

The Chillicothe and Ross County Public Library  
Board of Trustees  
February 9, 2022

Present: Board Members Susan Congrove, John Owens  
Tamra Lowe, Retha Simmons Jones  
Sherri Rutherford in at 4:33,  
and Allison Lutz, Student Trustee

Absent: Cathy Adams & Angela Fleurima

Others Present: James Hill, Director  
Wendy Payne, Deputy Fiscal Officer  
Ruby Smart, Liz Gibbons-Camp, Rachael Tonn  
and Terry Williams

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

Tamra Lowe was appointed secretary pro-tem

**PUBLIC COMMENT**

Gen. Fin. "C"  
Resolution 10-22

**CONSENT AGENDA**

S. Congrove moved and R. Simmons Jones seconded the adoption of the following resolution.

That the minutes of the January 12, 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 January be received and filed for audit and,

that the bills listed under date of February 9, 2022 be approved for payment,

that the following donation be accepted \$2500 from First Capital Rotary Foundation Inc. to be used for Aunt Flow project and \$500 from Junior Civic League to be used for Bookworm.

The roll being called, the vote resulted as follows:

S. Congrove Y T. Lowe Y R. Simmons Jones Y J. Owens Y

**January Financial Report**

Clerk's bal. Jan 1, 2022	\$4,623,823.34
Jan. receipts	<u>254,022.75</u>
Total	4,877,846.09
Jan. expenditures	<u>-293,540.29</u>
Ledger balance 1/31/22	4,584,305.80
Outstanding checks	<u>55,259.46</u>
Total	4,639,565.26
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-453,314.08
Star Ohio	-3,853,707.34
KNB Cert. of Deposit	-240,000.00

Cr card not posted 16.60  
 Bank balance 1/31/22 \$71,507.24

### Approval of Bills February 9, 2022

First Data	Credit Card Processing Fees & Annual Svc Fee	\$166.23
Baker & Taylor	Books	\$11,852.95
Bibliotheca	Comics Plus Annual Subscription	\$2,587.00
Frontier	S Salem January Telephone	\$120.92
Gordon Flesch	Copier Lease & Use	\$704.10
Kingston Nat'l Bank Cr Card	Supplies, Sams Club Membership	\$663.96
Lumen	S Salem Long Distance January	\$5.72
Library Ideas	Vox Books	\$127.85
Madison Ave Gallery	Kingston & NS Blinds	\$601.50
Midwest Tape	A/V	\$110.66
OCLC	Annual WebDewey Software Renewal	\$343.33
Quill	Office Supplies	\$127.26
Rumpke	January Trash Svc Main, Kingston, F Fort, R Dale	\$400.45
Sandy Grigsby	Mileage Reimbursement	\$122.64
The Times Gazette	S Salem Newspaper Subscription	\$156.00
Village of Kingston	December Water & Sewer	\$40.00
Ohio Treasurer of State	Sales Tax Pmt 07/01/21 - 12/31/21	\$54.62
BP	Vehicle Fuel	\$374.95
CenterPoint Large Print	Large Print Books	\$237.30
Cengage	Outreach Book Orders	\$291.63
Noble Plumbing	Plumbing Service Calls 01/11 & 12/08	\$391.19
Sports Plus	Employee Name Tag	\$7.00
Sprint	Cell Phones Svc 11/28-12/27	\$455.74
Chillicothe & Ross Co Pub Lib	Gross Payroll 01/21/22	\$68,282.08
Internal Revenue Service	Library's Share of Medicare	\$932.51
American Electric Power	Main, NS, Annex, R Dale Svc	\$3,557.43
Amazon	Supplies	\$678.54
Bainbridge Community Center	Monthly Rent & Library's Share of Electricity	\$1,479.00
Bricker & Eckler LLP	Legal Counsel for Site Improvement Project	\$437.50
California Medical Equipment	AED Cabinet and Pediatric Keys	\$743.00
CDW	IT Equipment	\$1,836.32
Columbia Gas	Annex, N Side, Kingston Svc	\$1,961.98
Delta Dental	Library's Share of Dental Insurance	\$1,184.18
Gordon Flesch	Copier Use & Maintenance	\$319.00
Midwest Tape	Hoopla Instant Digital Books	\$20,000.00
Mindy True	HRA Reimbursement	\$7,280.73
Marita Perry	HRA Reimbursement	\$844.12
Pike Natural Gas	R Dale Svc	\$58.96
Quill	Office Supplies	\$1,211.89
SEBO	Guardian Group Life Insurance	\$180.18
South Central Power	Kingston Svc	\$137.00
United HealthCare	Library's Share of Medical Insurance	\$30,452.19
VSP	Library's Share of Vision Insurance	\$609.23

