

The Chillicothe and Ross County Public Library
Board of Trustees
July 13th, 2022

Present: Board Members Retha Simmons Jones,
Tamra Lowe, Susan Congrove,
Angela Hirsch, and Lori Graves
Allison Lutz, Student Trustee

Absent: John Owens and Cathy Adams

Others Present: James Hill, Executive Director
Cassie Stout, Chief Fiscal Officer
Wendy Payne, Deputy Fiscal Officer
Erin Lyons, Enrichment Director

The meeting was called to order at 4:30 p.m. by Tamra Lowe, Vice-President.

PUBLIC COMMENT

Memo

BOARD APPOINTMENT

A letter was received from Ross County Court of Common Pleas, dated May 23, 2022 notifying Lori Graves of her appointment to the Library Board for the term of June 1, 2022 through December 31, 2027.

SWEARING -IN

Board "A"
Memo

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")

Lori Graves

Administered by: _____
This 13th day of July 2022.

Gen. Fin. "C"
Resolution 56-22

CONSENT AGENDA

A Hirsch moved and R. Simmons Jones seconded the adoption of the following resolution.

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

that the bills listed under date of July 13, 2022 be approved for payment.

The roll being called, the vote resulted as follows:

S. Congrove Y T. Lowe Y R. Simmons Jones Y
L. Graves Y A. Hirsch Y

June Financial Report

Clerk's bal. June 1, 22	\$5,132,149.21
June receipts	<u>268,367.74</u>
Total	5,400,516.95
June expenditures	<u>-309,152.74</u>
Ledger balance 6/30/22	5,091,364.21
Outstanding checks	<u>11,177.23</u>
Total	5,102,541.44
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-269,459.50
Star Ohio	-4,560,062.57
KNB Cert. of Deposit	-240,000.00
Cr card not posted	<u>-41.30</u>
Bank balance 6/30/22	\$11,958.07

Approval of Bills July 13, 2022

Amazon	Supplies & Bookworm Supplies	\$760.29
BJ's Electric	Northside Shelter House, Main LEDs, Northside LEDs	\$14,680.00
Captain Steamer	Annex, Main, Northside Carpet & Tile Cleaning	\$4,325.68
Centerpoint	Large Print Books	\$237.30
Carrol Farm Service	Herbicide	\$78.95
Debbie Nunziato	Mileage & Bookmobile Event Supplies Reimbursement	\$61.56
Eric Mills	Reimbursement for Gas in Library Vehicle	\$20.00
Frontier	South Salem Telephone	\$120.56
Great Seal of Ohio Band	Northside Summer Concert Series Honorarium 06/21/22	\$100.00
Gordon Flesch	Copier Use & Maintenance	\$903.80
Internal Revenue Service	PCORI Fee Form 720	\$78.12
Kelly Smith	2022 HRA Reimbursement	\$247.95
Kingston Nat'l Bank Cr Card	Supplies, Bookworm, Admin Software, Promo Items, Bid Notice	\$4,490.82
Lorrie Germann	ECF Round 3 Form 471	\$1,500.00
Lumen	South Salem Telephone	\$7.58
NEO-RLS	2022 Salary Survey	\$300.00
Pike Natural Gas	Richmond Dale Service 04/28-05/26	\$24.15
Printex	Staff Notary Stamps	\$139.65
ProCon	Masonry Screws & Bits for Mounting Signage	\$127.67
Rumpke	June Svc @ Main/Annex, R Dale, Kingston, Frankfort	\$439.59
Ross County Water Co	R Dale Svc 04/11-05/16	\$25.39
Spectrum	Clarksburg & Zane Book Lockers Internet Svc	\$477.46
T-Mobile	Staff Cellular Service	\$159.33
Westside Media	IT Support	\$32.50
American Electric Power	Main, Annex, Maint., R Dale Monthly Svc	\$2,226.58
Bainbridge Community Center	Montly Rent & Library's Share of Electricity	\$1,278.34

