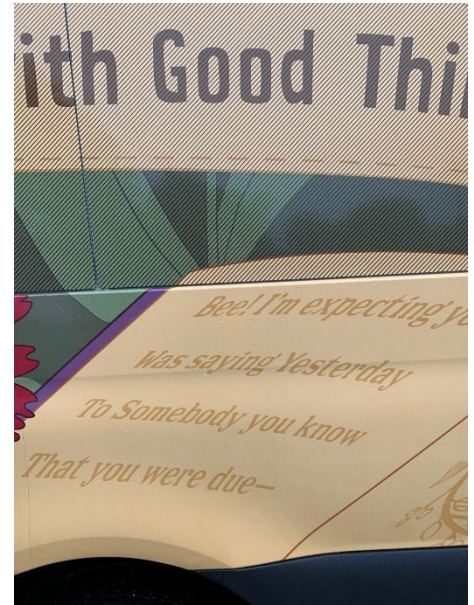


We welcomed the Bee home on Friday, May 6. The official ribbon cutting will be Thursday, June 9. The Outreach staff are very excited to spend the next couple of weeks working out the logistics and stocking the shelves. It has 7 mobile shelves that can be load and offloaded for quick changing based on the location visit.

I submitted the letter to the local judges last week to ask for an appointment to fill the current board vacancy. I also asked in the same letter to have Ms. Simmons-Jones re-appointed for another 7-year term. I received notice that the letter was delivered, but have not heard any additional information.

An Emily Dickinson poem is included on the side of the van.



NEW BUSINESS:

1. Accept retirement of Luann Smith, effective July 1, 2022 **[ACTION]**
After 29 years, Luann is retiring this summer. She has been a long-timer Assistant at the Main library. Her experience will be missed, but we're happy that she's going to have more time visit her grandchild. Luann and Marita will both be recognized at an upcoming All Staff meeting.
2. Approve \$22,960 contract with M&M Fabricating for new handrails at Frankfort library **[ACTION]**
This was previously discussed and included in the 2022 budget, we just need approval to spend the money. The new handrails will be like those at the new Kingston building and should have a longer life than the current ones have had.
3. Approve \$9,125 contract with ProCon for concrete work at Kingston **[ACTION]**
When we were working on the new Kingston building, we were unsure about how to address the small strip of land between our building and the old school next door. After living the space for a few months now, the staff have asked if they could place a picnic table there for lunch breaks, etc., so we're going to pave it. It's a small area and the lack of green space will be offset by the new landscaping.
4. Landscaping update **[ACTION]**
As announced earlier this month, due to a variety of factors, we canceled the previously approved proposal for the landscaping project at Main. Instead, in the hopes of making *some* progress while we figure out next steps, the architect is

breaking the project into two smaller jobs. The actual plantings can be approved quickly while we wait on more information from the city concerning the issues with the waste water lines under Paint St. that might dictate our timeline for the front of Main.

5. Public Services policy update **[ACTION]**

Last month I provided everyone a draft of the updated public service policies. Most the changes were slight clarifications and updates to language, etc. Two new sections (highlighted) have been added since then, however. The first gives parents the final say in materials selection and borrowing for their children. The second change is a revision to notary services. Several staff, myself included, recently attended the Ohio Public Notary training. Based on the news laws (since 2019), I wanted to update the policy to reflect expectations and legal limits of the service.

6. Procurement (credit card) policy update **[ACTION]**

The Fiscal Officer is proposing a slight change to the credit card policy that would expand which staff have permission to sign out the card. This does not significantly change the process or affect the custodial policy required by the state.

7. Filming and Photography policy **[ACTION]**

As the pandemic ebbs, First Amendment Audits are again plaguing libraries. Regionally, the Ironton Public Library was recently visited by a group out of Michigan. The Ohio Library Council and American Library Association have provided draft policies for libraries to adopt that help address the staff's expectations and responsibilities during an "audit." Additionally, this policy codifies commercial photography and other issues that we're often asked about, but have never addressed.

8. Change the name of Emergency Preparedness Plan to the Pandemic Response Plan **[ACTION]**

The Emergency Plan and Manual has not been updated in many years (prior, even, to my tenure). As we've been updating that document, we decided that it's too confusing to have two tools with Emergency in the title. "Pandemic Response" is more descriptive of that policy and will prevent questions in the future.