American Electric Power	N Side Streetlight Svc 12/18-12/20	\$18.59
Columbus Dispatch	Bainbridge Annual Subscription	\$923.68
Chillicothe Gazette	Kingston Annual Subscription	\$672.64
Cengage	Large Print Books	\$924.43
Chillicothe Utilities Dept	Annex, Main, N Side Water & Sewer December Svc	\$539.46
DTB Distributors	Building/Maintenance Supplies	\$1,540.96
Davis & Newcomer	Elevator Maintenance	\$936.00
Kelsey Holmes	HRA Reimbursement	\$57.31
Kingston Nat'l Bank Cr Card	Programming, Office, Com Rel. Supplies & BWC Pmt	\$808.21
Lorrie Germann	E Rate Support	\$2,000.00
Marita Perry	HRA Reimbursement	\$34.28
Midwest Tape	A/V	\$882.14
Mike Joes	HRA Reimbursement	\$3.95
OverDrive	Digital & Audio Books	\$3,268.36
Ohio Library Council	2022 Institutional Dues	\$7,911.00
Richmond Dale Sewer District	January Service	\$17.94
SERLS	7 Attendees - Summer Reading Program	\$210.00
Tammy Newlum	Mileage Reimbursement	\$55.16
Ohio Treasurer of State	SEO Consortium Fees	\$13,388.34
USI	Office Supplies	\$174.63
Village of Frankfort	Water & Sewer	\$30.00
Village of Kingston	Water & Sewer	\$40.00
Chillicothe & Ross Co Pub Lib	Gross Payroll 02/04/2022	\$69,059.91
Internal Revenue Service	Library's Share of Medicare	\$943.85
OPERS	Library's Share of OPERS	\$28,993.29
Kingston National Bank	Monthly Checking Account Svc Fee	\$20.73
PayPal	Transaction Fees	\$1.40
		\$295,585.10

## **Director's Report February 2022**

We're thinking spring! The contracts for the landscaping at Northside and Kingston have been drawn up and we're in process (again) of requesting quotes for Main's landscaping projects. Weather has played a factor, of course, but we're hoping to see progress soon.

Bookworm and summer planning is in full swing and the Friends are planning their annual April booksale during National Library Week. Most of us are looking forward to nicer days!

### **Patron book challenges:**

You may remember that last year the Harwood Institute out of Bethesda, Maryland asked us to participate in a national conversation about the state of civility in the country. The final report is slated to be released in mid-February and last week Erin Lyons and I sat in on a virtual call to discuss the findings and to hear about the institute's plans for rolling out the information.

Not to spoil the report's conclusion, but the institute found that our country is more divided than ever. However, it also found a desire to have meaningful conversations about things that impact our communities.

There were a couple of takeaways that I specifically found useful in regards to the current book challenges we're facing:

- Know what you stand for, but allow others to talk about what matters to them.
- Don't let anger or passion own the debate. Engage productively, not just for the sake of process, but to make connections.

It's easy for me, as a professional librarian concerned about free and unfettered access to all information, to take a book challenge as a personal challenge. I've got to step back and allow others to express their own frustrations and concerns. If I want acceptance, I need to accept others. It may sound obvious, but I think we all need that reminder once and a while.

That said, Rich Harwood, the institutes' founder, also advised us to pay attention to the larger narrative of what's happening. What's the end game? I absolutely support the right of parents to make decisions about what their children read and check out, but I don't support allowing another parent to dictate what my own children can have access to.