Buckeye Power Sales	Annual Generator Planned Maintenance Agreement	\$750.00
Cooper Glass Service	Annex Door: Electric Opener & Panic Bar	\$9,636.00
Delta Dental	Library's Share of Monthly Dental Premium	\$1,081.29
First Capital Pride Coalition	First Capital Pride Festival Vendor Set-Up Fee	\$25.00
Gordon Flesch	Monthly Copier Use	\$355.30
Sherwin-Williams	Paint & Painting Supplies	\$143.39
Screenpointe	Pre-Employment Background Checks	\$70.00
Sports Plus	D. Nunziato Retirement Gift	\$42.99
Structured Employee Benefits	Monthly Premium: Group Term Life Insurance	\$183.15
Teneya Brabson	Mileage 06/16/22	\$9.36
United Healthcare	Library's Share of Monthly Health Ins. Premium	\$28,404.26
Chillicothe & Ross Co Pub Library	Gross Payroll 06/24/2022	\$71,838.99
Internal Revenue Service	Library's Share of Medicare	\$986.86
American Electric Power	Northside Svc 06/20-06/20	\$1,072.73
Adrienne D'Souza	Mileage 06/15/22	\$12.58
Ben Davis Jr.	06/29/22 Summer Music Series Performance	\$75.00
Cengage	Large Print Books	\$2,421.64
Columbia Gas	Kingston, Main, Nside Svc 05/18-06/17	\$728.25
James Hill	Reimburse Mileage & Meals - ALA Conference	\$604.87
Kimberly Wagner	Mileage 06/07-06/22	\$49.43
Library Ideas	Vox Books	\$1,051.80
Luanna Smith	2022 HRA Reimbursement	\$37.89
Lowe's	Landscaping & Facilities Maintenance Supplies	\$1,069.68
Quill	Office Supplies	\$780.27
South Central Power	Kingston Svc 05/16-06/15	\$166.00
Sports Plus	Nametags & Photo Name Badges	\$150.00
VSP	Library's Share of Vision Insurance	\$557.73
Kingston National Bank	Monthly Banking Fees	\$24.05
BJ's Electric	Northside 3-way switch & Main pump system/batteries	\$4,251.40
Charley's Flowers	Luann & Marita Retirement	\$71.90
Chillicothe Utilities Dept	Main, Annex, Maint, Nside Sewer/Water Svc 05/04-06/09	\$610.95
D-Tech	Book Lockers at Zane Village & Clarksburg	\$58,560.00
Dasher Printing	5,000 Patron Cards with Key Fobs	\$2,385.00
Demco	Northside Display Case & Misc Supplies	\$3,471.24
DTB	6 First Aid Kits for Branches	\$301.25
Heather VanGundy	Mileage Reimbursement 03/16-06/27	\$82.02
JLS Building Services	Northside Duct Work	\$186.70
Kingston Nat'l Bank Cr Card	Admin Software, Staff Meeting Refreshments	\$245.72
Midwest Tape	A/V	\$1,973.01
Office City	Signs	\$19.90
Printex	Employee Notary Stamp	\$25.00
Quill	Office Supplies	\$785.91
Richmond Dale Sewer Distr.	Svc 06/01-06/30	\$20.47
Sprint	Employee Cellular Svc -Final Bill on Sprint Network	\$136.64
Sprint	Hotspots - Final Bill on Sprint Network	\$806.57
Treasure of State Ohio	Audit Services	\$2,818.75
Village of Kingston	Water & Sewer Svc 05/25-06/24	\$41.00
Village of Frankfort	Water & Sewer Svc 05/19-06/20	\$30.00

