

The Chillicothe and Ross County Public Library
Board of Trustees
July 20, 2021

Present: Board Members Tamra Lowe, Retha Simmons Jones
John Owens, Susan Congrove
Angela Fleurima, Cathy Adams
Sherri Rutherford and
Gabriel Minney, Student Trustee

Others Present: James Hill, Director
Nan Clary, Fiscal Officer
Wendy Payne, Deputy Fiscal Officer
Rick Edler, Facilities Manager
Liz Gibbons-Camp, Jenny Roberts

The meeting was called to order at 4:31 p.m. by John Owens President.

PUBLIC COMMENT

Gen. Fin. "C"
Resolution 49-21

CONSENT AGENDA

T. Lowe moved and R. Simmons Jones seconded the adoption of the following resolution.

That the minutes of the June 9, 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 June be received and filed for audit and,

that the bills listed under date of July 14, 2021 be approved for payment, and

that the Library accept a donation of \$200 from AKM Building Systems for Bookworm, \$19.70 from an anonymous patron and \$1491 from Dan & Barb Wade and Jake & Sherri Schaaf and families for a memorial bench in memory of Dr. George & June Schaaf, to be placed at the Frankfort Branch.

The roll being called, the vote resulted as follows:

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

June Financial Report

Clerk's bal. June 1, 2021	\$4,966,391.38
June receipts	<u>308,504.84</u>
Total	5,274,896.22
June expenditures	<u>-336,609.81</u>
Ledger balance 6/30/21	4,938,286.41
Outstanding checks	<u>78,925.51</u>
Total	5,017,211.92
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00

Kingston Money Mkt.	-152,355.05
Star Ohio	-4,481,662.53
Star Plus	-.68
LCNB Cert. of Deposit	-240,000.00
Byrne & Jones Constr. Retain.	-18,826.97
ProCon Constr Retain.	-22,183.34
Cr. Card not posted	<u>-2.80</u>
Bank balance 6/30/21	\$81,160.55

APPROVAL OF BILLS 7/14/2021

First Data	Monthly credit card transaction fees	\$46.09
Kingston National Bank	Annual safe deposit box rental	\$55.00
Chillicothe Rotary	Annual dues - D Nunziato	\$100.00
Findaway World	Audios	\$63.74
Gordon Flesch	Copier maintenance	\$340.76
Haute Doggerie	Hotdogs for Bookworm kickoff	\$400.00
Pitney Bowes	Quarterly postage meter lease	\$147.00
Quill	Supplies	\$147.45
Ross County Water Co.	Service 4/15-5/17 R Dale	\$24.68
Rumpke	June svc - Main, Frankfort, RD, Kingston	\$354.85
T-Mobile	Hotspot service 4/29-5/28	\$656.92
Terry Davis Electric	Install new lighting - Annex (Aspire)	\$3,375.00
Bank of America	Webinars, shipping, admin software, bw supplies, ys supplies	\$6,280.79
BP Oil	Fuel for vehicles	\$281.52
Cengage	Large print books	\$311.88
City of Chillicothe	Free pool day sponsor for Bookworm 7/2/21	\$500.00
DTB Distributors	Building supplies	\$281.20
Frontier	Service at S Salem	\$122.90
Gordon Flesch	Copier maintenance	\$317.18
KBA Inc.	Kingston construction admin.	\$2,653.84
Ohionet	Annual membership fees	\$500.00
Pike Natural Gas	Monthly svc - R Dale	\$25.91
Simply Clean	Strip & wax floors - Annex	\$450.00
Sprint	Monthly cell & hot spot service	\$540.45
State Electric	Building supplies	\$124.34
Tammy Newlun	Mileage reimbursement 5/6-6/4/21	\$53.76
Teneya Brabson	Mileage reimbursement 5/20/21	\$20.16
US Postal Service	Postage for meter	\$500.00
United Way of Ross Co.	211 Funding	\$2,000.00
Chillicothe & Ross Cty Public Library	Gross payroll 6/25/21	\$66,143.12
Internal Revenue Services	Library's share of Medicare 6/25/21	\$893.77
American Electric Power	Monthly svc 6th St., Main, RD, Annex	\$2,086.41
Bainbridge Community Center	July lease & electric 4/30-5/26	\$1,306.75
Buckeye Power Sales	Annex generator maintenance	\$750.00
CDW Government	IT equipment	\$1,199.00
Center Point	Large print books	\$231.30
CenturyLink	Long distance service	\$3.96
Columbia Gas	Monthly svc - Kingston & Main/Annex	\$224.87
Designing Local	Landscape design - Phase 1	\$4,775.00
Gordon Flesch	Copier maintenance	\$290.00
Jenn Slone	HRA reimbursement	\$1,290.74
Lykins Oil	Diesel - NS generator	\$41.26
Rinehart, Walters & Danner Ins.	1st install - auto, property & liab. & Cyber Security - annual	\$14,426.00
Trey Hitchens	Mileage reimbursement 5/12-6/4/21	\$32.48
Screenpoint	Employee background check	\$45.00
South Central Power	Monthly svc - Kingston	\$155.00

