

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

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

Virtual: Angela Fleurima and Tamra Lowe

Absent: Sherri Rutherford and John Owens

Others Present: James Hill, Director
Cassie Stout, Fiscal Officer
Wendy Payne, Deputy Fiscal Officer
Kelly Smith, HR (out at 4:45)

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

PUBLIC COMMENT

Gen. Fin. "C"
Resolution 18-22

CONSENT AGENDA

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

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

that the bills listed under date of March 9, 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	A. Fleurima	Y		

February Financial Report

Clerk's bal. Feb 1, 2022	\$4,584,305.80
Feb. receipts	<u>271,671.55</u>
Total	4,855,977.35
Feb. expenditures	<u>-286,011.44</u>
Ledger balance 2/28/22	4,569,965.91
Outstanding checks	<u>60,822.87</u>
Total	4,630,788.78
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-449,344.78
Star Ohio	-3,854,047.87
KNB Cert. of Deposit	-240,000.00
Cr card not posted	<u>-52.39</u>
Bank balance 2/22/22	\$66,323.74

Approval of Bills March 9, 2022

Carrie Bowdle	HRA Reimbursement	\$ 527.07
Adrienne D'Souza	Mileage Reimbursement	\$ 13.44
BP Oil	Vehicle Fuel	\$ 255.93
Buckeye Propane	Frankfort Propane Fill	\$ 435.17
Center Point	Large Print Books	\$ 237.30
Central Center Hardware	Facilities Maintenance Supplies	\$ 102.50
Frontier	South Salem Telephone Svc	\$ 120.92
Gordon Flesch	Copier Maintenance and Lease	\$ 500.97
Horizon	Telephone & Internet Svc	\$ 5,847.00
CenturyLink	South Salem Telephone/Long Distance	\$ 6.39
OH Treasurer of State	Dept of Commerce - Elevator Certificate	\$ 352.25
Pike Natural Gas	Richmond Dale Svc	\$ 66.23
Quill	Office Supplies	\$ 1,355.87
Ross Co Water	Richmond Dale Svc	\$ 25.39
Rumpke	February Svc Main, R Dale, Frankfort, Kingston	\$ 403.93
Sprint	Inv #697700819-171	\$ 97.28
SWON Libraries	Summer Planning Conference - 2 Employees	\$ 110.00
Tammy Newlun	HRA Reimbursement	\$ 126.73
Robert R Hitchens III	Mileage Reimbursement	\$ 44.80
Chillicothe Ross Co Pub Library	Gross Payroll 02/18/22	\$ 69,674.80
Internal Revenue Service	Library's Share of Medicare 02/18/22 Payroll	\$ 954.80
Cengage Learning	Large Print Books	\$ 1,455.95
Sprint	Hot Spot Service	\$ 924.77
Wendy R Payne	HRA Reimbursement	\$ 4,500.00
American Electric Power	Main, Annex, R Dale Svc	\$ 2,661.41
Amazon.com	General Administrative Supplies	\$ 896.19
Bainbridge Community Center	Monthly Rent & Library's Share of Electricity	\$ 1,654.40
Bayscan	Office Supplies	\$ 117.00
Baker & Taylor	Books	\$ 7,278.52
Columbia Gas	Kingston & Main Svc 01/18 - 02/16	\$ 1,337.07
Chillicothe Gazette	South Salem Annual Subscription	\$ 651.08
Chillicothe Gazette	Frankfort Annual Subscription	\$ 824.56
Columbus Dispatch	Northside Annual Subscription	\$ 1,017.28
Delta Dental	Library's Share of Dental Insurance	\$ 1,168.44
Debbie Nunziato	Mileage Reimbursement	\$ 28.00
DTB Distributors	Building Maintenance Supplies	\$ 156.73
Demco	Office Supplies	\$ 94.77
Gordon Flesch	Copier Use & Maintenance	\$ 369.59
Kapco	Office Supplies	\$ 252.15
OverDrive	Ohio Digital Library Account Deposit per MOU	\$ 7,027.63
Terry Davis Electric	Replace Switch at Main	\$ 110.00
United HealthCare	Library's Share of Medical Insurance	\$ 30,666.05
Vision Service Plan	Library's Share of Vision Insurance	\$ 600.53
The Works	Deposit for Outreach Program	\$ 50.00
Chillicothe Ross Co Pub Library	Gross Payroll 03/04/22	\$ 69,921.93
Internal Revenue Service	Library's Share of Medicare 03/04/22 Payroll	\$ 956.37
OPERS	Library's Share of OPERS	\$ 19,465.11
ABCO Printing Plus LLC	Check Stock	\$ 248.21
Chicago Fiberglass Works	Book Bench for Main Bus Stop Area	\$ 2,025.00
Kathy Cruse	HRA Reimbursement	\$ 63.67
Richmond Dale Sewer Dist.	February Svc	\$ 17.94
South Central Power	Kingston & Frankfort Svc 01/13 - 02/14	\$ 282.00
Village of Frankfort	Water & Sewer Svc 01/20-02/17	\$ 30.00
		\$ 238,111.12