Chillicothe & Ross Co Pub Library	Gross Payroll 07/08/2022	\$87,354.81
Internal Revenue Service	Library's Share of Medicare	\$1,208.01
OPERS	Library's Share of OPERS	\$19,977.61
BP	Vehicle Fuel	\$746.66
Baker & Taylor	Books & Bookworm Prize Books	\$14,969.08
CDW	IT Supplies & Equipment	\$6,350.61
Century Link/Lumen	South Salem Telephone	\$5.17
Centerpoint	Large Print Books	\$237.30
Charter/Spectrum	Zane Village Book Lockers Internet Svc	\$84.98
City of Chillicothe	Pool Day Sponsorship	\$1,000.00
Envisionware	Mobile Print Software & Maintenance	\$3,909.40
Frontier	South Salem Telephone	\$122.82
Findaway	Playaways	\$2,775.27
Gordon Flesh	Copier Lease, Use, & Maintenance	\$821.51
Horizon	July Telephone & Internet Svc	\$5,929.60
M & M Fabrication	June Mowing & Trimming	\$1,825.00
Midwest Tape	Hoopla Flex Digital Book Order	\$3,733.60
Overdrive	ODL Digital Books	\$6,308.59
Printex	Digital Blueprint Scan	\$10.00
Rachel Kolis	07/13/22 Summer Music Series Performance	\$100.00
Rumpke	Main/Annex, Frankfort, R Dale, Kingston Trash Svc	\$447.03
Ross County Water Co	R Dale Svc 05/16-06/16	\$25.39
State Electric Supply	Facilities Supplies	\$192.17
Sherwin-Williams	Paint & Painting Supplies	\$187.03
T-Mobile	Employee Cellular Svc	\$134.84
		\$390,451.69

Director's Report June 2022

The American Library Association Annual Conference in DC was very informative and I appreciate the ability to go. I attended several author lectures, talked to several vendors, and participated in several sessions dealing with everything from embedded librarianship to empathy to digitization to censorship.

Briefly, one discussion about censorship that I found interesting was the different types, also known as the four Rs. When we think about censorship, we often go straight to number 4: removal; but, there are three other types before that:

1. Redaction—removing or obscuring passages. Think of government documents that you've seen that have entire passages blacked out.
2. Restriction—my high school librarian, Mrs. Daughtery, always kept the "Sports Illustrated" swimsuit edition behind the front desk. You had to know to ask for it.
3. Relocation—deciding that the intended audience may not be the appropriate audience and making shelving locations on that basis.
4. Removal—physically discarding resources from the collection.

In all four cases, information is kept from the public and that's problematic and difficult to defend.

Speaking of challenges, I shared via email the latest Request for a Reconsider of a Resource received last month. The book, *Miss Rita, Mystery Reader*, is a well-reviewed picture book. In my response, I shared those reviews and importance of maintaining and promoting a diverse book collection. I've not heard anything further from the patron, but will keep you posted.

Senator Sherrod Brown visited the Annex on Thursday, July 7. He was in Chillicothe for various meetings concerning the VA. Now that it's been decided that the facility is not closing, he's working with local groups to restore services that have been discontinued over the past few years. The senator specifically kept his visit low-profile so that he could have more open dialogue with invited guests. He appreciated the meeting rooms and admired our Book-A-Bike program.

We've received several promising resumes for the new Communications & Marketing Manager position. We will conduct interviews later this month with an anticipated start date in mid-August, after I return from vacation.

Finally, as a reminder, there is not a regular August board meeting. It often falls during the week of the county fair and traffic and business is typically pretty light. If a situation arises that requires action, we will schedule a special meeting. Our next anticipated meeting will be Wednesday, September 14.

Audit update from Fiscal Office

Our biennial audit continues to move fairly smoothly and I think we are more than halfway through at this point. The auditors have been asking for quite a bit of detailed documentation. We are still on track for a September conclusion.

Request to transfer from Public Access Software to Digital Books

Gen. Fin. "B"
Resolution 57-22

Transfer

R. Simmons Jones moved and S. Congrove seconded the adoption of the following resolution. That \$20,000 be transferred to #1000-100-414-0049 (Digital Books) from #1000-100-414-0039 (Public Access Software)

The roll being called, the vote resulted as follows:

S. Congrove	Y	T. Lowe	Y	R. Simmons Jones	Y
L. Graves	Y	A. Hirsch	Y		

Gen. Fin. "B"
Resolution 58-22

Contract with State Library of Ohio for Statewide Delivery with Priority Dispatch

A Hirsch moved and S. Congrove seconded the adoption of the following resolution. That the Director or Fiscal Officer enter into a one year contract (07/01/22 to 06/30/23) in the net amount of \$49,185 (\$54,650 minus one-time 10% credit) with the State Library of Ohio for the statewide delivery service which allows our patrons to borrow materials from other SEO libraries across the state, as well as managing deliveries between our locations. Our county branch locations receive deliveries 2-3 times per week, and Northside and Main receive deliveries daily, which means that patrons rarely have to wait more than a few days to receive their requested materials.

