The Chillicothe and Ross County Public Library

Board of Trustees

June 14, 2023

Present: Board Members Tamra Lowe, Lori Graves, Rob Augg,

 Susan Congrove, Cathy Adams,

 and Allison Lutz, Student Trustee

Absent: Retha Simmons-Jones and Angela Hirsch

Others Present: James Hill, Executive Director

 Cassie Stout, Chief Fiscal Officer

 Wendy Payne, Deputy Fiscal Officer

 Heather VanGundy, Collection Development Coordinator

The meeting was called to order at 4:32 p.m. by Tamra Lowe, President.

Lori Graves was appointed secretary pro-tem.

**PUBLIC COMMENT**

 Memo

BOARD APPOINTMENT

A letter was received from Board of Commissioners, dated May 22, 2023 notifying Mr. Robert Augg of his appointment to the Library Board for a term of June 1, 2023 through December 31, 2025.

 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”) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Robert Augg

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

this 14th day of June 2023

 Gen. Fin. “C”

 Resolution 27-23

**CONSENT AGENDA**

C. Adams moved and S. Congrove seconded the adoption of the following resolution.

That the minutes of the May 10, 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 May be received and filed for audit and,

That Then and Now Purchase Order #249-2023 to EnvisionWare in the amount of $3,893.91 for Mobile Print Services be approved and,

That the bills listed under date of June 14, 2023 be approved for payment and,

That the following donations be accepted: $500 donation from Junior Civic League for Bookworm, $20 unrestricted donation from anonymous NS patron and $500 from IMLS-BEBS Grant.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y S. Congrove Y

