

The Chillicothe and Ross County Public Library
Board of Trustees
January 12, 2022

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

Absent: John Owens

Others Present: James Hill, Director
Cassie Stout, Fiscal Officer
Wendy Payne, Deputy Fiscal Officer
Debbie Nunziato, Community Relations Manager

The meeting was called to order at 4:32 p.m. by Tamra Lowe, Vice President.

PUBLIC COMMENT

Memo

BOARD APPOINTMENT

A letter was received from Board of Commissioners, dated October 4, 2021 notifying Mrs. Lowe of her appointment to the Library Board for a term of January 1, 2022 through December 31, 2028.

Board "A"
Memo

SWEARING -IN

OATH OF OFFICE

"Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Chillicothe and Ross County Public Library, Ross County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is elected and qualified?"

(The answer is: "I do")

Tamra Lowe

Administered by: _____
This 12th day of January 2022.

Gen. Fin. "C"
Resolution 1-22

CONSENT AGENDA

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

That the minutes of the December 8, 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 December be received and filed for audit and,

that the bills listed under date of January 12, 2022 be approved for payment.

The roll being called, the vote resulted as follows:

S. Congrove	Y	T. Lowe	Y	R. Simmons Jones	Y
C. Adams	Y	S. Rutherford	in @4:35	A. Fleurima	Y

December Financial Report

Clerk's bal. Dec 1, 2021	\$4,800,946.55
Dec. receipts	<u>238,620.01</u>
Total	5,039,566.56
Dec. expenditures	<u>-415,743.22</u>
Ledger balance 12/31/21	4,623,823.34
Outstanding checks	<u>182,977.74</u>
Total	4,806,801.08
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-505,274.48
Star Ohio	-3,853,707.34
KNB Cert. of Deposit	-240,000.00
Cr card not posted	<u>0.00</u>
Bank balance 12/31/21	\$186,799.26

Approval of Bills January 12, 2021

Bank of America	Fees to close old credit card	\$54.46
BP	Vehicle fuel	\$341.33
Centerpoint	Large print books	\$237.30
C & D Monitoring	Security services NS, Main, Annex, Garage	\$1,114.20
Christopher Wallace	Santa visits	\$800.00
Coopers Glass	Annex Touchless Entry Doors	\$25,700.00
Debbie Nunziato	Mileage & Refund for PR Items	\$90.62
Davis Tire	Vehicle Maintenance	\$117.90
Frontier	S Salem Telephone	\$121.86
Gordon Flesch	Copier lease & use	\$635.57
KBA Inc	Kingston Architect/Engineering Fees	\$763.87
Library Ideas	Vox Books	\$3,817.50
Lumen	S Salem Telephone	\$7.55
Master Locksmith	Keys Made & Door Repair	\$445.00
NEO-RLS	DEIA Webinar - A D'Souza	\$24.00
Rumpke	Trash Service Main, R Dale, Frankfort, Kingston	\$402.66
Rinehart Walters Danner	Property Insurance	\$8,349.00
Sports Plus	Rick Edler Retirement Gift	\$95.00
Sprint	Cell Phone Service	\$143.59
Village of Kingston	Final Water/Sewer bill for Kingston	\$40.00
American Electric Power	Annex, Main, R Dale November Service	\$2,302.59
Buckeye Propane	Frankfort Propane	\$359.95
Bainbridge Community Center	November Rent & Library's Share of Electric	\$1,378.54
DTB Wholesale	Face Masks	\$1,562.21
Dell	IT Supplies	\$49.80