Wissinger Trust	July lease - Kingston	\$650.00
World Archives	Public access software	\$4,991.00
Age of Learning Inc.	Public access software	\$3,159.79
All State Termite	Quarterly service	\$340.00
American Electric Power	Monthly svc - NS	\$888.16
Carrie Bowdle	HRA reimbursement	\$545.64
Cathy Carroll	HRA reimbursement	\$259.21
CEngage	Large print books	\$1,464.99
Columbia Gas	Monthly svc - NS	\$311.00
Columbus Dispatch	Renew annual subscription - Main	\$850.88
Delta Dental	July premium	\$1,633.61
JLS Building Services	Install unit - Annex server room	\$5,875.00
Julie Ferguson	Mileage reimbursement 2/26-6/21/21	\$159.04
M & M Fabrication	Mowing & landscaping - June	\$2,775.00
Quill	Supplies	\$811.54
Richmond Dale Sewer	June service	\$17.87
Service Supply Ltd.	Memorial bench - Frankfort	\$1,491.00
Simply Clean	Strip & wax floors - NS	\$300.00
United Healthcare	July premium	\$34,356.89
Village of Frankfort	Service 5/19-6/21	\$27.50
Vision Service Plan	July premium	\$873.15
Kingston National Bank	June banking fees	\$32.47
First Data	Monthly credit card transaction fees	\$62.87
Chillicothe & Ross Cty Public Library	Gross payroll 7/9/2021	\$66,841.83
Internal Revenue Services	Library's share of Medicare 7/9/2021	\$905.04
OH Public Empl Retirement System	Library's share of OPERS - June	\$18,553.75
Baker & Taylor	Books	\$12,667.71
Baker & Taylor	Bookworm prize books	\$184.84
CDW Government	IT equipment	\$255.61
DTB Distributors	Building supplies	\$12.70
Gordon Flesch	Copier lease	\$340.76
Horizon	July service	\$5,848.27
Internal Revenue Services	Annual public centered outcomes reporting fee	\$151.62
Midwest Tape	A/V	\$4,890.02
Mindy True	HRA reimbursement	\$1,106.77
Noble Plumbing	Install touchless fixtures - R Dale & Frankfort	\$11,886.00
OverDrive	Annual content purchase (E-books)	\$5,893.50
Rick Edler	HRA reimbursement	\$602.56
Ross County Water Co.	Monthly svc - R Dale	\$24.68
State Electric	LED lighting - Main 1st floor	\$1,772.40
Uline	Supplies & furnishings	\$1,490.72
Structured Empl Benefits of OH	July life insurance premium	\$178.45
Village of Kingston	Monthly service	\$40.00
Wendy Payne	HRA reimbursement	\$4,716.38
Treasurer, State of OH	Sales tax remittance 1.1 through 6.30.2021	\$8.85
Azuradisc	Disc repair machine	\$3,603.86
AKM Building Systems	Install metal siding & doors - 6th St.	\$7,970.00
Amazon.com	Bldg supplies, BW supplies, furnishings	\$2,851.85
Bring the Farm to You	YS farm animal event	\$624.00
Chillicothe Mun. Utilities Dept.	Monthly svc - Main, Annex, NS, 6th St.	\$515.25
Central Center Hardware	Building supplies	\$51.45
CenturyLink	Long distance service	\$5.71
Davis Tire	Oil change 2021 Ford van, 2 new tires & align. - Dodge	\$416.90
Frontier	Monthly svc - S Salem	\$122.52
Findaway World	Audios	\$247.00