R. Augg Y C. Adams Y

**June Financial Report**

|  |  |  |
| --- | --- | --- |
| Clerk's Balance May 1, 2023 |  | $5,908,650.26 |
| May Receipts | **+** | $352,157.84 |
| Total |  | $6,260,808.10 |
| May Expenditures | **-** | $351,223.76 |
| Ledger Balance May 31, 2023 |  | $5,909,584.34 |
| Outstanding Checks | **+** | $59,891.85 |
| Total |  | $5,969,476.19 |
| Petty Cash | **-** | $520.00 |
| Doris T. Culp Fund - Stock | **-** | $10,500.00 |
| A. R. Schlegel Fund - KNB CD | **-** | $10,000.00 |
| Kingston Money Market | **-** | $424,303.94 |
| Star Ohio | **-** | $5,228,596.02 |
| UBS/LPL Certificate of Deposit | **-** | $235,000.00 |
| Checking Balance  |  | $60,556.23 |
|  |  |  |
|  |  |  |
|  |  |  |
| **Approval of Bills June 14, 2023** |
| Ashley Gee | Notary Application Reimbursement | $20.00 |
| BJs Electric | Annex & Main Electrical  | $1,676.78 |
| CenterPoint | Large Print Books | $219.33 |
| Charter/Spectrum | Zane & Clarksburg Lockers Internet | $194.96 |
| DTB | Custodial Supplies | $1,692.98 |
| Gordon Flesch | Copier Use/Maintenance | $894.00 |
| Jennifer Coffill | Notary Application Reimbursement | $20.00 |
| Lowes | Facilities Supplies | $208.08 |
| Michelle Duncan | Notary Application Reimbursement | $20.00 |
| Quill | Supplies | $409.85 |
| Scott Arnett | Reimburse Vehicle Supplies | $211.40 |
| Village of Kingston | Water (pinhole leak found/repaired) | $558.04 |
| Chillicothe & Ross Co Pub Library | Gross Payroll 05/26 | $84,901.36 |
| Internal Revenue Service | Library's Share of Medicare | $1,173.63 |
| Bainbridge Community Center | Rent & Extra Room + Share of Electric | $1,388.72 |
| Chillicothe Evening Lions | Flag Service | $15.00 |
| Courtney Lewis | Notary Application Reimbursement | $15.00 |
| Columbus Dispatch | Main Library Annual Subscription | $923.40 |
| Gordon Flesch | Copier Use/Maintenance | $467.47 |
| Kimberly Wagner | Notary Reimbursement & Mileage | $28.10 |
| M & M Fabrication | May Mow/Trimming + Spring Clean Up | $7,450.00 |
| Mighty Children's Museum | 3 Passes for Beyond Books Collection | $300.00 |
| Oriental Trading | Bookworm Supplies | $252.74 |
| Phillip Chappelear | Notary Application Reimbursement | $15.00 |
| Quill | Supplies | $2,721.12 |
| Rhoads Landscaping | Pay # 4 (Final) Kingston Site Improv. | $3,150.00 |
| South Central Power | Frankfort & Kingston Svc | $336.00 |
| Shannon Barton | Notary Application Reimbursement | $20.00 |
| State Chemical | Air Care Program | $183.39 |
| AEP | Main/Annex/R Dale/ N Side Svc | $2,820.92 |
| Anthem | Library's Share of Medical Insurance  | $29,716.76 |
| Columbia Gas | Main/Kingston/N Side Svc | $1,053.79 |
| Chillicothe Carpet | Maintenance Building Supplies | $332.00 |
| CDW-G | IT Supplies/Equipment | $2,101.33 |
| Delta Dental | Library's Share of Dental Premium | $1,174.23 |
| Findaway/Playaway | Wonderbooks | $126.33 |
| First Capital Pride Coalition | Pride Festival Vendor Fee | $25.00 |
| Kingston National Bank Cr Card | Supplies, Software, Fall Fest Fee | $2,072.03 |
| Kapco | Supplies | $305.47 |
| KnowB4 | 3 Year Agmt Security Aware Training | $4,856.22 |
| Library Ideas | Vox Books | $1,104.24 |
| Richmond Dale Sewer Distr. | R Dale Svc | $17.30 |
| SEBO | Group Term Life Premium | $228.15 |
| Todd Ginther | HRA Reimbursement | $207.50 |
| Village of Frankfort | Water & Sewer Svc | $30.00 |
| VSP | Library's Share of Vision Premium | $590.64 |
| Wendy Payne | HRA Reimbursement | $974.83 |
| Hometown Apparel | Bookworm Volunteen Shirts | $554.80 |
| Chillicothe & Ross Co PL  | Gross Payroll 06/09/2023 | $78,220.70 |
| Internal Revenue Service | Library's Share of Medicare | $1,076.70 |
| OPERS | Library's Share of OPERS | $22,702.44 |
| CDW-G | IT Supplies | $46.12 |
| Cengage | Large Print Books | $1,817.36 |
| Chillicothe Utilities | Main/Annex/Maint/N Side WaterSewer | $643.23 |
| Demco | Supplies | $104.10 |
| 4 Imprint | Bookmobile & General Use Tablecovers | $439.42 |
| Great Seal of Ohio Band | 06/13 Performance Honorarium | $100.00 |
| Gordon Flesch | Copier Lease | $340.76 |
| Library Design | Labor to Move Huntington | $3,166.00 |
| Horizon | Telephone & Internet | $5,928.59 |
| Midwest Tape | Hoopla May Order & A/V  | $6,360.36 |
| Pitney Bowes | Postage Machine Lease | $132.42 |
| Quality Trophies | Bookworm Trophies & Plates  | $926.50 |
| Ross Co Water  | Richmond Dale Svc | $26.12 |
| Sherwin Williams | Paint/Supplies | $385.57 |
| Screenpointe | New Employee Background Check | $35.00 |
| T-Mobile | Cellular Svc | $131.56 |
| Treasurer of State of Ohio | 3rd Quarter UAN Fees | $1,005.00 |
| Village of Kingston | Water & Sewer Svc | $45.00 |
| USPS | Annual PO Box Rent | $332.00 |
| Baker & Taylor | Monthly Order & Bookworm Books | $33,198.96 |
| BP Oil | Vehicle Fuel | $640.53 |
| Kelsey Holmes | HRA Reimbursement | $756.33 |
| Natalie Davisson | 06/12 Richmond Dale Performance | $150.00 |
| Amazon | Supplies, Books, IT Equipment | $1,726.84 |
| Bring the Farm to You | 06/22 Program | $998.00 |
| Cheryl Adams | Mileage & Notary Filing Reimbursement | $112.36 |
| CenterPoint | Large Print Books | $267.27 |
| DTB Wholesale | Custodial Supplies | $1,362.79 |
| D-Tech | Book Locker Maintenance Contract | $2,500.00 |
| EnvisionWare | Mobile Print Svc & Annual Maintenance | $3,893.91 |
| Findaway/Playaway | Launchpads & Playaways | $2,285.78 |
| Frontier | South Salem Telephone | $121.84 |
| Gordon Flesch | Copier Use/Maintenance | $172.70 |
| Kimberly Wagner | Mileage Reimbursement | $28.17 |
| Lumen/Century Link | South Salem Telephone | $6.86 |
| Natalie Davisson | 06/21 Northside Performance | $300.00 |
| Rumpke | Trash MainAnnex, R Dale, F Fort, Kingst. | $511.22 |
| Spectrum | Zane Village Book Locker Internet | $109.98 |
|  |  | **$330,866.38** |