Demco	Book Drops for Clarksburg & Zane Village	\$10,585.47
Gordon Flesch	Copier lease & use	\$319.00
Garber Electrical	Annex Door Access Control	\$3,902.40
Luann Smith	Reimbursement for Staff Meeting Supplies	\$10.95
Labor Law Center	Labor Law Posters for All Locations	\$308.45
M & M Fabrication	Concrete Pad for Clarksburg Book Locker Site	\$2,475.00
Ohio Library Council	Individual Membership for 12 Employees	\$1,050.00
Procon	Kingston Construction - Final Payment	\$70,050.30
Pike Natural Gas	R Dale Natural Gas Svc 10/26-11/23	\$43.38
Sprint	Hotspots Service	\$426.31
State Electric Supply	Emergency Lights - Frankfort, Kingston, Main	\$973.94
Weisenberger Insurance	Renew Fiscal Officer & Deputy FO Bonds	\$316.00
Chillicothe Ross Co Pub Library	Gross Payroll	\$68,264.00
Chillicothe Ross Co Pub Library	Library's Share of Medicare	\$934.15
Amazon.com	Branch and Admin Supplies	\$849.72
Cengage	Large print books	\$1,282.07
Columbia Gas	November Svc Kingston, Annex, N Side	\$1,359.06
Delta Dental	Library's Share of Dental Insurance	\$1,539.25
Debbie Nunziato	Mileage Reimbursement	\$34.72
Downtown Chillicothe	Downtown Wayfinding Sign: 3-year Renewal	\$500.00
Heather VanGundy	Tuition Reimbursement	\$2,000.00
Jennifer Slone	HRA Reimbursement	\$943.02
Laura Kruger	Mileage Reimbursement	\$141.68
Midwest Tape	A/V	\$413.76
Midwest Tape	Hoopla Flex Digital Books	\$20,735.69
Rise Vision	Annual TV Display Software Licensing Fee	\$297.00
Ruby Smart	HRA Reimbursement	\$2,120.58
SEBO	Library's Share of Life Insurance	\$180.18
South Central Power	November Svc Kingston, Frankfort	\$421.35
Terry Davis Electric	Exterior Flood Lights Kingston, Frankfort, Main	\$2,020.00
Tammy Newlun	HRA Reimbursement	\$110.47
Terri Lambert	Mileage Reimbursement	\$73.58
Tracy Kiger	Mileage Reimbursement	\$77.62
Village of Frankfort	Water/Sewer	\$27.50
United Healthcare	Library's Share of Medical Insurance	\$27,333.25
VSP	Library's Share of Vision Insurance	\$785.28
WT Cox Information Services	2022 Magazine Subscriptions Renewal	\$8,654.67
Kingston National Bank	Money Market and Checking Fees	\$28.31
American Library Assoc	J Hill Membership Renewal	\$228.00
American Electric Power	Northside Svc 11/17-12/17	\$935.22
Bricker & Eckler LLP	Legal Counsel - Site Improvement Project	\$3,762.50
Bridgeall Libraries	Collection HQ & ESP Renewals	\$11,940.00
Columbus Dispatch	Annual Subscription for Kingston Branch	\$564.88
Chillicothe Gazette	Annual Subscription for Kingston Branch	\$669.60
Chillicothe Rotarty	D Nunziato Quarterly Dues	\$125.00
Chillicothe Ross Chamber	2022 Chamber of Commerce Membership	\$497.50
Chillicothe Mun Utilities	Annex, Main, N Side Water & Sewer	\$531.39
Chillicothe Fire & Security	Annex, Main, N Side Testing & Inspections	\$1,389.00

Horizon	January Telephone & Internet	\$5,853.68
Jo Ann Stores LLC	Annual CreativeBug Subscription	\$2,460.00
Kelsey Holmes	HRA Reimbursement	\$80.90
Lykins Energy	Diesel Delivery	\$96.57
Noble Plumbing	Plumbing Service	\$192.33
Overdrive Inc	Annual ArtistWorks Subscription	\$637.50
Ohio Library Council	H Vangundy Annual Dues	\$75.00
Ross Co Water Co	R Dale Svc 11/10-12/15	\$25.39
Richmond Dale Sewer Dist	R Dale Svc 12-01-12/31	\$17.27
SEBO	January Guardian Life Insurance Premium	\$175.23
Secure by Design	Ninite Pro Software for Patron PCs	\$600.00
Zoobean Inc	Annual Beanstack Software Renewal	\$2,489.00
First Data	Monthly & Annual Merchant Services Fees	\$166.23
Chillicothe & Ross Co Pub Library	Gross Payroll	\$79,068.00
Chillicothe & Ross Co Pub Library	Library's Share of Medicare	\$1,087.75
OPERS	Library's Share of OPERS	\$18,917.01
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		\$413,127.56

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.

