9904The Chillicothe and Ross County Public Library

Board of Trustees

October 9, 2023

Present: Board Members Tamra Lowe, Lori Graves,

Susan Congrove,

Retha Simmons-Jones and Rob Augg

Absent: Cathy Adams, Angela Hirsch

Others Present: James Hill, Executive Director

Cassie Stout, Chief Fiscal Officer

Wendy Payne, Deputy Fiscal Officer

(This meeting held during Staff In-Service Day)

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

**PUBLIC COMMENT**

* *Joy Jar*
* Above and Beyond awards

Gen. Fin. “C”

Resolution -23

**CONSENT AGENDA**

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

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

That the bills listed under date of October 9, 2023 be approved for payment and,

That Then-and-Now Purchase Order #409-2023 to Midwest Tape for Hoopla Instant digital books in the amount of $15,000 be approved

The roll being called, the vote resulted as follows:

T. Lowe L. Graves S. Congrove

R. Augg R. Simmons-Jones

**September Financial Report**

|  |  |
| --- | --- |
| Balance September 1, 2023 | $6,540,490.11 |
| September Receipts | $308,263.90 |
| Total | $6,848,754.01 |
| September Expenditures | -$536,702.00 |
| Ledger Balance September 29, 2023 | $6,312,052.01 |
| Outstanding Checks | $80,144.65 |
| Total | $6,392,196.66 |
| Petty Cash | -$475.00 |
| Doris T. Culp Fund - Stock | -$10,500.00 |
| Anne R. Schlegel Fund - KNB CD | -$10,000.00 |
| Kingston Money Market | -$710,052.87 |
| Star Ohio | -$5,323,461.23 |
| UBS/LPL Certificate of Deposit | -$235,000.00 |
| Johnson-Laux Constr. Retainage | -$20,952.00 |
| Cr Card Not Posted | -$90.40 |
| Checking Balance | **$81,665.16** |

**Approval of Bills October 9, 2023**

|  |  |  |
| --- | --- | --- |
| Big Woods Woodworking | Furniture Refinishing | $1,785.00 |
| BP | Vehicle Fuel | $513.73 |
| Cassandra Stout | HRA Reimbursement | $218.66 |
| CDW | Admin Software | $4,083.84 |
| Center Point | Large Print Books | $243.30 |
| Charter/Spectrum | BookHives Internet : Zane & Clarksburg | $172.62 |
| Chillicothe Fire & Security | Extinguisher Inspections | $170.00 |
| Laura Pinnix | HRA Reimbursement | $613.56 |
| Ohio Library Council | Training & Workshops | $450.00 |
| TechSoup | Mobile Beacon HotSpot Svc | $12,082.40 |
| CRCPL | Gross Payroll 09/29 | $80,723.27 |
| Internal Revenue Service | Library's Share of Medicare 09/29 Payroll | $1,165.19 |
| Anthem | Library's Share of Medical Premium | $30,000.09 |
| Amazon | Programming Supplies, Books, Supplies | $3,460.38 |
| AEP | Main, Annex, N Side, R Dale Electric | $4,322.00 |
| Bainbridge Comm Cntr | Lease & Electricity | $1,364.99 |
| Bibliotheca | Comics Plus Annual Subscription | $2,665.00 |
| Columbia Gas | Main, Annex, N Side, Kingston Svc | $961.60 |
| Delta Dental | Library's Share of Dental Premium | $1,165.55 |
| Demco | Supplies | $280.05 |
| Gordon Flesch | Copier Use | $431.03 |
| KNB Visa CC | Supplies, Patron Snacks, Software | $3,734.95 |
| Kandice Trainer | Mileage 08/08 - 09/11 | $41.79 |
| Kimberly Baker | HRA Reimbursement | $480.26 |
| Kelsey Holmes | HRA Reimbursement | $379.77 |
| Kapco | Supplies | $308.72 |
| M & M Fabrication | Mowing/Trimming/Maintenance | $2,625.00 |
| NAACP | Freedom Fund Banquet Ad | $85.00 |
| Ohio Library Council | Convention Attendance - 6 Staff | $1,110.00 |
| Pike Natural Gas | R Dale Svc | $18.91 |
| Quill | Supplies | $465.66 |
| SEBO | Group Term Life Insurance | $228.15 |
| South Central Power | Frankfort & Kingston Svc | $468.00 |
| State Chemical | Air Care Program | $183.39 |
| Sports Plus | Nametags & Yard Sign | $58.00 |
| Village of Frankfort | Water/Sewer Svc | $30.00 |
| VSP | Library's Share of Vision Premium | $578.85 |
| Water Express | South Salem Water Cooler | $9.95 |
| All State Termite & Pest | Bedbug Treatment | $200.00 |
| Astronomical League | 10,000 Solar Eclipse Glasses | $3,600.00 |
| Baker & Taylor | Books | $20,654.24 |
| BJs Electric | Adelphi Book Hive Electrical | $4,014.00 |
| Chillicothe Utilities | Water/Sewer & NS Trash | $616.59 |
| Cengage | Large Print Books | $2,342.20 |
| Charley's Flowers | Flowers for Bd Member | $60.95 |
| Davis Tire | Dodge Van Oil Change & New Tires | $384.95 |
| Findaway/Playaway | A/V | $1,572.91 |
| Library Design | Table Base for Refinished Table | $429.00 |
| Lowe's | Maintenance Supplies | $863.34 |
| Midwest Tape | Hoopla Flex, Instant Ebooks & A/V | $20,758.59 |
| NEO-RLS | Employee Seminar | $40.00 |
| Ross Co Water Co | R Dale Svc | $26.87 |
| Richmond Dale Sewer | R Dale Sewage | $17.30 |
| State Electric | Facilities Supplies (Data Outlets) | $70.50 |
| Village of Kingston | Water/Sewer | $45.00 |
| Wesley Molebash | October 10th Presentation | $150.00 |
|  |  | **$213,525.10** |