**Director’s Report**

**June**

Welcome back to Rob Augg. Upon John Owens’ resignation, I reached out to Rob to see if he was interested in re-joining the board. His last term ended in December 2020. I was able to get him appointed very quickly by the county commissioners. His term ends in 2025.

 Our IT Manager, CJ Stephens, has been appointed to the OPLIN board for a 3-year term. OPLIN, the Ohio Public Library Information Network, provides internet to all 251 public libraries in Ohio, manages the Ohio Web Library databases, sends our SMS text notifications, houses servers, and provides tech and website support, and more. OPLIN is funded by the Public Library Fund and organized through the Ohio Revised Code. The board has an executive function, and is not just advisory. Congratulations, CJ!

      I received notification last week that I was elected by peers to the SEO Advisory Board for a 3-year term that commences July 1. The Advisory Board meets quarterly and helps guide the direction of our consortium. Potential changes in the next 3 years may include circulation software updates and/or a new software provider. As the second largest library in SEO, I think we have a chance to push the organization into some exciting new areas.

 The Huntington location officially closed on Friday, May 25. We were able to re-house the furniture, so nothing ended up going into storage. Staff were reassigned to Bainbridge and Main. The Huntington community continues to express disappointment in the closing. We will continue to send the Bee to the township.

      OLC is still closely watching the state budget process. I forwarded an email last week to the board about the current language in the Senate's budget. So far, PLF funding is proposed to stay the same as recommended by the Governor and the House. Some of the language about levies was also tweaked. The Legislative Network is meeting on Friday to get more information about the current bill. I'll continue to share updates as they become available.

      I'm excited to announce that our graphic designer, Allison Metzger, won a PR Xchange Award from the American Library Association! This is a national competition. Allison won for the spiral bound Bookworm activities book from last year. From the notification: "Our panel of 15 judges were very impressed with the depth and breadth of all the work submitted." As part of the ceremony, the booklet will be on display at this month's annual ALA conference in Chicago. Allison has also been invited to attend the award ceremony.

Landscaping update: Work has resumed on the 5th Street end of the Annex and should be completed soon. We’re also looking at removing the tree island in the middle of the Northside drive through. The tree is mature and roots are causing issues in the blacktop. We have also had requests from the community to create closer wheelchair accessible parking spots to the door. As we plan for milling and blacktop replacement, we may reconfigure that entire area.

Annex renovation update: The construction company is finalizing contracts and mobilizing. We’re hopeful actual construction will start soon.

**Personnel Committee report**

The Personnel Committee meet at 4 p.m. just before the regular Board meeting. The agenda included:

**Review/update vacation leave policy and vacation accrual table**

**4.4.1 Vacation Leave**

**~~Deletions/changes are struck through.~~ *New language is italicized.***

Vacation with pay is ~~granted to all~~ *accrued by* regular full-time, regular part-time, and part-time employees.

A new employee who has service credit with the State of Ohio or any political subdivision of the State (i.e., township, municipality, library, school district, health district, etc.) may use prior service credit for the purpose of computing vacation leave.  Employees must submit a service credit statement to certify eligible years of service.  Employees who have retired from a state-offered retirement plan are not entitled to have prior service counted for the purposes of computing vacation leave.

With prior approval of the Executive Director or Chief Fiscal Officer**,** an employee may “borrow” against vacation expected to be ~~earned~~ *accrued* during the current calendar year, provided such “borrowing” is not in excess of the total vacation for which the employee is eligible to earn in that calendar year.  In no case may an employee “borrow” against vacation to be earned in a succeeding calendar year.