I've provided scanned copies of all the documents pertaining to the formal challenges for your information. The initial complaints were reviewed by me and my decisions (along with supporting book reviews and other information) was made known to the patron(s) and board.

Per Public Services policy 2.5, Reconsideration of a Work, the patron then has the right to appeal my decision to the board. The board then provides a written decision to the patron(s) about whether the title(s) will be removed from the collection. It is be up to the board to determine if you want to nominate someone to write an opinion or if you want to draft a response as a committee of the whole. The board's decision is final.

Board "C"  
Resolution 11-22

### **PATRON BOOK CHALLENGES**

T. Lowe moved and S. Congrove seconded the adoption of the following resolution.

That Board affirms the Executive Director's decision to leave the books in their current collection locations and; That the Board President will convey that information in writing to the patrons.

The roll being called, the vote resulted as follows:

S. Congrove	Y	T. Lowe	Y	R. Simmons Jones	Y
Mr. Owens	Y	S. Rutherford	N		

### **Personnel Committee Report**

The Personal Committee met on January 25 with me and Kelly Smith, HR Manager. Kelly and I wanted to review updates and changes to the HR policies and to share re-formatted job descriptions. A summary of the policy changes has been provided for full-board approval.

**TABLE PERSONNEL COMMITTEE REPORT**

T. Lowe moved and S. Congrove seconded the adoption of the following resolution. That the changes to the Human Resources policies be tabled for further discussion at the March regular meeting.

The roll being called, the vote resulted as follows:

S. Congrove    Y    T. Lowe            Y    R. Simmons Jones    Y  
Mr. Owens     Y    S. Rutherford     Y

**Accept resignation of Morgan Alexander and Linsey Martin.**

Morgan hasn't been with us very long, but he was offered a temporary, full-time position in his field of IT and couldn't pass up the opportunity or experience. His position has been posted and we've already received a handful of promising resumes. Linsey informed us that she has accepted a position with City of Chillicothe Auditor's office.

Pers. "A"  
Resolution 13-22

**ACCEPT RESIGNATIONS M. ALEXANDER & L. MARTIN**

T. Lowe moved and R. Simmons Jones seconded the adoption of the following resolution. That the resignations of Morgan Alexander effective January 28, 2022, and Linsey Martin effective February 22, 2022 be accepted.

The roll being called, the vote resulted as follows:

S. Congrove    Y    T. Lowe            Y    R. Simmons Jones    Y  
Mr. Owens     Y    S. Rutherford     Y

**Approve a Maintenance Assistant position**

This has been an on-going conversation since before Rick Edler and Nan Clary retired last year. Now that the new Fiscal Officer and Facilities Manager, have had a chance to settle in, we've been discussing it again.

In short, the library "hires out" a lot of jobs that could easily be completed in house by the right person. This position would operate as a "handyman" (or woman!) helping us catch up on deferred maintenance and perform basic tasks involving plumbing, painting, vehicle repair, landscaping, troubleshooting, etc. As you know, currently the department has a manager, one custodian who focuses on Main, the Annex, and Northside, and one delivery driver who does light cleaning at all of the other 6 library locations. With nine libraries, eleven buildings, and a fleet of five library vehicles, we need an additional set of hands.

We've prepared a job description for your approval. The position would be full-time, benefitted and fall in pay band C, Coordinators and Assistants.

Pers. "A"  
Resolution 14-22

**APPROVE A MAINTENANCE ASSISTANT POSITION**

T. Lowe moved and S. Congrove seconded the adoption of the following resolution. That the Maintenance Assistant job description be approved as presented.

The roll being called, the vote resulted as follows:

S. Congrove    Y    T. Lowe            Y    R. Simmons Jones    Y  
Mr. Owens      Y    S. Rutherford      Y

**Approve re-hiring temporary Youth Services Clerk for Bookworm**

Prior to the pandemic, we had hired the same temporary summer help, Tiffany Graves, for several years. Tiffany is a local teacher who has spent her summers with us since at least 2014. She is available and interested in working this summer to help the youth services team return to a somewhat-normal Bookworm program series. She would be scheduled on average 25 per week for 3 months at \$12 per hour.

