

The Chillicothe and Ross County Public Library
Board of Trustees
April 13, 2022

Present: Board Members Angela Fleurima, Cathy Adams,
Retha Simmons Jones, John Owens
and Allison Lutz , Student Trustee

Virtual: Tamra Lowe and
Cassie Stout, Fiscal Officer

Absent: Susan Congrove

Others Present: James Hill, Director
Wendy Payne, Deputy Fiscal Officer

The meeting was called to order at 4:30 p.m. by John Owens, President.

PUBLIC COMMENT

Gen. Fin. "C"
Resolution 28-22

CONSENT AGENDA

T. Lowe moved and R. Simmons Jones seconded the adoption of the following resolution.

That the minutes of the March 9, 2022 Regular meeting be approved as presented and,

that the financial report as presented from Fiscal Officer's records and the monthly financial statement of the Fiscal Officer for March be received and filed for audit and,

that the bills listed under date of April 13, 2022 be approved for payment.

that the Library accept a donation of \$100 from M & M Fabrication, \$50 from Buckeye Propane, \$250 from Detillion Landscaping, \$200 from ProCon. \$50 from Ware Funeral Home be accepted for Bookworm, and \$58 from Ed & Holly Gifford.

The roll being called, the vote resulted as follows:

R. Simmons Jones Y C. Adams Y J. Owens Y T. Lowe Y A. Fleurima Y

March Financial Report

Clerk's bal. Mar. 1, 2022	\$4,569,965.91
March receipts	<u>205,115.15</u>
Total	4,775,081.06
March expenditures	<u>-300,035.09</u>
Ledger balance 3/31/22	4,475,045.97
Outstanding checks	<u>37,095.54</u>
Total	4,512,141.51
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-297,375.55
Star Ohio	-3,854,511.33
KNB Cert. of Deposit	-240,000.00
Cr card not posted	<u>-81.57</u>

Bank balance 3/31/22 \$99,153.06

Approval of Bills April 13, 2022

Sheena Brown	Refund benefit premium overpayment	\$9.65
All State Termite & Pest Control	Quarterly Svc - Main, Annex, N Side	\$340.00
American Electric Power	N Side Service	\$1,026.15
Aunt Flow	Menstrual products, dispensers, and receptacles	\$5,025.00
Baker & Taylor	Books	\$15,295.32
Chillicothe Municipal Utilities	Water & Sewer	\$515.25
Central Center Hardware	Building maintenance supplies	\$499.90
Cengage Learning	Books	\$1,557.21
Gordon Flesch	Copier Lease	\$340.76
Horizon Chillicothe Telephone	Internet & Telephone Service	\$5,864.13
Kingston National Bank Cr Card	Supplies, Conference Travel, Software Renewal	\$3,689.11
Midwest Tape Exchange	A/V	\$5,933.28
Midway Sign Company	Poster printing	\$161.00
Overdrive	Digital books	\$3,298.10
Rumpke	Trash Svc - R Dale, Frankfort, Kingston, Main	\$409.43
Ross Co Water Co	R Dale Svc	\$25.39
Ross Co Social Svc Council	Agency membership dues	\$25.00
Sports Plus	Employee Nametags	\$14.00
Sprint	HotSpot Svc	\$489.76
Sprint	Cell Svc	\$97.28
SirsiDynix	Setup book lockers & van as pseudo-branches	\$1,440.00
SEBO	Guardian Life Insurance premium	\$175.23
Screenpointe Inc	New employee background check	\$50.00
Village of Kingston	Water & Sewer	\$41.00
BP Oil	Vehicle Fuel 02/06-03/05	\$243.56
Buckeye Propane	Frankfort Propane Fill 02/21	\$372.91
Center Point	Large Print Books	\$237.30
Century Link	South Salem Telephone	\$6.94
Frontier	South Salem Telephone	\$120.92
Gordon Flesch	Copier Use & Maintenance 02/04-03/03	\$315.71
Hayes Presidential Library	Annual Hayes Obituary Index	\$300.00
Kelly Smith	Mileage Reimbursement	\$57.33
Kelsey Holmes	HRA Reimbursement	\$230.28
OLC	R Tonn - Adult Services Conference	\$65.00
Pike Natural Gas	Richmond Dale Svc 01/25-02/23	\$61.43
Pitney Bowes	Quarterly Postage Machine Lease	\$147.00
Sandra Grigsby	HRA Reimbursement	\$4,500.00
Sports Plus	Employee Nametags	\$14.00
The Works	Science Club Program 03/23	\$182.88
Chillicothe & Ross Co Pub Lib	Gross Payroll 03/18	\$69,386.73
Internal Revenue Service	Library's Share of Medicare 03/18	\$946.59
American Electric Power	Svc at Annex, Main, Rdale	\$2,306.18
Bainbridge Community Center	Bainbridge Lease & Library's Share of Electricity	\$1,659.99