An employee who has “borrowed” vacation time and who leaves employment with a deficit of earned vacation time will reimburse CRCPL for the difference of the value between the vacation time used and the vacation time actually earned by the employee at the date of the employee’s separation from service by deduction from the employee’s ~~last~~ paycheck*s*.

*Eligible employees accrue pro-rated hours based on their regular weekly schedule. Half-hour increments are rounded to the next whole hour. In the event that a regular full-time employee has a pre-approved reduced schedule, their usual accrual rate will be prorated proportionally.*

Vacation leave accrues at the following rates:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Vacation Leave Accural Rates (current)** |  |  |  |  |  |  |  |  |
| **Employee Hours** | **Years of Service** | **Vacation Leave accrued per pay period (biweekly)** | **Carryover allowable to next calendar year** |  |  |  |  |  | **if prorated** |
| 20-29 hours per week (part time) | Any | 1.54 | 20 hours |   | **if prorated** |   | hours per week | hours per pay | divided by 26 pays |
| 30-39 hours per week (regular part time) | Any | 2.31 | 30 hours |   | hours per week | hours per pay | divided by 26 pays |  | 20 | 40 | 1.54 |
| 40 hours per week (regular full time) | 0-4 years, Bands A-C | 3.08 | 40 hours |  | 30 | 60 | 2.31 |  | 21 | 42 | 1.62 |
| 5-9 years, Bands A-C | 4.61 |  | 31 | 62 | 2.38 |  | 22 | 44 | 1.69 |
| 10-14 years, Bands A-C | 6.15 |  | 32 | 64 | 2.46 |  | 23 | 46 | 1.77 |
| 0-14 years, Bands D-F |  | 33 | 66 | 2.54 |  | 24 | 48 | 1.85 |
| 15-19 years, Bands A-F | 7.69 |  | 34 | 68 | 2.62 |  | 25 | 50 | 1.92 |
| 20+ years, Bands A-F | 9.23 |  | 35 | 70 | 2.69 |  | 26 | 52 | 2.00 |
|  |  |  |  |  | 36 | 72 | 2.77 |  | 27 | 54 | 2.08 |
|  |  |  |  |  | 37 | 74 | 2.85 |  | 28 | 56 | 2.15 |
|  |  |  |  |  | 38 | 76 | 2.92 |  | 29 | 58 | 2.23 |
|  |  |  |  |  | 39 | 78 | 3.00 |  | 30 | 60 | 2.31 |
|  |  |  |  |  | 40 | 80 | 3.08 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

 Pols. “A”

 Resolution 28-23

**Update vacation policy and accrual table**

C. Adams moved and L. Graves seconded the adoption of the following resolution.

That Vacation Policy 4.4.1 and associated accrual table be updated as presented by the Personnel Committee.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y S. Congrove Y

R. Augg Y C. Adams Y

**Review/update pay bands**

|  |
| --- |
| **Proposed Update: Mid-Year 2023** |
| **Pay Band** | **Benchmark Position** | **Proposed 5% pay band adjustment** | **Hourly/Full-time Annual**  |
| **Min** | **Mid** | **Max** |
| A | Page | $12.60/$26,208 | $14.81/$30,805 | $17.01/$35,381 |
| B | Clerk/Custodian | $14.70/$30,576 | $17.27/$35,922 | $19.85/$41,288 |
| C | Assistant/Coord | $17.33/$36,046 | $20.79/$43,243 | $24.26/$50,461 |
| D | Library Manager | $22.05/$45,864 | $26.46/$55,037 | $30.87/$64,010 |
| E | Administrative Manager | $26.25/$54,600 | $31.50/$65,520 | $36.75/$76,440 |
| F | Director | $31.50/$65,520 | $37.80/$78,624 | $44.10/$91,728 |

 Pers. “B”

 Resolution 29-23

**Update pay bands**

C. Adams moved and S. Congrove seconded the adoption of the following resolution.

That the pay bands be updated as presented by the Personnel Committee effective for pay beginning July 2, 2023 to be paid July 21, 2023.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y S. Congrove Y

R. Augg Y C. Adams Y

**Add Grant Writer & Development Assistant Position**

**Grant Writer & Development Assistant**

Supervisor: Communications & Marketing Manager

 Position: FLSA Exempt

 Pay Band: C

**Position Summary**

The Grant Writer and Development Assistant identifies, applies for, and manages grants that support the library's programs, services, and facilities. The position works closely with the Executive Director and is a part of the Communications and Marketing team that cultivates relationships with funders and community partners, writes compelling grant proposals, and manages grant-funded projects from start to finish.

