

Director's Report January 2022

I hope everyone had a good holiday season. I took several days off during December leaving Jenn and Erin to sort out COVID-related staff absences. They, of course, handled all issues. We do not currently have any staff in isolation, but we know that status can change from day-to-day. The Emergency Response Team stays in close contact with updates.

Kelly, our new HR Manager, and I have been working on updating HR policies and job descriptions. We will present our changes to the Personnel Committee first, then I hope to bring a package of changes to the February Board meeting for bulk approval.



Allison, our graphic designer, is closer to finalizing the wrap layout for our new Outreach bookmobile. We're still on track with Farber, the custom van company, for a spring completion. We should have our book lockers in place around the same time.

The City Transit Department has completed installation of the swings and a small bus shelter in the corner of the Main library's lot. It's only been active for a few days, but so far it's been great. I've heard several comments about the swings. They're very popular.

NEW BUSINESS:

1. Appoint Cassie Stout, Chief Fiscal Officer, and Wendy Payne, Deputy Fiscal Officer **[ACTION]**
Per the Ohio Revised Code, the library board has to designate a fiscal officer at the beginning of each year. This is simply a formality for us.
2. Hire Scott Arnett, Facilities Manager, effective January 11, 2022 **[ACTION]**
We're excited to have hired an experienced Facilities Manager. Scott was able to spend some time with Rick Edler at the end of last year getting familiar with a few key operations. Scott will have to hit the ground running with the landscaping projects, but we're confident he'll have no problem getting settled. As the project lead for the Kingston building while working for Procon, we're already familiar with Scott's work.
3. Promote Logan Mills from IT Clerk to IT Assistant, effective January 16, 2022 **[ACTION]**
The IT team has historically been comprised of a manager and two assistants. After a department shake up in 2018, however, Logan was hired as a clerk. Since then, Logan has taken every opportunity to advance his skills. Logan also receives rave reviews for his tech training program with patrons. With his recent CompTIA (Computing Technology Industry Association) certification, it's a good time to promote Logan to the assistant level. As a matter of organizational function, being an Assistant also gives the IT department more flexibility for sending staff to the county branches—assistants have greater security access than clerks. This promotion would move Logan to the minimum hourly rate within Band C at \$14.75.
4. Landscape RFQs **[ACTION]**

5. Update Motor Vehicle Insurance Policy (section 5.12) **[ACTION]**

While renewing our insurance policies, Cassie noticed several discrepancies between the library's policy and what was required by the carrier. The proposed changes clarify and simplify the policy.

6. COVID updates and approve additional four hours of Wellness Leave for boosters **[ACTION]**

The Emergency Response Team met on January 3 to review the recent changes to the CDC and ODH isolation guidelines. We decided to continue following their recommendations. We also revisited other existing procedures and, with the exception of tightening our masking protocols, are not making further changes. As always, we will continue to be flexible, nimble, and reactive to the situation. The ERT is asking the Board to approve an additional 4 hours of one-time Wellness Leave for staff who show proof of a vaccination booster. As you will recall, last year the board approved 8 hours of Wellness leave for any staff receiving a full course of the vaccine.

7. Accept Comfort Systems HVAC proposal **[ACTION]**

When we completed the Annex HVAC project in 2020 and in the new Kingston building at the end of last year, we started bringing all of our buildings onto the same HVAC control system—making it easier to monitor and troubleshoot all locations from one virtual desktop. Last year we added the Carnegie building and Northside. This year we would like to retrofit Richmond Dale, Bainbridge, and Frankfort. This was included in the 2022 budget, we just need approval to proceed.

8. Adjourn **[ACTION]**

Records Commission Meeting

1. Affirm Records Retention Policy **[ACTION]**

2. Affirm Records Retention Schedule **[ACTION]**

3. Adjourn **[ACTION]**