Director's Report March 2022

It has been an unexpectedly busy staffing month. There has been a chain of events leading to job swaps and new hires. We also continue to work on updating and improving personnel policies and procedures.

As previously reported, the state-wide contract for library-to-library delivery services has been thrown into disarray. The State Library and Ohio Department of Administrative Services notified STAT Courier, who has only had the contract since July 1 that they were considered in breach of contract. As a result, the State Library reached out to the previous company, Priority Dispatch, and has signed a new agreement with them effective April 18. In the short-term that leaves library-to-library lending up in the air until logistics are resolved. We have notified patrons about the temporary halt to the service. The *Gazette* ran a story about the issues last week—the change also affects the university's library system, OhioLink. As of March 4, there are over 180,000 SEO consortium materials somewhere in transit; fortunately, only 2850 of those are CRCPL items. It can only get better...eventually.

The annual Legislative Day is coming up on April 6. Although this is a non-budget year, the Ohio Library Council is still providing an informational session that day and encouraging libraries to meet with their elected officials. I will be attend the meeting along with other staff. If any Board member is interested in attending, please let me know and I'll get you registered.

HR policy and job description updates

This was discussed last month as a report from the Personnel Committee, but wasn't approved pending additional updates. There are several smaller updates for language consistency, etc. Kelly Smith, HR Manager, has created a summary of significant policy changes for quick reference.

Board "C"
Resolution 19-22

Personnel Committee Report

A Fleurima moved and S. Congrove seconded the adoption of the following resolution. That the changes to the Human Resources policies be accepted as presented effective March 9, 2022.

The roll being called, the vote resulted as follows:

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

Ratify paying scheduled part-time staff for President's Day

One of the changes to the HR policy includes paying up to 6 hours to part-timers when an approved holiday falls on their regularly scheduled work day. When the board voted to table the changes last month, it was decided to ratify President's Day hours for those affected part-timers.

Ratify Paying Scheduled Part-Time Staff for President's Day

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the board ratify paying scheduled part-time staff for president's day.

The roll being called, the vote resulted as follows:

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

Staffing

- a. Hire Sid Cory, part-time clerk at Mt. Logan/Main, effective February 28
- b. Accept Kelsey Brown's resignation, part-time clerk at South Salem, effective March 3, 2022
- c. Hire Rachel Lemaster, part-time clerk at Paxton, effective March 3, 2022
- d. Transfer Michelle Kerns from part-time clerk at Paxton to full-time Technical Processing Clerk, effective March 7
- e. Transfer Abby Kunz from part-time Enrichment Clerk to full-time Youth Services Clerk, effective March 21
- f. Transfer Sheena Brown from full-time Youth Services Clerk to part-time Enrichment Clerk, effective March 21