CDW	IT Supplies	\$819.08
Columbia Gas	Svc at Kingston	\$105.26
Comfort Systems	Project/Contract prep HVAC controls Bainbridge	\$1,700.00
Delta Dental	Library's Share of Dental Insurance	\$1,200.54
Detillion Landscaping	Main & N Side Snow Removal for January & February	\$16,075.00
Gordon Flesch	Main & Annex Copier Use & Maintenance	\$319.00
Jennifer Slone	2021 & 2022 HRA Reimbursements	\$1,961.38
Kingston National Bank Cr Card	Supplies, Conference Travel, Software Renewal	\$4,090.61
Quill	Office Supplies	\$3,796.23
Sandra Grigsby	Mileage Reimbursement	\$83.95
South Central Power	Kingston Svc	\$141.00
Screenpointe Inc	Employee Background Check	\$51.50
Terry Davis Electric	Main New Exit Light	\$265.00
United Healthcare	Library's Share of Medical Insurance	\$29,604.78
VSP	Library's Share of Vision Insurance	\$619.55
Cengage Learning	Large Print Books	\$2,007.03
Chillicothe Gazette	Northside Annual Subscription Renewal	\$823.76
Columbia Gas	Annex & Northside Service	\$1,155.29
Findaway	Playaway Invoices November - March	\$7,612.62
Fultz's Glass & Door	Annex Door Repair	\$400.00
Herlihy Moving & Storage	Boxes for Book Sale	\$412.50
M & M Fabrication	February Snow Removal - F Fort, R Dale, Kingston	\$4,530.00
Noble Plumbing	Sump Pump Replacement at Main Library	\$937.42
Sedgwick	Workers Comp Claims Management Renewal	\$455.00
Sophisticated Systems	IT Support	\$42.75
South Central Power	Frankfort Svc 02/14-03/15	\$143.00
Village of Frankfort	Water & Sewer 02/17-03/17	\$30.00
Chillicothe Ross Co Pub Lib	Gross Payroll 04/01/22	\$69,368.15
Internal Revenue Service	Library's Share of Medicare 04/01	\$947.22
American Electric Power	Svc at Northside & NS SL	\$945.94
Bring the Farm to You	YS Program at Northside 04/06	\$674.00
Chillicothe Municipal Utilities	Water/Sewer at Main, Annex, Northside	\$530.25
Central Center Hardware	Batteries for vehicle key	\$4.29
CJ Stephens	2021 & 2022 HRA Reimbursements	\$216.03
DTB Wholesale	Building maintenance supplies	\$1,333.38
Designing Local	Landscape Project Bidding Consultations	\$450.00
Findaway	Playaway Books	\$2,385.53
Gordon Flesch	Copier Lease- Main & Annex 04/20-05/19	\$340.76
Garber	Key Fobs & Electronic Door Troubleshooting	\$2,518.25
Horizon Chillicothe Telephone	Phone & Internet 04/01-04/30	\$5,851.41
The Highland County Press	2 Employment Advertisements	\$64.00
JLS Building Services	Quarterly HVAC Svc - Q1 & Q2 2022	\$2,375.00
M&M Fabrication	January Snow Removal- Frankfort, R Dale, Kingston	\$5,753.00
Midwest Tape Exchange	A/V	\$7,665.31
Noble Plumbing	Plumbing Maintenance	\$193.96
Ohio Auditor of State	Quarterly UAN Fees	\$1,005.00
Overdrive	Digital books	\$3,298.51
Ross Co Water Co	Rdale Svc 02/15-03/15	\$25.39