Appoint Cassie Stout, Chief Fiscal Officer, and Wendy Payne, Deputy Fiscal Officer 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.

Appt. Fiscal Officer & Deputy & Approve Bonds

C. Adams moved and S. Rutherford seconded adoption of the following resolution. That Cassie Stout and Wendy R. Payne be appointed Fiscal Officer and Deputy Fiscal Officer for 2022 and, that the blanket employee dishonesty bond be set at \$5,000 and purchased from the Rinehart-Walters-Danner & Associates (Ohio Plan).

The roll being called, the vote resulted as follows:

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

Hire Scott Arnett, Facilities Manager, effective January 11, 2022

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.

Hire Scott Arnett as Facilities Manager

S. Rutherford moved and S. Congrove seconded the adoption of the following resolution. That that Scott Arnett be hired as Facilities Manager (\$27 hour) with all other benefits to accrue effective January 11, 2022.

The roll being called, the vote resulted as follows:

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

Promote Logan Mills from IT Clerk to IT Assistant, effective January 16, 2022

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.

Promote Logan Mills to IT Assistant

R. Simmons Jones moved and S. Rutherford seconded the adoption of the following resolution. That that Logan Mills be promoted to It Assistant (\$14.75 hour) with all other benefits to accrue effective January 11, 2022.

The roll being called, the vote resulted as follows:

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

Gen. Fin. "B"
Resolution 5-22

Landscape RFQs

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the Director be authorized to contract with Rhoads Landscaping Inc. for site improvement to the Northside Branch in the amount of \$162,590. and site improvement to the Kingston Branch in the amount of \$110,850.

The roll being called, the vote resulted as follows:

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

Update Motor Vehicle Insurance Policy (section 5.12)

Cassie noticed several discrepancies between the library's policy and what was required by the carrier. The proposed changes clarify and simplify the policy.

Pols. "A"
Resolution 6-22

Update Motor Vehicle Insurance Policy

R. Simmons Jones moved and C. Adams seconded the adoption of the following resolution. That the changes as presented to Section 5.12 Motor Vehicle Insurance Policy be approved with change to the second paragraph, effective January 13th, 2022.

5.12 VEHICLE USE--existing

Only staff members whose driver's licenses have been properly forwarded to the Library's insurance carrier for approval may operate any Library vehicle. Employees are prohibited from using the Library's vehicles for any purpose other than official Library business. Unless required by business necessity, passengers are prohibited from riding in any of the Library's vehicles or in an employee's personal vehicle while the employee is on Library-related business.

The driver and any passengers must use seat belts, as already required by state law, and a driver is prohibited from using a cellular phone, including hands-free devices. This requirement pertains to both the use of Library vehicles and the use of personal vehicles while on Library business.

Employees are not permitted to operate Library vehicles, or personal vehicles on Library business, when any physical or mental impairment may cause them to be unable to drive safely. This also includes temporary incapacities such as illness, medication or intoxication.

An employee must notify a supervisor or the Director immediately in the event that the employee is cited for any driving violation that limits the employee's driving privileges; or, involved in an accident while on Library-related business using a Library or personal vehicle.

An employee who is cited or deemed responsible by official records for a vehicular accident, parking, speeding, or other violation while on Library business will be required to pay for the ticket (violation) and may be subject to disciplinary action up to and including termination.

PROPOSED January 12, 2022--

Only staff members who have been approved by the Chief Fiscal Officer may operate any Library vehicle.

Employees are prohibited from using the Library’s vehicles for any purpose other than official Library business.

Unless related to library business, passengers are prohibited from riding in any of the Library’s vehicles or in an employee’s personal vehicle while the employee is on Library-related business.

The driver and any passengers must use seat belts, as already required by state law, and a driver is prohibited from using a cellular phone, including hands-free devices. This requirement pertains to both the use of Library vehicles and the use of personal vehicles while on Library business.

Employees are not permitted to operate Library vehicles, or personal vehicles on Library business, when any physical or mental impairment may cause them to be unable to drive safely. This also includes temporary incapacities such as illness, medication or intoxication.