The roll being called, the vote resulted as follows:

S. Congrove	Y	T. Lowe	Y	R. Simmons Jones	Y
L. Graves	Y	A. Hirsch	Y		

The cost for statewide delivery has increased with the rising cost of fuel and the contract switch back to Priority Dispatch, which is providing improved service. We originally budgeted \$44,000; the new contract amount, minus a 10% one-time credit, is \$49,185.

Gen. Fin. "B"
Resolution 59-22

Transfer to Postage for Increased Cost of Statewide Delivery

L. Graves moved and R. Simmons Jones seconded the adoption of the following resolution. That \$6,000 be transferred to 1000-100-322-0000 (Postage)) from 1000-930-930-0000 (Contingencies).

The roll being called, the vote resulted as follows:

S. Congrove	Y	T. Lowe	Y	R. Simmons Jones	Y
L. Graves	Y	A. Hirsch	Y		

We have seen additional legal fees associated with our ongoing landscape projects at Main, Northside, and Kingston; Approve additional expenditures to fulfill our current invoice with Bricker & Eckler and plan for the remaining work.

Gen. Fin. "B"
Resolution 60-22

Approve Additional Legal Expenses for Site Improvement Project

R. Simmons Jones moved and A. Hirsch seconded the adoption of the following resolution.

That the Director be authorized to continue to utilize Bricker & Eckler for legal services associated with the Site Improvement Projects at Main, Northside, and Kingston in an amount not to exceed \$10,000.

The roll being called, the vote resulted as follows:

S. Congrove	Y	T. Lowe	Y	R. Simmons Jones	Y
L. Graves	Y	A. Hirsch	Y		

Gen. Fin. "B"
Resolution 61-22

Transfer to Legal Fees for Site Improvement Legal Counsel

A Hirsch moved and S. Congrove seconded the adoption of the following resolution.

That \$12,000 be transferred to 1000-100-390-0010 (Legal Services) from 1000-930-930-0000 (Contingencies).

The roll being called, the vote resulted as follows:

S. Congrove	Y	T. Lowe	Y	R. Simmons Jones	Y
L. Graves	Y	A. Hirsch	Y		

Since the total amount of both projects exceeds \$5,000: Ratify \$4,325.68 to Captain Steamer for Main, Annex, and Northside carpet and tile cleaning that was completed on May 29th and approve \$2,753.00 for Bainbridge, Richmond Dale, Kingston, and Frankfort cleaning.

Gen. Fin. "B"
Resolution 62-22

Ratify & Approve Carpet & Tile Cleaning

R. Simmons Jones moved and S. Congrove seconded the adoption of the following resolution. That the expenditure of \$4,325.68 to Captain Steamer for Main, Annex, and Northside carpet/tile cleaning be ratified and \$2,753.00 additional be approved for Bainbridge, Richmond Dale, Kingston, and Frankfort carpet/tile cleaning

The roll being called, the vote resulted as follows:

S. Congrove	Y	T. Lowe	Y	R. Simmons Jones	Y
L. Graves	Y	A. Hirsch	Y		

Then and Now Purchase Orders: ORC requires any Then and Now purchase order exceeding \$3,000 be approved by the board within 30 days

Gen. Fin. "B"
Resolution 63-22

Approve Then and Now Purchase Orders

L. Graves moved and A. Hirsch seconded the adoption of the following resolution That the following three (3) Then and Now purchase orders be approved:

1. Then and Now Purchase Order #297-2022 issued for \$7,300.00 for Audit Services to the Ohio Treasurer of State on 06/16/2022
2. Then and Now Purchase Order #328-2022 issued for \$3,733.60 for Digital Books (Hoopla Flex) to Midwest Tape Exchange on 07/07/2022
3. Then and Now Purchase Order #329-2022 issued for \$6,308.59 for Digital Books (Ohio Digital Library) to Overdrive Inc. on 07/07/2022

The roll being called, the vote resulted as follows:

S. Congrove	Y	T. Lowe	Y	R. Simmons Jones	Y
L. Graves	Y	A. Hirsch	Y		

We received one bid for the first phase of the Main/Annex Site Improvement Project, which consists of planting beds, the playground installation, and the steps facing Fifth Street.