**Director’s Report**

We continue to build new community partnerships. The latest is a community collection shelf at Quinn Library on Ohio University Chillicothe’s campus. We have high-demand items for adults, teens, and children along with an iPad to check them out. It’s what we used to call a “lucky day” collection—bestsellers that can’t be reserved. If it’s on the shelf, you can borrow it. We’re still waiting signage and graphics before we start promoting it, but it will be maintained by the Outreach Department.

On Wednesday, October 4, we had a small open house at the Richmond Dale library to celebrate 30 years. It was good to see the original staff and to talk community members. The Friends of the Library provided refreshments.

As in past Octobers, the staff are hard at work on performance appraisals. We’re also gearing up for the 2024 budget planning.

Erin, Jenn, and I (with input from Courtney) have meet with staff from the State Library of Ohio to begin drafting the questionnaire for our upcoming strategic plan. We’ll have more details soon. Our goal is to have the plan completed and passed within the first quarter of next year.

The Harm Reduction Vending machines are close to be installed. Site prep is nearly done. These are the machines that are being monitored and stocked by the Hope Partnership and paid for with a grant from HEALing Communities at Ohio State. The library is simply making space available for the devices at the Annex, Northside, Frankfort, Richmond Dale, and Kingston. There will also be one in Bainbridge at the community center. Library funds are not being used for the machines.

Site work has started on the new book locker locations in Adelphi and Massieville. The lockers have not been delivered yet, but we’re hopeful to have everything ready before year’s end.

**Quotes for snow removal for 2023/2024 season**

We posted publicly on our website and Scott reached out directly to several companies in the area to solicit quotes. We received two complete quotes (from LMG and M & M) and one incomplete quote. M&M has been our snow removal company for several years and is our recommendation again; we have been satisfied with their work and their rates are competitive:

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 -23

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

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

That the library contract with M & M Fabrication for snow removal for the 2023/2024 winter season.

The roll being called, the vote resulted as follows:

T. Lowe L. Graves S. Congrove

R. Augg R. Simmons-Jones

**Staffing Changes**

There has been some internal staffing moves. When Melissa left last month to take a new position in Columbus City Schools, we interviewed candidates for a Youth Services Assistant. We hired internally: Kandice Trainer took the position. It was a lateral move for Kandice, but that opened up the Programming Assistant position. After more internal interviews, Jenn Coffill from Mt. Logan filled that role. Ashley Robinson, who had been at Huntington, but lately at Main, has moved into the open Mt. Logan position. As a result, on Thursday, October 5, we interviewed five candidates for the open part-time clerk opening at Main.

Pers. “A”

Resolution -23

**Promote Jenn Coffil & Hire PT Clerk**

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

Jenn Coffill be promoted to the full-time Programming Assistant in Enrichment, effective September 25, 2023.

And that \_\_\_\_\_\_\_\_\_\_\_ be hired as a 26-hour part-time clerk at the Main library, effective October \_\_\_, 2023.

The roll being called, the vote resulted as follows:

T. Lowe L. Graves S. Congrove

R. Augg R. Simmons-Jones

**Dental, Vision, and Supplemental Insurance**

Kelly has had several conversations with SEBO over the past few weeks to learn more about supplemental insurance offerings. She discovered that Guardian offers a bundled plan that includes dental, vision (using the VSP network), and various other voluntary supplemental plans. For most staff and for the library, it would be expense neutral for more insurance. We need to schedule a Personnel Committee meeting to review the information and make a recommendation to the full board.

**Annex Update**

Work proceeds. We’re still on course to be completed by the end of November. The new administration offices, Outreach, and clothing bank spaces will be finished first, then the new IT area, board room, break room, and HR office. After administration offices move, the Communications staff will move into the south Annex suite. The empty offices at Main will be filled by existing staff, giving us a chance to consolidate some teams into one area.

**Staff Service Awards**

We have three anniversaries to recognize this year.

**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 for 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 \_\_\_\_\_\_ p.m.

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

Retha Simmons-Jones, Secretary Tamra Lowe, President