

The Chillicothe and Ross County Public Library  
Board of Trustees  
December 8, 2021

Present: Board Members Retha Simmons Jones, Cathy Adams  
Angela Fleurima, Susan Congrove  
Tamra Lowe and Student Trustee Allison Lutz

Absent: John Owens and Sherri Rutherford

Others Present: James Hill, Director  
Cassie Stout, Fiscal Officer  
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 87-21

**CONSENT AGENDA**

R. Simmons Jones moved and S. Congrove seconded the adoption of the following resolution;  
That the minutes of the November 17, 2021 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 November be received and filed for audit and,  
that the bills listed under date of December 8, 2021 be approved for payment.

The roll being called, the vote resulted as follows:

T. Lowe	Y	S. Congrove	Y	A. Fleurima	Y
C. Adams	Y	R. Simmons Jones	Y		

**Nov. Financial Report**

Clerk's bal. Nov 1, 2021	\$5,152,311.37
Nov receipts	<u>302,132.36</u>
Total	5,454,443.73
Nov expenditures	<u>-653,497.18</u>
Ledger balance 11/30/21	4,800,946.55
Outstanding checks	<u>255,804.74</u>
Total	5,056,751.29
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-105,345.50
Star Ohio	-4,353,123.05
KNB Cert. of Deposit	-240,000.00
ProCon Constr Retain.	-70,050.30
Cr. Card not posted	<u>-1.00</u>
Bank balance 11/30/21	\$267,211.44

## Approval of Bills December 8, 2021

Frontier	South Salem Phone	\$121.86
Kingston National Bank	Credit Card Pmt - Office & IT Supplies	\$1,434.14
Amazon	Office Supplies, Books, IT Supplies	\$5,566.79
American Electric Power	October Svc: W 6th, Main, Annex, Rdale, Nside	\$2,648.46
Bainbridge Community Center	October Rent & Library's share of electricity	\$1,263.35
Bricker & Eckler LLP	Site Improvement Project Legal Counsel	\$2,160.00
Chillicothe Gazette	R Dale Annual Subscription	\$576.53
Comfort Systems	HVAC Controls Kingston/Main	\$861.00
Columbia Gas	October Svc: Annex, Kingston, Nside	\$939.64
Centerpointe	Large Print Books	\$237.30
Cengage	Large Print Books	\$640.26
CDW	IT Supplies & Equipment	\$419.02
Findaway	Playaway books	\$652.39
Gordon Flesch	Copier Use & Maintenance	\$319.00
Hometown Apparel	"Library is for Everybody" T Shirts for Resale	\$842.00
Institute for Entrepreneurial Thinking	200 Book Copies for One Book, One Community	\$3,900.00
Luanna Smith	HRA Reimbursement	\$67.06
NEO-RLS	Statewide Salary Survey	\$250.00
Quill	Office Supplies	\$1,219.16
Ruby Smart	HRA Reimbursement	\$1,329.24
Robert Trey Hitchens	Mileage	\$72.80
Screenpointe	Employee Background Check	\$35.00
South Central Power	Kingston Svc 10/13-11/14	\$109.00
Sports Plus	Student Trustee Gift & Nametags	\$54.00
Tammy Newlun	Mileage	\$168.00
Terry Davis Electric	Replace N Side Breakers	\$110.00
United HealthCare	Library's Share of Insurance	\$33,172.95
Vision Service Plan	Library's Share of Insurance	\$853.98
Chillicothe Ross County Pub Library	Gross Payroll	\$96,218.88
Chillicothe Ross County Pub Library	Library's Share of Medicare	\$1,331.00
All State Termite & Pest	Qrtly Svc Main, Annex, N Side	\$340.00
AKM Building Systems	Modify Annex IT Room Doors	\$9,740.00
Byrne & Jones Construction	Final Payment for Annex Parking Lot Project	\$26,765.75
Bank of America	Supplies, Landscape public bid notice printing	\$1,528.68
Comfort Systems	Final Payment HVAC Controls Main	\$4,590.00
CDW	IT Supplies & Equipment	\$6.92
Detillion Landscaping	Removal of dead tree & cleanup @ Annex	\$1,975.50
Designing Local	Landscape project consultation & bid doc prep	\$28,168.00
Delta Dental	Library's Share of Insurance - December Dental	\$1,632.85
DTB	Custodial Supplies	\$1,292.86
Garber	Kingston Access Controls & Security Cameras	\$2,297.40
Ohio Bureau of Workers' Comp	2022 BWC Premium	\$1,803.00
Overdrive	Digital Books	\$4,534.26
Procon	Kingston Renovation	\$109,226.70
SEBO	Library's Share of Life Insurance - December	\$183.40