Gen. Fin. "B"
Resolution 64-22

Accept Lowest Bid for Annex Landscaping Project

A Hirsch moved and S. Congrove seconded the adoption of the following resolution. That upon the recommendation of Designing Local Ltd., the library contract with Landscape Management Group for the Main/Annex Site Improvement Project (Phase 1) in the amount of \$135,000 plus allow for 10% contingency, \$148,500 total.

The roll being called, the vote resulted as follows:

S. Congrove Y T. Lowe Y R. Simmons Jones Y
L. Graves Y A. Hirsch Y

The HVAC system at Richmond Dale required emergency replacement. The branch was without air conditioning and closed for one day on June 30th for installation of a new unit.

Gen. Fin. "B"
Resolution 65-22

Ratify HVAC at Richmond Dale as an emergency

S. Congrove moved and R. Simmons Jones seconded the adoption of the following resolution. That the emergency expenditure of \$10,760.00 to JLS Building Services for the Richmond Dale HVAC replacement be ratified.

The roll being called, the vote resulted as follows:

S. Congrove Y T. Lowe Y R. Simmons Jones Y
L. Graves Y A. Hirsch Y

Staffing Updates

Transfer Trey Hitchens from part-time Northside clerk to full-time Outreach clerk, effective July 11—As always, we hire from within when possible. Trey has been a part-time clerk at Northside since 2019. He’s looking forward to taking a full-time position in the Outreach Department. We conducted interviews for his replacement Friday morning.

As a result of Trey moving to Outreach, we chose an internal candidate to take his place at Northside: Rachel, a part-time clerk in Paxton lives in Chillicothe and will transfer. That left a spot open at Paxton, which is also being filled internally: Cassie Moore, a part-time clerk at Mt. Logan, lives in Bainbridge and will transfer. Which left open a spot at Mt. Logan.

Hire Mt. Logan part-time clerk—Ashley Gee will begin on Monday, July 18.

Accept resignation of Ruby Smart, Youth Services Manager—Ruby has accepted an online job with Baker and Taylor, our current book distributor. It’s a great opportunity that fits Ruby’s needs right now. Hopefully, we’ll have the chance to continue to work with her in the future. Her last day in office will be August 5.

The Youth Services Manager job opening has given us the opportunity to reimagine and restructure what our public services can look like. As such, I’m presenting a new plan for a re-vamped model.

Pers. "A"
Resolution 66-22

Staffing Changes

R. Simmons Jones moved and S. Congrove seconded the adoption of the following resolution. That Trey Hitchens be transferred from part-time Northside clerk to full-time Outreach clerk with all other benefits to accrue effective July 11, 2022, and

That Ashley Gee be hired as part-time Main/Mt. Logan clerk, 26 hours/week at the minimum hourly rate of pay band B beginning July 18, 2022, with no benefits to accrue other than Medicare and OPERS, and

That Ruby Smart's resignation be accepted effective August 12th, and

That the Enrichment Services Manager and Programming Assistant job description be accepted as presented and that the Collection Development Coordinator's 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
L. Graves	Y	A. Hirsch	Y		

Update Section 3.2 through 4.0 of the HR Policies - Following last month's approved changes to the pay bands and other discussions, Kelly Smith, the HR Manager, updated the relevant sections of the policies. Proposed changes are below:

Pols. "A"
Resolution 67-22

Policy Update

A Hirsch moved and R. Simmons Jones seconded the adoption of the following resolution.