An employee must notify a supervisor or the Executive Director immediately in the event that the employee is cited for any driving violation that limits the employee’s driving privileges; or, involved in an accident while on Library-related business using a Library or personal vehicle.

An employee who is cited or deemed responsible by official records for a vehicular accident, parking, speeding, or other violation while on Library business will be required to pay for the ticket (violation) and may be subject to disciplinary action up to and including termination.

The roll being called, the vote resulted as follows:

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

COVID updates and approve additional four hours of Wellness Leave for boosters

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.

Pers. “B”

Resolution 7-22

COVID19 VACCINATIONS/BOOSTER

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the Fiscal Officer and Payroll Manager be allowed to approve a one-time allocation of four additional hours of Wellness Leave per employee upon proof of completion of the COVID vaccination/booster series. Proof must be a document as issued by a medical facility or the Health District. Unless prior approval is given, these hours must be used in calendar year 2022. Further, the Board recognizes that vaccination availability and distribution may interfere with work schedules. When necessary staff will be paid for missed work (not to exceed two hours) in order to receive the COVID vaccination/booster.

The roll being called, the vote resulted as follows:

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

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.

Gen. Fin. “B”
Resolution 8-22

Accept Comfort Systems HVAC proposal

C. Adams moved and S. Congrove seconded the adoption of the following resolution. That the Director be authorized to contract with Comfort Systems USA for Richmond Dale, Bainbridge and Frankfort HVAC controls in the amount of \$51,845.

The roll being called, the vote resulted as follows:

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

Adjourn at 5:08p.m.

Records Commission Meeting

Affirm Records Policy and Records Retention Schedule—Annually, the library’s Records Commission (ie, the Board) needs to review and affirm the existing records policy and schedule. The Fiscal Officer oversees implementation of storage and deaccession. There are no proposed or required changes to the Policy for 2022. There are some proposed changes to the Retention Schedule, however. Revisions include the combination of a few items, as well as new “HR” schedule numbers. The proposed, updated schedule is attached.

**Chillicothe & Ross County Public Library
PUBLIC RECORDS POLICY**

Access to information concerning the conduct of the people’s business is a right of every person in this state. Records of the Chillicothe & Ross County Public Library that are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

**Chillicothe & Ross County Public Library
Records Officer, (740) 702-4159
Main Library Annex, 146 S. Paint Street, Chillicothe, OH 45601**

You may view the records you have requested at all reasonable times during the regular business hours of the library. If you wish to view public records of the library, we will promptly make them available to you. If you wish to receive copies of records, we will provide them within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Once we have received your request, we will provide our response or acknowledge your request and provide you with: an estimate of when you should expect our response, an estimated cost (if copies have been requested), and the items that we expect may be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of the volume of records requested, the proximity of location where the records are stored; or the complexity of the legal review); we will inform you of this change.

It is within your rights not to:

Disclose your identity to the library when you request records; (you may ask to be given a request number which we will use to track our communications with you and our response to your request);

Provide our office with a written request; and

Provide a reason why you have requested these records.

If any portion of your request for records must be denied because the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly marking the portion “redacted” or we will explain which portions of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

Please note that if we have denied your request because is it overbroad, ambiguous, or doesn't reasonably identify our records, we will provide you with information about how our records are maintained and if you wish, you may revise your request for the records.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by the library; currently this fee is \$.05 per page. In addition, actual cost of postage or other delivery may be charged. We may require payment of these fees prior to processing your request.

Feel free to ask our records officer any questions you may have about public records.
C&RCPL Public Records Policy updated 1/17/2018

Pols. “C”
Resolution 9-22

Records Policy & Records Retention Schedule

S. Rutherford moved and R. Simmons Jones seconded the adoption of the following resolution. That the Board review and affirm the existing records policy (dated 01/17/2018) and review and affirm the revised retention schedule (dated 01/12/2022).

The roll being called, the vote resulted as follows:

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

Adjourn at 5:10 p.m.

Angela Fleurima, Secretary

Tamra Lowe, Vice-President