

The Chillicothe and Ross County Public Library
Board of Trustees
June 8th, 2022

Present: Board Members Cathy Adams, Retha Simmons Jones,
and Allison Lutz, Student Trustee

Virtual: Tamra Lowe and Susan Congrove

Absent: John Owens and Angela Fleurima

Others Present: James Hill, Executive Director
Cassie Stout, Fiscal Officer
Wendy Payne, Deputy Fiscal Officer
Kelly Smith, HR Manager

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

Retha Simmons Jones was appointed secretary pro-tem

PUBLIC COMMENT

Allison Henderson, 5th Ward Councilperson voiced her concern about the WiFi being left on all night. She would like to see the hours restricted from 7am to 9pm.

Gen. Fin. "C"
Resolution 43-22

CONSENT AGENDA

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

That the minutes of the May 11, 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 May be received and filed for audit and,

that the bills listed under date of June 8, 2022 be approved for payment.

that an donation of \$20 be accepted from anonymous donor.

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

May Financial Report

Clerk's bal. May 1, 22	\$5,408,375.75
May receipts	<u>375,657.36</u>
Total	5,784,033.11
May expenditures	<u>-651,883.90</u>
Ledger balance 5/31/22	5,132,149.21
Outstanding checks	<u>215,657.98</u>
Total	5,347,807.19
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00

Kingston Money Mkt.	-313,437.65
Star Ohio	-4,556,990.15
KNB Cert. of Deposit	-240,000.00
Cr card not posted	-28.99
Bank balance 5/31/22	\$216,330.40

Approval of Bills June 8, 2022		
Amazon	Supplies, Books, Bookworm Supplies	\$ 2,454.48
BP	Vehicle Fuel	\$ 458.94
Center Point	Large Print Books	\$ 237.30
Century Link	South Salem Phone/Long Distance	\$ 4.60
Eric Mills	2022 HRA Reimbursement	\$ 2,171.89
Frontier	South Salem Phone Service	\$ 120.56
Hometown Apparel	Bookworm T-Shirts	\$ 1,454.32
Kenneth Roberts	2022 HRA Reimbursement	\$ 4,500.00
Noble Plumbing	Plumbing Svc	\$ 313.78
Office City	Supplies	\$ 456.25
Ohio Norther University Library	Non-Returned ILL Item	\$ 48.00
Quill	Office Supplies	\$ 234.91
Pike Natural Gas	R Dale Svc 03/25-04/28	\$ 42.07
Printex	Bookworm Fliers	\$ 525.00
Ross County Safety Council	Lunch Booklet for 10 Safety Council Meetings	\$ 120.00
Terry Davis Electric	Clarksburg Book Locker Wiring	\$ 847.00
American Electric Power	Svc @ Annex, Main, R Dale	\$ 2,128.30
Bainbridge Community Center	Monthly Building Lease & Library's Share of Electric	\$ 1,419.24
Columbus Dispatch	Annual Subscription for Main Library	\$ 917.40
Comfort Systems	Richmond Dale & Frankfort HVAC Controls	\$ 30,215.00
Columbia Gas	Svc @ Kingston & Main/Annex	\$ 341.98
Delta Dental	Library's Share of June Premium	\$ 974.29
Flow Masters	Northside Hands Free Water Cooler	\$ 4,500.00
Findaway	Playaway Books	\$ 42.74
Gordon Flesch	Copier Use & Maintenance	\$ 319.00
JLS Building Services	Main Library HVAC Repair	\$ 704.57
M & M Fabrication	May Mowing/Trimming & Fabricate Metal Sign Pole	\$ 2,400.00
Ohio Library Council	Library Management & Leadership Conference	\$ 400.00
Ohio Bureau of Workers Comp	Estimated BWC Premium Update	\$ 326.00
Pump House	Juneteenth Celebration Vendor Fee	\$ 50.00
Ruby Smart	Mileage 04/17-05/16	\$ 214.11
SEBO	June Guardian Life Insurance Premium	\$ 185.13
Stacey Atkinson	Reimburse Notary Application Fee	\$ 15.00
South Central Power	Kingston & Frankfort Svc 04/14-05/16	\$ 320.00
United Healthcare	Library's Share of June Premium	\$ 28,834.41
VSP	Library's Share of June Premium	\$ 528.64
Chillicothe Ross Co Pub Library	Gross Payroll 05/27/22	\$ 71,304.05
Internal Revenue Service	Library's Share of Medicare	\$ 975.37