Gordon Flesch	Copier maintenance	\$528.30
Haute Doggerie	Provide hotdogs for Bookworm finale	\$400.00
KBA Inc.	Kingston construction admin.	\$898.16
Library Design	Kingston - flooring & partial payment for furnishings	\$32,301.00
Noble Plumbing	Downspout blockage repair - Annex	\$1,742.28
NEO Regional Library System	Webinar - M Perry 7/14/21	\$24.00
Sprint	Monthly cell service	\$98.07
Soundscape Music Therapy	Outdoor "music time" programs 6/8-7/27/21	\$399.00
Southeast Reg. Library System	Annual membership fees 7/1/21-6/30/22	\$690.00
Totally Promotional	Advertising promo materials for fair	\$1,947.50
T-Mobile	Hot spot service 5/29-6/28/21	\$656.92
Wendy Payne	Reimburse for supplies	\$20.00
	TOTAL	\$370,932.92

Gen. Fin. "C"
Resolution 50-21

General Fund Transfers

R. Simmons Jones moved and Cathy Adams seconded the adoption of the following resolution. That \$5,000 be transferred to 1000-100-341-0033 Property Insurance from 1000-930-930-0000 (Contingencies).

The roll being called, the vote resulted as follows:

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

Gen. Fin. "C"
Resolution 51-21

Building Fund Transfers

T. Lowe moved and S. Rutherford seconded the adoption of the following resolution. That the following transfers be made, \$55,000 to 4001-100-374-0000 (Engineering), \$2,500 to 4001-100-390-0010 (Legal Services) and \$2,500 to 4001-100-390-0044 (Permits & Inspections) from 4001-760-740-0000 (Building Improvements).

The roll being called, the vote resulted as follows:

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

July Director's Report

Book-A-Bike is here! We officially kicked off our bike lending program on July 6. It's gotten lots of attention on social media. The program has already expanded to include drop off locations at the YMCA, the city's transportation office, and the Health District. We're exploring additional funding to add the electronic components that will make it a true bike-share program. More to come!

Cancel/reschedule August meeting for Fair Week:

Because so many folks are involved in the county fair, we often cancel our August meeting. This year, however, with the Fiscal Officer search in full swing I wasn't sure if the board wanted to reschedule the meeting. The next week is the first week of school for many districts. Another option is to hold a Personnel Committee meeting in place of a full Board meeting.

Board "D"
Resolution 52-21

Cancel/reschedule August meeting for Fair Week

A Fleurima moved and T. Lowe seconded the adoption of the following resolution. That the August Board meeting be cancelled but instead hold a Personnel Committee meeting to discuss open positions.

The roll being called, the vote resulted as follows:

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

Add Juneteenth to the paid holiday calendar and ratify closing June 18, 2021:

The newest federal holiday was approved in short order just prior to its first celebration. After consulting with various folks, I decided to observe the holiday on Friday, June 18. We got the word out pretty quickly that the library would be closed. Staff were appreciative and the public response on social media was 100% positive. The library was still open that Saturday.

Pols. "A"
Resolution 53-21

Juneteenth Be Added As A Paid Holiday

T. Lowe moved and R. Simmons Jones seconded the adoption of the following resolution. That the board approve the last minute closing on June 18, 2021 for the Juneteenth Holiday and, going forward

that Juneteenth be added to the paid holiday calendar.

The roll being called, the vote resulted as follows:

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

Staff changes continue to ripple through the system. Changes to health insurance through OPERS at the end of the year have a lot of senior staff considering making the move.

Accept retirement of Cathy Carroll, effective August 31

Accept resignation of Terri Layton, Richmond Dale clerk, effective June 18: I had previously approved an unpaid leave of absence for Terri so she could focus on on-going health issues. After a few days, she decided to fully resign.

Accept resignation of [Max Klauscher](#), Main clerk, effective August 27: Max is relocating to the Marietta area.

