

We're looking forward to Cassie Stout, Fiscal Officer, and Kelly Smith, HR Manager, starting soon. It's going to be an exciting time for CRCPL over the next few months. We still have a few more staffing positions to fill, but hopefully things will begin to slow down. At this point it feels like we've interviewed half of Ross County!

COVID, of course, continues to be a concern. We are still requiring masks for all staff and patrons. We've gotten a little pushback, but it's been outweighed by "thank yous" from patrons. With masking in place, we're proceeding with our planned fall programs, but continue to keep an eye on the situation. The partnership with the city, university, health district, Chillicothe Schools, the Chamber of Commerce, and others has made it easier, I think, for folks to accept masking. It makes it feel more like a community effort.

The Ohio Library Council Annual Convention is coming up on October 13-15 in Columbus. The awards luncheon is Wednesday the 13th. If anyone is interested in attending, please let me know soon. In addition to the awards, there are several breakout sessions, some may be of specific interest to trustees. For a schedule, visit www.olc.org. They're not entirely sure yet what the COVID safety protocols will be.

Also in October, the Northside branch is celebrating its 25th Anniversary. On the 14th, we're hosting an open house with music, refreshments, and more. You will each receive a separate invitation, but save the date!

Agenda Items:

Guest: Asti Powell, City of Chillicothe Transportation Director **[discussion]** – We have an opportunity for an exciting partnership with the transportation department. I've invited Asti to the meeting to talk in more detail about it. This is an idea that could potentially dramatically increase our foot traffic to the Main Library.

Hoopla flex titles **[information]** – Jenn is going to discuss this new feature that Hoopla has launched to help alleviate the issue of long reserve lists on ebooks and e-audio books.

Update mileage reimbursement policy (supporting document) **[ACTION]** – We need to add a clarify sentence/phrase to our existing reimbursement policy to help avoid frivolous requests.

Student Trustee application **[information]**—The student trustee applications close at the end of the month. Despite being shared widely on social media, we've only received one application, though it is a strong one. I'll make one last push to the schools before the deadline.

Staffing (multiple supporting documents) **[ACTION]**—With a recent retirement we had a cascading effect of staff shifting. At the end of it all, we're left with two clerk vacancies. We're working on those now. We also have some staff extended leave coming up do to various situations. Our schedule is stretched thin, so we're hoping to have the positions filled soon.

- a. Hire Erica Wallace, Main clerk (\$12/hour), effective August 16, 2021
- b. Accept resignation of Sydney Newsome, Frankfort clerk, effective August 24, 2021
- c. Hire Angela Tiberi, Peer Support Staff (\$16/hour), effective August 30, 2021

- d. Transfer Laura Erwin from Adult Services Assistant to Youth Services Assistant (no change in hourly rate), effective September 1, 2021
- e. Transfer Rachel Tonn from Youth Services Clerk to Adult Services Assistant (\$14.75/hour), effective September 1, 2021
- f. Hire Abby Postage (\$12/hour), Frankfort clerk, effective September 7, 2021
- g. Hire Kelly Smith, Human Resources Manager (\$23/hour), effective September 13, 2021

Buildings:

Landscaping update **[information]**—Rick Edler and I attended the Design and Review Board and the Zoning Appeals Board meetings last month with the landscape architects. The Design and Review Board approved our proposed changes to the Main/Annex campus and were especially excited to see the changes to the front of the main building, even referring to it as a return to what it used to look like.

The Zoning Appeals Board had to approve the addition of the pergola to outside of the Northside Meyer's meeting room (since it's a permanent structure) and moving the sign in front of the Main (since it's in the city right of way). Several community members indicated to Northside staff that they would attend to oppose the Northside project and they did, though ultimately it wasn't the pergola they were opposed to, but simply wanted an opportunity to complain about the shelter house behind Northside. The board did a great job of redirecting them to the issue at hand, which turned out to be non-controversial. Since that meeting, I've talked to Donald Crow, one of our Northside neighbors, about his concerns. I think we'll be able to address it with some simple signage.

Our immediate Main neighbor also attended the zoning meeting because she was concerned about the prospect of a digital sign. When we submitted the paperwork (a couple of weeks prior to the meeting), we were exploring the option of a low-lumens digital sign that would advertise library activities. However, after receiving pricing for the sign, we had already decided before the meeting to abandon that idea. Ms. Barrington was satisfied and didn't contest us replacing and moving a static library sign.

At this point, most of the hurdles have been hurdled and we're hoping to go out to bid at the end of the September. If we accept a contractor at the October meeting they can mobilize and hopefully have enough fall weather left to start on some of the hardscape work. Plantings, of course, will need to wait until next spring.

h. Kingston Change Order #9 and update **[ACTION]**—This should be the last change order for the Kingston building and addresses the drainage issue that we've been punting on from the beginning. Everyone involved has finally landed on a solution of adding a trench drain at the edge of the parking lot before the runoff hits the alley. Initially we were planning on adding an alley curb to direct water to a village catch basin, but that presented other issues. A trench gives us an opportunity to keep the water away from all of the neighbors. This change order includes a deduct for not doing the curb, but also an increase for adding the trench. After this payment, we'll still have \$13,000 left in the contingency budget, so we don't need to transfer money or open another purchase order.

We did sign a contract extension with the contractor, so our new completion date is now October 14. The outside landscape, of course, won't be completed, but that shouldn't prevent us from being able to start using the building around early November.