Pers. "A"  
Resolution 15-22

**HIRE TIFFANY GRAVES**

R. Simmons Jones moved and S. Congrove seconded the adoption of the following resolution. That Tiffany Graves be hired as temporary summer clerk 25 hours per week at \$12.75, starting at the end of May and ending early August with no benefits to accrue other than Medicare and OPERS.

The roll being called, the vote resulted as follows:

S. Congrove    Y    T. Lowe            Y    R. Simmons Jones    Y  
Mr. Owens      Y    S. Rutherford      Y

**Nonrenewal of lease with ASPIRE for north end of the annex**

The library has an annual lease with ASPIRE for them to use the north end of the annex. As library staff and services have grown, we've started thinking about other ways we could use that space. It includes a large open classroom on the west side and several offices on the east side. ASPIRE (part of Pickaway/Ross Career and Technology Center) pays \$660 per month in rent; the library covers all utility and maintenance expenses.

The space is in need of updates and repairs. We budgeted this year for new ceiling tiles, but the windows and carpet (all original to Central School) are really worn and in bad shape, too. At the time of the initial lease agreement it probably made sense to allow ABLE to use the space. Now, however, I think the library could benefit from having additional room for our growing Outreach department and possibly other projects/initiatives.

If we inform PRCTC now that we won't be renewing the lease, that would give them nearly four months to find an alternative space. We could also revert to a month-to-month if needed until they find a new location. I have, when they've asked if we have more rooms they could rent, recommended that they reach out to the city schools about potential space at Mt. Logan. They've apparently outgrown the space.

Prop. "E"  
Resolution 16-22

**NONRENEWAL OF LEASE WITH ASPIRE FOR NORTH END OF THE ANNEX**

R. Simmons Jones moved and S. Congrove seconded the adoption of the following resolution. That to direct the Executive Director to notify PRCTC that the lease won't be renewed after this summer. We will revert to a month-to-month if needed until they find a new location.

The roll being called, the vote resulted as follows:

S. Congrove    Y    T. Lowe            Y    R. Simmons Jones    Y  
Mr. Owens     Y    S. Rutherford     Y

Board "D"  
Resolution 17-22

**RESOLUTION TO HONOR FRAN DEWINE**

T. Lowe moved with a second by R. Simmons Jones to adopt resolution to recognize and commend Ohio First Lady Fran DeWine for distinguished contributions to promote early childhood literacy.

WHEREAS, Fran DeWine established the Ohio Governor’s Imagination Library in 2019—in partnership with Dolly Parton’s Imagination Library—in order to send a free book every month to Ohio children from birth to age five; and

WHEREAS, Mrs. DeWine partnered with Ohio’s public libraries and other community organizations to expand the Ohio Governor’s Imagination Library to all 88 counties in Ohio; and

WHEREAS, Mrs. DeWine was instrumental in enrolling more than 309,000 children into the program, including 1989 of children in Ross County; and

WHEREAS, Mrs. DeWine ensured all children between birth and age five, regardless of where they live in Ohio, are eligible to be enrolled in the Ohio Governor’s Imagination Library; and

WHEREAS, Mrs. DeWine continues to recognize the value of public libraries and the role they play in supporting early childhood education; and

FURTHER, that Mrs. DeWine shares our library’s goal of ensuring every child experiences the joy of reading and enters kindergarten prepared for success.

Therefore, be it resolved on this 9th day of February, 2022 that the Board of Trustees of Chillicothe and Ross County Public Library formally commends and gratefully acknowledges Ohio First Lady Fran DeWine for her lasting contributions to early childhood literacy in our community and across the state.

The roll being called, the vote resulted as follows:

S. Congrove    Y    T. Lowe            Y    R. Simmons Jones    Y  
Mr. Owens     Y    S. Rutherford     Y

Schedule Budget Committee for some time prior to March 9<sup>th</sup> Board meeting to discuss permanent appropriations.

Adjourn at 5:33 p.m.

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Tamra Lowe, Pro-Tem Secretary

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John Owens, President