Hire [Stacey Atkinson](#), Richmond Dale clerk, effective July 6: Stacey lives immediately next door to the Richmond Dale library and grew up in the library. Her mother, Marsha Minnix, worked at the Richmond Dale location for decades.

Accept resignation of Heather Osborne, effective June 30 and discussion of the Peer Support Staff position: Heather accepted a full-time permanent job in Pike County, closer to home. We have received permission from the grantor to hire someone to finish out the last three months of the funding for the position. Maintaining the position beyond the current grant has been discussed at a Personnel Committee meeting, but would need Board action if we want to continue the program.

Pers. "A"
Resolution 54-21

Staffing Changes

T. Lowe moved and Cathy Adams seconded the adoption of the following resolution. That Stacey Atkinson be hired as a Richmond Dale branch clerk, 26 hours/week at \$12.00 per hour beginning July 6, 2021 with no benefits to accrue other than Medicare and OPERS and; that the resignation of Terri Layton effective June 18, 2021, Heather Osborne effective June 30, 2021, Max Klauscher effective August 27, 2021 and the retirement of Cathy Carroll effective August 31, 2021, all be accepted.

The roll being called, the vote resulted as follows:

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

Pers. "A"
Resolution 55-21

Peer Support Position

C. Adams moved and S. Congrove seconded the adoption of the following resolution. That the Library fund the Peer Support Position through the end of 2022, at which time the board will reevaluate the need for the position.

The roll being called, the vote resulted as follows:

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

Approve [HR Manager](#) Job description: As previously discussed, with Nan's pending retirement, she and Tamra (as chair of the Personnel Committee) created a new job description to absorb the human resources duties. In many libraries, the Fiscal Officer is

the de facto HR manager, but we feel that we'd be better served to have an HR professional handle those issues.

Approve revisions to [Chief Fiscal Officer](#) and [Administrative Assistant and Deputy Fiscal Officer](#) Job descriptions: With the creation of a HR Manager, that affects what was previously part of those job descriptions. With Nan's retirement, it was also a good time to review the job from top to bottom and make tweaks.

Update on the Chief Fiscal Officer [job posting](#)

Pers. "A"
Resolution 56-21

Job Description

A Fleurima moved and C. Adams seconded the adoption of the following resolution. That the Chief Fiscal Officer and Administrative Assistant/Deputy Fiscal Officer's job description be accepted as presented and that the HR Manager's job description be approved as presented.

The roll being called, the vote resulted as follows:

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

Prop. "E"
Resolution 57-21

Huntington Closed For Cleaning

T. Lowe moved and A. Fleurima seconded the adoption of the following resolution. That at the request of Huntington School, the Huntington Branch be closed July 12th through July 15th to perform deep cleaning at the school.

The roll being called, the vote resulted as follows:

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

Kingston update and closing for move

The Kingston interior is nearly complete. We're working with Library Design to schedule the shelving installation. As with other exterior components, some steel pieces are on backorder. It hopefully won't slow us down too much. Our lease on the current building expires at the end of the month, but the landlords know that we may have to extend into August.

Prop. "A"
Resolution 58-21

Kingston Change Order #7

A Fleurima moved and C. Adams seconded the adoption of the following resolution. That change order #7 be approved in the amount of \$6009.

The roll being called, the vote resulted as follows:

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

Landscaping update and [Construction Documents Draft Proposal](#)

The landscape architects are done with the majority of the design work. They've moved into the actual bid documents, which includes detailed engineering drawings. We need approval on the proposed document to proceed. The next step will be actually going out to bid and choosing a contractor. We're doing the Main/Annex, Northside, and Kingston jobs as one project with an emphasis on prioritizing Kingston. I'm hopeful that there's still enough weather left to get some things accomplished outside this year.

Prop. "A"
Resolution 59-21

Landscaping

T. Lowe moved and R. Simmons Jones seconded the adoption of the following resolution. That the Director be authorized to contract with Designing Local to prepare drawings and bid documents and to provide construction administrative services for the landscape improvements at Main/Annex, Northside, and Kingston in the amount of \$54,761.

The roll being called, the vote resulted as follows:

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

Adjourn at 5:36 p.m.

Angela Fleurima, Secretary

John Owens, President