That the changes to the Human Resources policies be accepted as presented effective July 13, 2022.

3.1 TYPES OF POSITIONS AND WORK HOURS

The work week for all employees is Sunday through Saturday. There are three types of position categories: Regular Full-time, Regular Part-time and Part-time. A regular full-time position is one in which the employee's regularly worked hours are 40 hours per week. A regular part-time position is one in which the employee's regularly worked hours are at least 30 hours per week. A part-time position is one in which the employee's regularly worked hours are less than 30 hours per week. Overtime is ordinarily not scheduled due to budgetary and staff limitations. In an emergency, overtime work may be scheduled or approved by the Executive Director.

FLSA Exempt Employees:

Some professional, administrative, and managerial positions are exempted from overtime provisions by the Fair Labor Standards Act. Exempted positions include: Executive Director, Human Resources Manager, Chief Fiscal Officer, Directors, and employees in Band C and above who manage two or more fulltime employees. Time worked over 40 hours in any one work week by persons in these positions may be compensated by straight time off (1:1) to be taken during the following week. If compensating time needs to be carried longer than one week, permission must be granted by the Executive Director.

FLSA Non-exempt Employees:

Time worked over 40 hours in any one work week by non-exempt employees shall be compensated at a rate of time and a half off (1:1.5) to be scheduled during the following

week. If compensating time needs to be carried longer than one week, permission must be granted by the Executive Director.

3.2 STUDENT INTERNSHIPS & PRACTICUMS

CRCPL periodically employs student interns for periods when they are not in school and students who are in need of formal practicums as part of their undergrad or graduate program. These paid opportunities will be approved and advertised in accordance with established hiring procedures.

3.3 JOB CLASSIFICATIONS AND DESCRIPTIONS

Positions in the library are classified. Positions that are generally equivalent in the following respects: kind, complexity, and difficulty of duties; responsibility involved; and qualifications required, including education, technical training and experience; are grouped in the same classification.

A job description is a written statement of the essential functions of the job. These descriptions also contain information regarding the skills and abilities required in order to perform the essential functions of a job as well as information concerning reporting relationships and working conditions.

Students working as a paid intern, as part of a practicum or temporary/seasonal worker will be paid the minimum hourly wage under the pay band which their duties will fall.

Current job descriptions, classifications and pay ranges are available from the administrative offices.

Band A	Page
Band B	Clerk & Custodian
Band C	Assistant & Coordinator
Band D	Library Manager
Band E	Administrative Manager
Band F	Director

The Board establishes compensation for the Executive Director and Chief Fiscal Officer.

3.4 PAYROLL

Each job classification corresponds to a range of pay. An employee's compensation will fall within the pay range where their position is classified. Compensation is reviewed annually by the Board. The current wage schedule is available from the administrative offices.

3.4.1 Timekeeping

It is the responsibility of each employee to keep an accurate time card. Each employee is expected to total the hours on the time card, sign it, and submit it to their supervisor. Time off work for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time), will be verified by the supervisor before they sign the time card. If

employee submits an incorrect time card, corrections will be made in the following pay period.

Employees are not permitted to sign in or commence work before their scheduled starting time or to sign out or stop work after their scheduled quitting time without the prior approval of their supervisor.

3.4.2 Direct Deposit

For security, financial, and administrative reasons, employees are required to use direct deposit via electronic funds transfer (EFT). All EFT paystubs will be delivered via email to an address of the employee's choosing. All EFT paystub emails will be password protected for the employee's security.

4.0 BENEFITS

CRCPL offers a competitive benefit package to employees classified as Regular full-time and Regular part-time. We are also able to offer a select number of benefits to part-time employees scheduled to work less than 30 hours per week, as defined below. Student employees that are Temporary/Seasonal or employed as part of a Practicum/Internship are not benefit eligible.

The roll being called, the vote resulted as follows:

S. Congrove	Y	T. Lowe	Y	R. Simmons Jones	Y
L. Graves	Y	A. Hirsch	Y		

Adjourn at 5:17 p.m.

Angela Hirsch, Secretary

Tamra Lowe, Vice-President