Staffing Changes

R. Simmons Jones moved and C. Adams seconded the adoption of the following resolution. That Sid Cory be hired as MTL/Main clerk, 26 hours/week at \$12.00 per hour beginning February 28, 2022 with no benefits to accrue other than Medicare and OPERS, that Michelle Kerns be promoted from part time Paxton clerk to full time TP Clerk (with no hourly rate change) with all other benefits to accrue effective March 7, 2022 , that Sheena Brown go from full time YS clerk to part time Enrichment clerk with no benefits to accrue other than Medicare and OPERS, that Rachel Lemaster be hired as Paxton clerk, 26.5 hours/week at \$12.00 per hour beginning March 3, 2022 with no benefits to accrue other than Medicare and OPERS and; that the resignation of Kelsey Brown effective March 3, 2022, all be accepted.

The roll being called, the vote resulted as follows:

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

REQUEST AMENDED CERTIFICATE FROM COUNTY AUDITOR

C. Adams moved and S. Congrove seconded the adoption of the following resolution:
That the Chief Fiscal Officer be authorized to request an Amended Certificate of Estimated Resources from the County Auditor for the following:

General Fund: A net increase of \$48,778 due to estimated increased property taxes, increased Public Library Fund revenues, increased contributions from businesses, and a decrease in the rental of real property.

The roll being called, the vote resulted as follows:

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

APPROVE 2022 PERMANENT APPROPRIATIONS

R. Simmons Jones moved and C. Adams seconded the adoption of the following resolution:
BE IT RESOLVED by the Board of Trustees of the Chillicothe & Ross County Public Library, Ross County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending December 31, 2022, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

The roll being called, the vote resulted as follows:

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

		Perm. Appopr.	Temp. Appopr.
		2022	2022
	General Fund - 1000		
27	1000 100 110 0001 Sick Leave Salary Benefits	\$ 11,500.00	\$ 4,500.00
28	1000 100 110 0042 Salaries & Leave Benefits	\$ 1,898,000.00	\$ 1,850,000.00
29	1000 100 211 0000 Public Employees Retirement System	\$ 265,720.00	\$ 259,000.00
30	1000 100 213 0000 Medicare	\$ 27,521.00	\$ 26,825.00
31	1000 100 221 0031 Health, Life, Dental & Vision Insurance	\$ 660,000.00	\$ 660,000.00
32	1000 100 225 0000 Workers' Compensation	\$ 6,000.00	\$ 6,000.00
33	1000 100 291 0000 Unemployment Compensation	\$ 5,000.00	\$ 5,000.00
34	1000 100 292 0032 Employee Tuition Reimbursement	\$ 5,000.00	\$ 5,000.00
35	1000 100 312 0054 Travel & Mileage	\$ 10,000.00	\$ 10,000.00
36	1000 100 319 0053 Conference & Workshops	\$ 15,500.00	\$ 14,000.00
37	1000 100 321 0000 Telephone	\$ 100,000.00	\$ 100,000.00
38	1000 100 322 0000 Postage & Freight	\$ 50,000.00	\$ 50,000.00
39	1000 100 329 0000 Printing & Publicity	\$ 13,000.00	\$ 13,000.00
40	1000 100 331 0000 Maintenance & Repairs on Facilities	\$ 600,000.00	\$ 500,000.00
41	1000 100 332 0000 Maintenance & Repairs on Equipment	\$ 15,000.00	\$ 15,000.00
42	1000 100 333 0000 Security Services	\$ 5,000.00	\$ 5,000.00
43	1000 100 334 0000 Trash Removal	\$ 5,000.00	\$ 5,000.00
44	1000 100 339 0050 Other Prop. Maint. - Groundskeeping	\$ 845,000.00	\$ 720,000.00
45	1000 100 341 0033 Insurance - Prop, Liab, Auto & Bond	\$ 32,000.00	\$ 32,000.00
46	1000 100 351 0005 Leases - Equipment	\$ 6,000.00	\$ 6,000.00
47	1000 100 351 0006 Rent - PO Box	\$ 350.00	\$ 350.00
48	1000 100 351 0055 Leases - Bldgs. & Property	\$ 14,000.00	\$ 14,000.00
49	1000 100 361 0000 Electricity	\$ 60,000.00	\$ 60,000.00
50	1000 100 362 0000 Water & Sewage	\$ 9,500.00	\$ 9,500.00
51	1000 100 363 0000 Natural Gas	\$ 20,000.00	\$ 20,000.00
52	1000 100 364 0000 Heating Oil	\$ 5,000.00	\$ 5,000.00
53	1000 100 371 0000 Audit Services	\$ 7,000.00	\$ 7,000.00
54	1000 100 372 0000 Uniform Accounting Network Fees	\$ 5,000.00	\$ 5,000.00
55	1000 100 390 0007 Lecturers & Speakers	\$ 25,000.00	\$ 25,000.00
56	1000 100 390 0008 Professional Fees	\$ 86,000.00	\$ 86,000.00
57	1000 100 390 0009 Banking Fees	\$ 1,500.00	\$ 1,500.00
58	1000 100 390 0010 Legal Services	\$ 5,000.00	\$ 5,000.00
59	1000 100 390 0011 Permits & Inspection Fees	\$ 3,000.00	\$ 3,000.00
60	1000 100 411 0014 Reference	\$ 5,000.00	\$ 5,000.00
61	1000 100 411 0015 Main & NS - Paperbacks	\$ 8,000.00	\$ 8,000.00
62	1000 100 411 0016 Juvenile	\$ 64,000.00	\$ 64,000.00
63	1000 100 411 0019 Young Adult	\$ 10,000.00	\$ 10,000.00