Richmond Dale Sewer	Svc 03/01-03/31	\$17.94
Sprint	Hot Spot Service	\$422.48
Sprint	Employee Cell Phone Service	\$97.28
Sports Plus	Employee Nametags	\$21.00
Screenpointe Inc	Employee Background Checks	\$110.00
SEBO	Library's Share of Life Insurance - April Premium	\$185.13
Village of Kingston	Water & Sewer 02/24-03/24	\$41.00
Vivial	Print Directory (Horizon) listing	\$296.40
World Archives	Newspaper Archive Software	\$4,991.00
BP Oil	Vehicle Fuel 03/06-04/05	\$267.65
Century Link	S Salem Phone/Long Distance	\$8.30
Davis Tire	Vehicle Oil Change & Rotation	\$59.95
Demco	Office Supplies	\$176.23
Detillion Landscaping	March Snow Removal - Main & Northside	\$1,228.50
Flow Masters	Camera Drain @ Main	\$760.00
Frontier	South Salem Telephone	\$120.56
Fultz's Glass & Door	Repair Window at Main	\$225.00
Gordon Flesch	Copier Use & Maintenance 03/03-03/31	\$335.64
JLS Building Services	HVAC Maintenance & Repair	\$736.82
Internal Revenue Service	Notice CP161 - 941 Quarterly Pmt Fee 10/29 & 11/21	\$622.20
James Hill	Meals & Parking Reimbursement	\$62.74
Kingston National Bank	Official Check: Ross Co Sheriff for BCI Checks/Notary	\$261.00
Midwest Tape Exchange	Hoopla Flex Digital Book Orders	\$6,629.26
My Binding LLC	Book Binding Machine Sensor Replacement	\$58.13
Ohio Society of Notaries	Notary Training & Testing - 9 Employees	\$1,170.00
Ohio Library Council	Legislative Day Attendees	\$140.00
Quill	Office Supplies	\$302.25
Rumpke	April Trash Service Main, R Dale, F Fort, Kingston	\$432.63
SERLS	Book Page Subscription	\$1,080.00
Chillicothe Ross Co Pub Lib	Gross Payroll 04/15/2022	\$71,305.67
Internal Revenue Service	Library's Share of Medicare	\$975.30
OPERS	Library's Share of OPERS	\$19,425.68
		<u>\$425,370.07</u>

Director's Report April 2022

With the help of various staff, including Cassie and Jenn, I was able to submit the annual report to the state last month. I'm always interested in seeing the finalized reports from other libraries around the state for comparison purposes. Typically, the composites are made public in the summer.

Although our statistics aren't back to pre-pandemic numbers, we're definitely in a recovery phase. The increased foot traffic has meant a return to some of the issues that we were experiencing two years ago (problems we were hoping to forget!). We have increased occurrences, primarily at Main, of day-long users experiencing homelessness and hunger and simply looking for a place to spend the day that is in a safe, controlled

environment. This means increased pressure on the staff to deal with patrons who may exhibit issues such as personal hygiene, a lack of sleep, drug use, and other concerns.

We call on our Peer Support Staff, Angela Tiberi, often to deescalate situations and to simply talk to folks and help navigate available resources. Angela visits the temporary homeless shelter and Floyd Simantel Clinic several times a week and continues to build trust and relationships with those patrons who also come to the library. We have scheduled a training session for the Main staff with Joanna Denney, the Chillicothe Police Department's Social Worker, to discuss strategies for dealing with difficult situations and patrons.

We're still waiting to receive word that our Outreach (bookmobile) van is ready to be picked up. The last word we got was that it was in quality control, so I expect a call any day. The corresponding book lockers for Clarksburg and Zane Village are nearly complete and will be installed soon, too. The infrastructure is nearly complete at both locations. The Outreach Department is going to expand rapidly in short order.

In addition to the Friends' book sale, this year's National Library Week meant a return to an in-person Legislative Day. Ruby Smart, Liz Gibbons-Camp, and I went to the state house on Wednesday, April 6 for the OLC event. First Lady Fran DeWine was presented with a book of resolutions from around the state (including ours) recognizing her work with the Dolly Parton Imagination Library and Senator Jay Hottinger was presented the Andrew Carnegie Award for his work on the PLF and for years of library support.

Afterwards, we had good conversations with Senator Bob Peterson and Representative Mark Johnson. It was also good to talk other librarians that I had not seen since before the pandemic.



Since this is an off-budget year, our primary message was thanking the legislators for continued PLF support and increasing the PLF in last year's budget to 1.7%. We also took the opportunity to express concern about the chilling affect House Bill 327 would have on all public institutions.