Rhoads Landscaping	Northside & Kingston Landscape Project Draw #1	\$ 134,460.11
Age of Learning	ABC Mouse Patron Software	\$ 2,669.79
Chillicothe Evening Lions Club	Flag Service 07/22-06/23	\$ 13.50
Columbus Metropolitan Library	"Take 5" Training	\$ 60.00
Chillicothe Municipal Utilities	Northside, Main, Annex Water, Sewer, Trash Svc	\$ 758.13
Columbia Gas	Northside Svc 04/21-05/20	\$ 477.00
CDW	IT Supplies	\$ 555.52
David Farley	Books	\$ 69.99
Kingston Nat'l Bank Credit Card	FB Ads, Supplies, Freepik, Bookworm, Signs	\$ 4,400.14
Sports Plus	Employee Nametags	\$ 35.00
US Postal Svc	Postage for Meter	\$ 500.00
Village of Frankfort	Water & Sewer Svc 04/19-05/19	\$ 30.00
First Data	Monthly Merchant Svcs Fees	\$ 48.03
Kingston National Bank	Annual Safe Deposit Box Rental	\$ 55.00
Abby Kunz	Mileage 05/31/2022	\$ 15.21
American Electric Power	Northside Svc 04/21-05/219	\$ 968.95
Baker & Taylor	Books & Bookworm Prize Books	\$ 22,225.72
BP	Vehicle Fuel	\$ 801.85
Cengage	Large Print Books	\$ 1,847.60
Central Center Hardware	Facilities Supplies	\$ 136.23
Davis Tire	Sprinter Van Oil Change	\$ 43.95
Demco	Supplies	\$ 166.18
Gordon Flesch	Copier Lease	\$ 340.76
Horizon	June Telephone & Internet	\$ 5,922.91
Hometown Apparel	"The Library is for Everybody" T Shirts for Resale	\$ 2,618.70
Jackson Co Broadcasting	One Book, One Comm. Advertising @ Danbarry	\$ 175.00
JLS Building Services	Frankfort HVAC Repair	\$ 165.00
Kelsey Holmes	HRA Reimbursement	\$ 1,959.45
Kapco	Office Supplies	\$ 374.44
Lowes	Facilities Supplies	\$ 1,231.24
Midwest Tape	A/V	\$ 1,796.03
Midwest Tape	May Hoopla Flex & Hoopla Instant Digital Books	\$ 7,000.15
Overdrive	May Digital Books	\$ 3,481.94
Ohio Net	Patron Software & Membership Fee	\$ 8,390.70
Pitney Bowes	Copier Lease	\$ 132.42
Quill	Office Supplies	\$ 352.40
Richmond Dale Sewer District	May Water/Sewer	\$ 17.30
Sports Plus	Marita Perry Retirement Gift	\$ 93.99
Trey Hitchens	Mileage 04/13 - 04/29	\$ 42.12
USPS	Annual PO Box Rent	\$ 312.00
Village of Kingston	Water & Sewer Svc 04/28-05/25	\$ 41.00
Chillicothe & Ross Co Pub Library	Gross Payroll 06/10/2022	\$ 70,858.33
Internal Revenue Service	Library's Share of Medicare	\$ 972.64
OPERS	Library's Share of OPERS	\$ 19,871.68
		\$ 457,592.43

Director's Report

April 2022

I'm happy to report that my household is fully recovered from COVID. Fortunately, we only experienced a cough as the main ailment; we're thankful to be fully vaccinated!

Tamra Lowe and I met virtually with new board member Lori Graves. Lori will officially be sworn in at the July meeting. She had a previously scheduled vacation during the week of the June meeting.

At the end of June, I'll be at the American Library Association's Annual Conference in Washington DC. I'm leaving on Friday, June 24 and returning late on Monday, June 27. Additionally, I'll be on vacation July 30 through August 12 for a family trip to California.

Misc. "B"
Resolution 44-22

August Board Meeting

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the August Board meeting be canceled.

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Audit update and transfer to cover audit expense

The bi-annual audit has started. This is our first audit post-pandemic, so it's expected to take longer. It's also a full audit because we had a change in Fiscal Officers. For those reasons, the expense has increased over previous years.