South Central Power	Frankfort Svc 10/13-11/14	\$147.00
Village of Frankfort	Water & Sewer 10/19-11/18	\$27.50
All Signs	50% Deposit for Book Locker Awnings	\$5,112.50
Amazon	Office Supplies, Books	\$1,070.34
Baker & Taylor	Books	\$13,967.17
Bibliotheca	Patron Checkout Software	\$6,995.00
Cengage	Books	\$757.97
Central Center Hardware	Building Maintenance Supplies	\$91.99
Charley's Flowers	Flowers for Kingston Opening	\$60.95
Chillicothe Utilities Dept	NS, Main, Annex Water & Sewer	\$531.39
DTB	Custodial Supplies	\$434.25
Horizon	Monthly Internet & Phone Svc	\$5,851.92
JLS Building Services	Northside HVAC Repair	\$175.00
Kingston National Bank Credit Card	IT Software, Patron Software, Portable Stage	\$4,548.62
Midwest Tape	A/V	\$2,654.39
M & M Fabrication	Mowing, Trimming, Leaf Cleanup	\$1,425.00
Pitney Bowes	Postage Machine Lease	\$147.00
Richmond Dale Sewer District	R Dale Svc 11/01-11/30	\$17.87
Ross Co Water Co	R Dale Water Svc 10/18-11/10	\$25.39
State Electric Supply	Building Supplies	\$580.70
Screenpointe	Employee Background Check	\$95.00
Treasurer of State of Ohio	Quarterly UAN Fees	\$1,005.00
Uline	Supplies	\$690.58
Village of Kingston	Kingston Water & Sewer Svc 11/01-11/25	\$26.29
Chillicothe & Ross Co Pub Library	Gross Payroll 12/10/21	\$66,857.41
Chillicothe & Ross Co Pub Library	Library's Share of Medicare	\$913.73
Chillicothe & Ross Co Pub Library	Library's Share of OPERS	\$19,290.77
		<b>\$485,158.86</b>

### **December Director's Report**

Our system has not been immune to the rash of library resource challenges that is sweeping the state. In addition to the last challenge that I brought to your attention, we've had three more involving children's books primarily dealing with puberty. I'm following policy (section 2 of the Public Services policy: <https://www.crcpl.org/about/policy/>) and so far it hasn't escalated beyond that. The Ohio Library Council has scheduled a Director's meeting to discuss some of the ongoing issues seem around the state. There does seem to be a "hit list" of targeted titles. I'll keep you posted.

Our current window for landscaping bids closes in the middle of this month. So far we have not received any actual proposals, but there has been expressed interest from a handful of companies, so I'm optimistic.

Over the last couple of weeks we've had quite a presence in the *Gazette*, including two front-page stories: one about Kingston and an array of photos from a children's painting program. The paper is also working on a story about our new student hotspot program. If you've driven by Main lately, you may have noticed progress on the city's transit hub in the southeast corner of the parking lot. They are installing the bus-stop swing this week and adding other infrastructure. It will likely take a few weeks for all of the work to be

completed; it's a piecemeal process. Public response has been positive and I expect a boon to foot traffic at the library as the program is implemented.

Tamra Lowe asked for nomination for 2022 officers. The incumbent slate of officers have been re-nominated for 2022.