Staffing

Yet another busy personnel month. I know, from talking to other libraries, we're not alone. Nearly every resignation is because the person is going to a full-time job and all of our new hires are exciting opportunities to continue to build our services and audiences.

- a. Accept Arissa Adam's resignation, Main library, effective March 25
- b. Accept Sid Cory's resignation, Mt. Logan library, effective March 29
- c. Accept Marita Perry's retirement, South Salem library, effective July 1
- d. Hire Shannon Barton, South Salem library, effective March 22
- e. Hire Eric Mills, Facilities Assistant, effective March 28
- f. Hire Romaine Pollchik, Mt. Logan clerk, effective April 4
- g. Accept Romaine Pollchik's resignation, Mt. Logan clerk, effective April 11
- h. Hire Cassie Moore, Mt. Logan clerk effective April 12

Staffing Changes

C. Adams moved and T. Lowe seconded the adoption of the following resolution. That Shannon Barton be hired as South Salem Clerk, 26.5 hours/week at \$12.00 per hour beginning March 22, that Kimberly Wagner be hired as Main clerk, 26 hours/week at \$12.00 per hour, beginning March 29, that Romaine Pollchik be hired as MTL/Main clerk, 26 hours/week at \$12.00 per hour beginning April 4, 2022, that Cassie Moore be hired as MTL/Main clerk, 26 hour/week at \$12.00 per hour beginning April 12, with no benefits to accrue other than Medicare and OPERS; and that Eric Mills be hired as Facilities Assistant with full benefits to accrue as well as Medicare and OPERS and; that the resignation of Arrisa Adams (3/25) and Sid Cory (3/29) and Romaine Pollchick (4/11) be accepted and; that Marita Perry's retirement be accepted effective July 1, 2022.

The roll being called, the vote resulted as follows:

R. Simmons Jones Y C. Adams Y J. Owens Y T. Lowe Y A. Fleurima Y

LSTA Grant

Accept \$1500 from the State Library for an LSTA grant supporting Bookworm: This is an annual grant that Youth Services has received many times in the past. There is a \$500 matching component (which we've already budgeted for in the summer reading line).

Accept LSTA Grant

R. Simmons Jones moved and C. Adams seconded the adoption of the following resolution. That the library accept LSTA grant in the amount of \$1500 to be used toward our Bookworm program.

The roll being called, the vote resulted as follows:

R. Simmons Jones Y C. Adams Y J. Owens Y T. Lowe Y A. Fleurima Y

Update Public Service Policies

Over the past two months, the board approved slight revisions to the Human Resources Policy. Now, I've had key staff reviewing the public services policies for consistency and making sure that specific policies are still relevant. We've made a few changes. The programming policy, for example, was expanded to include Adult Services (previously in focused primarily on children). We also need to expand our Outreach (formerly Special Services) policies to include the bookmobile and book lockers. I'm not asking for a vote this month, but wanted to give everyone a draft to review before asking for approval next month.

We received quotes from BJ's Electric and Terry Davis Electric to complete the switch to all LED lighting at Northside and Main. BJ's was the lower quote by \$1,190.

Gen. Fin. "B"
Resolution 31-22

Accept proposal from BJ's Electric

C. Adams moved and T. Lowe seconded the adoption of the following resolution.

That the Director be authorized to contract with BJ's Electric to supply and install LED light fixtures at Main and Northside in the amount of \$12,230.00

The roll being called, the vote resulted as follows:

R. Simmons Jones Y C. Adams Y J. Owens Y T. Lowe Y A. Fleurima Y

We received quotes from Fultzy's Glass and A1 Glass to replace the Annex windows with larger, more efficient Low E tempered glass. This also includes replacing all of the framzes with new aluminum that will improve heat loss. The Fultzy quote is \$12,390 less than A1.

Gen. Fin. "B"
Resolution 32-22

Accept proposal from Fultzy's Glass

T. Lowe moved and R. Simmons Jones seconded the adoption of the following resolution.

That the Director be authorized to contract with Fultzy's Glass to replace all of the windows in the Annex in the amount of \$49,610.00.

The roll being called, the vote resulted as follows:

R. Simmons Jones Y C. Adams Y J. Owens Y T. Lowe Y A. Fleurima Y

Adjourn at 5:03 p.m.

Angela Fleurima, Secretary

John Owens, President