Gen. Fin. "B"
Resolution 45-22

Transfer

R. Simmons Jones moved and S. Congrove seconded the adoption of the following resolution. That \$1,000 be transferred to 1000-100-371-0000 (Audit Services) from 1000-930-930-0000 (Contingencies).

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Approve month-to-month lease for ASPIRE

A few months ago we notified ASPIRE that the library wanted to discontinue the lease for the north end of the Annex, but we also let them know that we would be willing to go month-to-month while they secured a new space. Apparently they're moving to the Service Center, but do need a few extra weeks to complete the transition. I've been told that they'll likely be out by August, but this temporary lease gives them flexibility until September.

Approve month-to-month lease for ASPIRE

C. Adams moved and S. Congrove seconded the adoption of the following resolution.

That ASPIRE be permitted to do a temporary month-to-month lease to expire at the end of September 2022.

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Staffing

- a. Personnel Committee Report
 - i. Pay band updates
 - ii. New job descriptions
- b. Accept Sarah Goodman's resignation, effective May 27
- c. Accept Debbie Nunziato's retirement, effective August 1
- d. Promote Sandy Grigsby, Main/Branch Assistant, effective June 5
- e. Promote Brandon Lawson from part time to full time Main clerk
- f. Hire Jennifer Coffell Main/Mt. Logan part-time clerk
- g. Hire Hannah Knisley South Salem part-time clerk
- h. Hire Philip Chappelle Main part-time clerk
- i. Hire Hannah Kessler temporary Main part-time clerk

Pers. "B"
Resolution 47-22

Pay Band Update

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

That the pay bands be updated as presented by the Personnel Committee effective for pay beginning June 19, 2022 to be paid July 8, 2022.

Pay Band	Benchmark Position	Hourly/Full-time Annual		
		Min	Mid	Max
A <i>proposed</i>	Page	\$12.00/\$24,960	\$14.10/\$29,328	\$16.20/\$33,696
A <i>current</i>	Page/Custodian	\$9.45/\$19,656	\$12.09/\$25,147	\$16.20/\$33,696
B <i>proposed</i>	Clerk/Custodian	\$14.00/\$29,120	\$16.45/\$34,216	\$18.90/\$39,312
B <i>current</i>	Clerk	\$12.00/\$24,960	\$14.50/\$30,190	\$17.00/\$35,360
C <i>proposed</i>	Assistant/Coordinator	\$16.50/\$34,320	\$19.80/\$41,184	\$23.10/\$48,048
C <i>current</i>	Assistant/Coordinator	\$14.75/\$30,680	\$17.88/\$37,190	\$21.00/\$43,680
D <i>proposed</i>	Library Manager	\$21.00/\$43,680	\$25.20/\$52,416	\$29.40/\$61,152
E <i>proposed</i>	Administrative Manager	\$25.00/\$52,000	\$30.00/\$62,400	\$35.00/\$72,800
D/E <i>current</i>	Manager	\$18.00/\$37,440	\$23.89/\$49,691	\$32.00/\$65,520
F <i>proposed</i>	Director	\$30.00/\$62,400	\$36.00/\$74,880	\$42.00/\$87,360
F <i>current</i>	Director	\$26.00/\$54,080	\$31.20/\$64,896	\$36.40/\$75,712

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Pers. "B"
Resolution 48-22

New Job Descriptions

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

That the Community Relations & Development job description be replaced by the Communications & Marketing job description and it be approved as presented, and

That the Facilities Manager Job description be updated as presented and the title changed to Facilities Director, and

That the Outreach Assistant job description be revised as presented, and

That the Outreach Clerk job description be approved as presented.

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Pers. "B"
Resolution 49-22

Enter Executive Session

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

That the board enter executive session to discuss the compensation of Fiscal Officer and Director.

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Entered at 4:59p.m.

Pers. "B"
Resolution 50-22

End Executive Session

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

That the board end executive session.

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Ended at 5:06 p.m.

Pers. "B"
Resolution 51-22

Pay Increase for Executive Director and Fiscal Officer

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

That the board approve a \$3.62 per hr. increase effective June 19, 2022 for the Director, and That the board approve a \$2.95 per hr. increase effective June 19, 2022 for the Fiscal Officer.

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Transfer for Payroll/Benefits

C. Adams moved and S. Congrove seconded the adoption of the following resolution.

That \$99,136 be transferred to 1000-100-110-0042 (Salaries), \$13,879 be transferred to 1000-100-211-0000 (OPERS), and \$1,437 be transferred to 1000-100-213-0000 (Medicare) from 1000-930-930-0000 (Contingencies).