**Essential Duties & Responsibilities**

* Identify and research potential funding sources, including government agencies, private foundations, corporations, and other organizations that support libraries, literacy, education, and other community programs.
* Manage multiple projects and priorities including researching for funding sources, writing grant proposals, managing existing grants, reporting to stakeholders, and working on special projects.
* Manage the grant application process, including developing a grant database that includes tracking deadlines, budget adherence and any other grant requirements.
* Serve as liaison to all funding agencies and organizations.
* Cultivate relationships with funders and community partners, including maintaining regular communication and providing updates on grant-funded projects. Build alliances with local, regional, and state foundations. Liaison with the Friends of the Library and other local organizations that support the library’s mission.
* Assist with donor cultivation and stewardship, including writing thank you letters, creating donor recognition materials, and maintaining accurate records of gifts and pledges.
* Support the Executive Director in strategic planning and implementing fundraising events and campaigns, such as annual appeals, online giving campaigns, open houses, and other special events.
* Coordinate with the Chief Fiscal Officer to create expenditure and income budgets to accompany proposals and track grant funding post award.
* Prepare reports and presentations on grant funding status.
* Collaborate with library staff, volunteers, and community partners to identify priorities and develop proposals that align with the library's strategic goals and mission.
* Attend professional development opportunities to stay informed about grant funding trends, regulations, and best practices.
* Work in public service areas as assigned: including answering reference and information questions; checking materials in and out; answering the telephone; issuing borrower’s cards; processing materials, shipments, and reports; shelving, shelf reading, etc.
* Perform related duties as assigned.

**Qualifications**

* Bachelor's degree in English, communications, library science, or related field.
* Minimum of 2 years of grant writing experience, preferably in a nonprofit or public sector organization.
* Excellent writing, editing, and research skills, with attention to detail and the ability to write persuasively.
* Strong organizational skills and ability to manage multiple projects simultaneously.
* Ability to work independently and as part of a team, with excellent interpersonal and communication skills.
* Familiarity with grant funding sources, application processes, and reporting requirements.
* Proficiency with Microsoft Office Suite and other relevant software applications.
* Passion for libraries, literacy, and community engagement.
* Must successfully pass a criminal background check.

**Supervisory/Management Responsibilities**

Responsible for library locations in the absence of a manager.

**Interaction**

Frequent interaction with library employees, patrons, agencies, and community partners.

**Computer/Technology Skills/Equipment/Software Skills**

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet ([www.CRCPL.org](http://www.CRCPL.org)) Laptop, WordPress content management, Google Drive, and other library-related software applications.

**Travel Requirements**

Travel by automobile is required for position management responsibilities and training.

Frequency of travel: Occasional

**Physical Demands**

Ability to regularly lift/push/pull up to 50 pounds.

Often required to perform tasks at a desk for extended periods of time.

Manual dexterity and physical ability to perform essential duties requiring continual standing, reaching, bending, and walking.

Nature of work requires an ability to effectively communicate and exchange information, collect, compile, and prepare work documents operating standard business office equipment.

**Work Environment**

Majority of the work performed in a general office/library setting.

Requires availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

**Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Public Service** | **On Site** | **Community Outreach** | **Telecommute Potential** |
| 5% | 30% | 15% | 50% |

**Disclaimer**

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

 Pers. “B”

 Resolution 30-23

**Approve Grant Writer & Development Assistant job description**

C. Adams moved and R. Augg seconded the adoption of the following resolution.

That the Grant Writer position and job description be approved as presented by the Personnel Committee.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y S. Congrove Y

R. Augg Y C. Adams Y

**Staffing Changes**

Hire Melissa Lawson and accept Kimberly Wagner resignation

 Pers. “A”

