |  | $109.98 |
| T-Mobile | Cellular Svc |  | $131.56 |
| Nicholas Turon | 07/19/23 Performance |  | $150.00 |
| Upper Sandusky Comm. Lib. | Lost Book |  | $30.00 |
| Village of Kingston | Water & Sewer Svc |  | $45.00 |
| WT Cox | Periodicals |  | $307.30 |
| Wave Foundation | 07/17/23 Program |  | $1,100.00 |
|  |  |  | **$348,311.28** |

**Director’s Report**

This is Allison Lutz’s last meeting as our student trustee. We’re excited for her next chapter at Denison University and I’m sure we’ll see more of her in the future. Good luck, Allison!

I’ve started working on a schedule for October’s in-service day. This is an early reminder that October board meeting will be at noon that day in front of the staff, October 9.

Bookworm 2023 has been a big success. We currently have 1,977 participants; last year we finished with 1,810. We’re rapidly approaching the Finale party on July 26 at 6 p.m. in Yoctangee. As always, board members are invited to help hand out trophies and meet and greet the community.

Landscaping and Annex renovation update [information]: We’re still waiting on the new steps to be poured at the north end of the Annex. There are a lot of underground utilities and the area that we have to be careful around. Scott has also asked that the steps be re-configured to include a small landing to help with the rise distance of each step. It’s a compact incline and the old steps were slightly taller than comfortable, so by adding a midway landing, we may be able to keep the steps shorter.

Annex demo on the north end interior is scheduled to start July 24. They may start mobilizing with dumpsters, etc., the week before then. We don’t have a construction schedule yet.

We are advertising on our website and Scott is reaching out to vendors directly this month for snow and ice removal quotes, with a due date of September 29th.

**Staffing**

Hire Drew Davis, effective June 26, 2023

Pers. “A”

Resolution -23

**Staffing Changes**

\_\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the adoption of the following resolution.

That Drew Davis be hired as Ref/Circ clerk at a rate of $14.50 with part time benefits to accrue effective June 26, 2023.

The roll being called, the vote resulted as follows:

T. Lowe L. Graves S. Congrove

A. Hirsch C. Adams R. Simmons-Jones

**Review/update sick leave policy**

This was discussed at last month’s Personnel Committee meeting. We want to update the restrictive language on the last bullet point at the end of HR 4.4.2.

Changes are marked up:

At the discretion of the Executive Director, absences may require relevant documentation. Sick leave may be used only in the following instances:

* Illness or injury to the employee.
* Illness in the immediate family requiring the presence of the employee.
* Other FMLA qualifying events.
* Death in the immediate family: spouse, children and stepchildren (whether dependent or not), siblings, parents, grandparents, and grandchildren; or death of a relative living in the same household; or at the discretion of the Executive Director.
* Time used for visits to doctors ~~and dentists, etc.,~~ *and other medical professionals* may be counted as sick leave~~, but this practice is not encouraged and should be used only when appointments cannot be made outside working hours~~.

Pols. “A”

Resolution -23

**Update sick policy**

\_\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the adoption of the following resolution.

That the restrictive language on the last bullet point at the end of HR 4.4.2 of sick leave policy be updated.

The roll being called, the vote resulted as follows:

T. Lowe L. Graves S. Congrove

A. Hirsch C. Adams R. Simmons-Jones

**Harm reduction program**

You are probably not surprised to hear that Ross County has overdose hotspots. The library is uniquely positioned to help because we have branches in a lot of those high-incident areas—specifically Bainbridge, Frankfort, and the neighborhood around Northside. The Health District, HOPE Partnership, and HEALing Communities (from OSU) are very keen to partner with us on a harm reduction program. As a part of that, we have received Naloxboxes that contain overdose reversal kits intended for emergency use. The boxes will be installed inside at Main and Northside and outside at Frankfort, Kingston, Paxton, and Richmond Dale. Schools are prohibited locations per the grant, so Mt. Logan and South Salem are not included. The library is also going to be a secondary distribution site for Naloxone, so we will be able to provide non-emergency narcan, as well. We’re still getting that part set up; it will require a quick one-minute training for to allow the patron to receive a kit. The health district is presenting at our July All Staff meeting (20th at 7 a.m. if you’d like to attend). The next piece of the program involves outside free vending machines that include harm-reduction supplies. The library is simply providing space for the program. The supplies, equipment, and maintenance are entirely grant funded.

**Parking lot resurfacing quotes for Main and Frankfort**

The library has received three quotes each for resurfacing at Main and Frankfort. We would like to schedule Frankfort soon, but will wait to schedule Main for the fall; approving the bid now allows us to lock in the price. Resurfacing is standard parking lot maintenance that needs done every few years and the expense was included in this year’s budget. Scott is recommending accepting the low bid from Nationwide for both locations.

Gen Fin

Resolution -23

**Approve Parking Lot Resurfacing at Main Library and Frankfort Branch**

\_\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the adoption of the following resolution.

That the Executive Director be authorized to contract with Nationwide Contractors for parking lot resurfacing at Main in the amount of $8,575.00 and at Frankfort in the amount of $3,295.00.

The roll being called, the vote resulted as follows:

T. Lowe L. Graves S. Congrove

A. Hirsch C. Adams R. Simmons-Jones

**Transfer for Dues & Memberships**

Our membership costs in several organizations have increased, primarily our OLC Institutional Membership which is based on a percentage of the PLF and local property tax revenues

Gen Fin

Resolution -23

**General Fund Transfer to Dues and Memberships from Contingencies**

\_\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the adoption of the following resolution.

That $1,500 be transferred to 1000-100-510-0000 (Dues & Memberships) from 1000-930-930-0000 (Contingencies).

The roll being called, the vote resulted as follows:

T. Lowe L. Graves S. Congrove

A. Hirsch C. Adams R. Simmons-Jones

**Cancel August board meeting**

Barring any last minute issues, we can cancel the August board, which happens to fall during the week of county fair. If something major does come up, we can always schedule a special meeting. Gen Fin

Resolution -23

**Cancel August Board Meeting**

\_\_\_\_\_\_\_ moved and \_\_\_\_\_\_ seconded the adoption of the following resolution.

That the August meeting of the CRCPL Board of Trustees be cancelled.

The roll being called, the vote resulted as follows:

T. Lowe L. Graves S. Congrove

A. Hirsch C. Adams R. Simmons-Jones

Adjourn at \_\_\_\_\_p.m.

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Retha Simmons-Jones, Secretary Tamra Lowe, President