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Staffing Changes

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

That Sandy Grigsby be promoted to Main/Branch Assistant at a rate of \$17.88, effective June 5, 2022, and

That Brandon Lawson be promoted to full time Main clerk effective June 5, 2022, with full benefits to accrue as well as Medicare and OPERS, and

That Hannah Knisley be hired as South Salem Clerk, 26.5 hours/week at the minimum hourly rate of pay band B beginning June 13, 2022, with no benefits to accrue other than Medicare and OPERS, and

That Jennifer Coffell be hired as MTL/Main clerk, 26 hours/week at the minimum hourly rate of pay band B beginning June 27, 2022, with no benefits to accrue other than Medicare and OPERS, and

That Phillip Chappelle be hired as Main clerk, 26 hours/week at the minimum hourly rate of pay band B beginning June 13, 2022, with no benefits to accrue other than Medicare and OPERS, and

That Hannah Kessler be hired as a temporary Main clerk, 26 hours/week at the minimum hourly rate of pay band B beginning June 13, 2022, with no benefits to accrue other than Medicare and OPERS, and

That Sarah Goodman's resignation be accepted effective May 27, 2022, and

That Debbie Nunziato's retirement be accepted effective July 31, 2022.

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Landscaping update

Bid notice and documents

Public Notice

Sealed bids will be received by the Board of Trustees of the Chillicothe and Ross County Public

Library as provided in this notice for the **CRCPL Main Library Annex Landscaping Project**. Contract Documents, which include additional details, are on file and available for purchase from Key BluePrint and on the library's website. All questions should be addressed to Matt Leasure at matt@designinglocal.com by the deadline in the Instructions to Bidders.

Bids shall be enclosed in a sealed envelope addressed to Board of Trustees of the Chillicothe and Ross County Public Library, ATTN Cassie Stout, Chief Fiscal Officer, 140 South Paint Street, Chillicothe, Ohio 45601, and plainly marked on the outside "CRCPL- MAIN LIBRARY ANNEX LANDSCAPING PROJECT BID." Bids will be received until 12:00 PM, local time June 23, 2022 and immediately after the deadline the bids will be opened and publicly read in the Main Library Annex, room A.

A pre-bid conference will be held on June 10, 2022 at 10am at the Main Library.

All bids must include a Bid Guaranty, as described in the Instructions to Bidders. Prevailing wage rates apply. No bidder may withdraw its bid within 60 days after the opening; the Board reserves the right to waive irregularities, reject any or all bids, and conduct necessary investigations to determine bidder responsibility.

Resolution to allow the Chief Fiscal Officer to open bids for the Annex Project

We are officially "out to bid" yet again on phase one of the landscaping project for the main campus that includes the changes to the Annex yard and planting the landscape beds. Per ORC, the board must pass a resolution authorizing the Fiscal Officer to open the bids.

Prop. "A"

Resolution 54-22

Fiscal Officer to open bids

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the Fiscal Officer be authorized to open the Main/Annex Landscape bids on behalf of the Board at noon on the date bids are due.

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Renew Ohio Plan Insurance

We're not proposing any changes to our carrier and overall policy. We have, of course, made changes to include the bookmobile. There is a slight increase. The new premium is \$23,555 after our discount for Ohio Plan consecutive coverage discounts.

Approve Cyber Insurance

Last year was the first year we have included additional cyber insurance above the Ohio Plan. The broker provided a couple of quotes for discussion.

Annual property insurance & Cybersecurity Policy: Continue with the Ohio Plan.

R. Simmons Jones moved and C. Adams seconded the adoption of the following resolution. That the Fiscal Officer be authorized to renew the contract with Rinehart, Walters & Danner Insurance (The Ohio Plan) for auto, liability, property and employee blanket bond insurance coverage for the period of 7/1/2022 through 6/30/2023 at a cost of \$23,555 and **that** the library secure a \$1 million Cyber Security Plan via RPS/Lloyd's at an annual premium of \$3,528.

The roll being called, the vote resulted as follows:

C. Adams Y T. Lowe Y S. Congrove Y R. Simmons Jones Y

Adjourn at 5:15p.m.

Retha Simmons Jones, Pro-Tem Secretary

Tamra Lowe, Vice-President