**Nomination of Officers**

- For President: John Owens
- For Vice President: Tamra Lowe
- For Secretary: Angela Hirsch Fleurima

Board "C"  
Motion 2-21

**Election Of Officers**

C. Adams moved and R. Simmons Jones seconded the following motion:

That John Owens be elected President, Tamra Lowe be elected Vice President, and Angela Fleurima be elected Secretary for year 2022 or until their successors are elected.

Show of Hands – All Yes

**2022 Temporary Budget:** As is customary, next year's temporary budget must be approved in December so we can pay bills and payroll in January. The budget committee met with Cassie and I in November and did a line item review. The committee presents the temporary budget for approval this month with final permanent appropriations to be considered at the March 2022 meeting.

Gen. Fin. "A"  
Resolution 88-21

**2022 Temporary Revenues and Appropriations**

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

**BE IT RESOLVED** by the Board of Library Trustees of the Chillicothe and Ross County Public Library, Ross County, Ohio that to provide for the current expenses and other expenditures of said Board of Trustees, during the fiscal year, ending December 31, 2022, for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz: (see attached)

The roll being called, the vote resulted as follows:

T. Lowe	Y	S. Congrove	Y	A. Fleurima	Y
C. Adams	Y	R. Simmons Jones	Y		

**Renew bonds** for Fiscal and Deputy Fiscal Officers: No changes to the policy to bond Cassie and Wendy.

**Approve Bonds for Fiscal Officer, Deputy**

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

That bonds for Cassie Stout and Wendy Payne be renewed \$50,000 each and purchased from the Cincinnati Insurance Company (Weisenberger Ins. Service), in the amount of \$158 each.

The roll being called, the vote resulted as follows:

T. Lowe	Y	S. Congrove	Y	A. Fleurima	Y
C. Adams	Y	R. Simmons Jones	Y		

**2022 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. The January meeting is the annual Organizational meeting at which officers are elected. If there are nominations or changes, those will need discussed before the January meeting.

Board "D"  
Resolution 90-21

**Meeting Schedule for 2022**

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

That the meeting schedule of the Board of Trustees for 2021 will be the 2<sup>nd</sup> Wednesday of each month at 4:30 p.m. with the exception of the October meeting which will be held on Monday, October 10th at 12:15 at the Main Library during staff in-service day.

**2022 Board Meetings:**

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

- January 12—Organizational and Records Commission
- February 9
- March 9
- April 13
- May 11
- June 8
- July 13
- August 10
- September 14
- October 10 (Monday) Staff in-service
- November 9
- December 14

The roll being called, the vote resulted as follows:

T. Lowe	Y	S. Congrove	Y	A. Fleurima	Y
C. Adams	Y	R. Simmons Jones	Y		

Although our staff insurance policy isn't renewed until the January meeting, we have received our renewal quote. Initially we were looking at over a 9% increase, but our HR Manager was able to work with Wes at SEBO and successfully negotiate a 4% increase to stick with our current arrangement with United Healthcare. One peer library in the region had a 12% increase, so we're happy with the proposal.

Pers. "B"  
Resolution 91-21

**Health Insurance**

S. Congrove moved and C. Adams seconded the adoption of the following resolution. That effective February 1, 2022, the library enter/renew the following health insurance contracts; United Health Care (Plan AXPB) at a 4% increase, Vision Service Plan at a 0% increase and Delta Dental at a 0% increase in premium and,

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

The roll being called, the vote resulted as follows:

T. Lowe	Y	S. Congrove	Y	A. Fleurima	Y
C. Adams	Y	R. Simmons Jones	Y		

**Director's Annual Evaluation:** Historically, the Director is evaluated in December with any adjustments effective January 1 of the next year. The Fiscal Officer and Deputy Fiscal Officer are evaluated and re-appointed at the January Organizational meeting. It is at the discretion, of course, about how you want to proceed.

Adjourn at 5:30 p.m.

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Angela Fleurima, Secretary

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Tamra Lowe, Vice-President