 Resolution 31-23

**Staffing Changes**

L. Graves moved and S. Congrove seconded the adoption of the following resolution.

That Melissa Lawson be hired as Youth Services Assistant at a rate of $17.50 with all other benefits to accrue effective May 30, 2023 and that the resignation of Kimberly Wagner be accepted as of June 16th., 2023.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y S. Congrove Y

R. Augg Y C. Adams Y

**Renew Ohio Plan (effective July 1)**

Our property & liability insurance from the Ohio Plan and cyber coverage from RPS/Lloyds are up for renewal. Both policies are offered through broker Rinehart-Walters-Danner as in years past. Coverage limits have increased due to inflation, however, the Ohio Plan policy premium is down $289 from last year.  The cyber premium is up $94. Our net cost is down $195 over last year.

 Gen. Fin.“B”

 Resolution 32-23

**Renew Ohio Plan**

C. Adams moved and S. Congrove seconded the adoption of the following resolution.

That the Chief Fiscal Officer be authorized to renew the contract with Rinehart, Walters & Danner Insurance (The Ohio Plan) for auto, liability, property and employee blanket bond insurance coverage for the period of 7/1/2023 through 6/30/2024 at a cost of $26,008 and renew with RPS for cyber coverage for the same period at a cost of $3,522.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y S. Congrove Y

R. Augg Y C. Adams Y

**Ratify renewal of statewide delivery contract with Priority Dispatch**

Our contract with the State Library of Ohio for statewide delivery services from Priority Dispatch is up July 1. This service allows our patrons to borrow materials from the other SEO libraries across the state, as well as managing deliveries between our locations. Our county branch locations receive deliveries 2-3 times per week, and Northside and Main receive deliveries daily, which means that patrons rarely have to wait more than a few days to receive their requested materials. Will see a decrease once Huntington Branch is removed.

 Gen. Fin.“B”

 Resolution 33-23

R**enewal of statewide delivery contract with Priority Dispatch**

C. Adams moved and S. Congrove seconded the adoption of the following resolution.

That the Director or Fiscal Officer enter into a one year (7/1/2023-6/30/2024) contract for $48,817.80 with State Library of Ohio for the statewide delivery service

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y S. Congrove Y

R. Augg Y C. Adams Y

**Landscaping quote for Main bus stop/6th St. area and side of Main building**

We requested a quote from Rhoads, the landscapers that completed Kingston and Northside, for the walking path and beds along the bus stop/6th Street area as well as complementary native plantings in the bed along the south side of the Main Library that is currently empty. Total cost to install the walking path as well as plants and labor is $14,984.

 Gen. Fin.“B”

 Resolution 34-23

**Approve landscaping quote for Main bus stop/6th St. area and side of Main building**

C. Adams moved and R. Augg seconded the adoption of the following resolution.

That the Director be authorized to contract with Rhoads Landscaping to landscape the bus stop area and south side of Main in the amount of $14,984.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y S. Congrove Y

R. Augg Y C. Adams Y

**Two-year HVAC service contract for all library locations**

We advertised for quotes for a 2-year service contract for all of the locations we own, plus Bainbridge. We have received three quotes: JLS: $13,460 per year for 2 years, Advanced Services: $17,777.26 per year for 2 years, and Limbach: $26,732 year one, $27,266.64 year two. JLS came in the lowest and we have been pleased with their service in the past.

**HVAC replacement in Frankfort**

We requested quotes to replace the aging HVAC unit in Frankfort. We received three quotes: JLS: $8,300, Advanced Services: $8,750.10, and Limbach: $11,452.50.

 Gen. Fin.“B”

 Resolution 35-23

**Approve HVAC service contract for all library locations and HVAC replacement at Frankfort**

C. Adams moved and L. Graves seconded the adoption of the following resolution.

That the Director be authorized to contract with JLS Building Services for a two-year service agreement on HVAC equipment at Main, Annex, Maintenance Building, Northside, Richmond Dale, Frankfort, Kingston, and Bainbridge at a cost of $13,460 per year.

And That the Director be authorized to contract with JLS Building Services to replace the HVAC unit in Frankfort at a cost of $8,300.

The roll being called, the vote resulted as follows:

T. Lowe Y L. Graves Y S. Congrove Y

R. Augg Y C. Adams Y

Adjourn at 5:20p.m.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lori Graves, Pro-Tem, Secretary Tamra Lowe, President