		Perm. Appropri.	Temp. Appropri.
		2022	2022
64	1000 100 411 0020 Outreach	\$ 15,000.00	\$ 15,000.00
65	1000 100 411 0021 Professional	\$ 500.00	\$ 500.00
66	1000 100 411 0057 Adult Print - Fiction	\$ 81,000.00	\$ 81,000.00
67	1000 100 411 0058 Adult Print - Non-Fiction	\$ 70,000.00	\$ 70,000.00
68	1000 100 412 0000 Periodicals & Magazines	\$ 17,500.00	\$ 17,500.00
69	1000 100 412 0038 Periodicals on Microfilm	\$ 3,700.00	\$ 3,700.00
70	1000 100 413 0045 Juvenile - AV	\$ 25,000.00	\$ 25,000.00
71	1000 100 413 0046 Adult DVD	\$ 35,000.00	\$ 35,000.00
72	1000 100 413 0047 Adult CD	\$ 4,000.00	\$ 4,000.00
73	1000 100 413 0048 Adult Audio	\$ 25,000.00	\$ 25,000.00
74	1000 100 413 0059 Juvenile - AV (Games)	\$ -	\$ -
75	1000 100 414 0039 Public Access Software	\$ 77,000.00	\$ 77,000.00
76	1000 100 414 0049 Digital Books	\$ 80,000.00	\$ 80,000.00
77	1000 100 419 0000 Library Materials - All Other	\$ 2,500.00	\$ 2,500.00
78	1000 100 451 0002 Administrative Supplies	\$ 80,000.00	\$ 80,000.00
79	1000 100 451 0003 Petty Cash	\$ 450.00	\$ 450.00
80	1000 100 451 0043 Bookworm Supplies	\$ 20,000.00	\$ 20,000.00
81	1000 100 452 0000 Property Maintenance Supplies & Pa	\$ 45,000.00	\$ 45,000.00
82	1000 100 453 0000 Motor Vehicle Fuel	\$ 6,500.00	\$ 6,500.00
83	1000 100 510 0000 Dues & Membership Fees	\$ 12,000.00	\$ 12,000.00
84	1000 100 520 0000 Taxes & Assessments	\$ 500.00	\$ 500.00
85	1000 100 550 0000 Refunds & Reimbursements	\$ 150.00	\$ 150.00
86	1000 760 750 0025 Furnishings & Equipment	\$ 31,000.00	\$ 31,000.00
87	1000 760 750 0026 Computer Equipment	\$ 155,000.00	\$ 155,000.00
88	1000 760 770 0000 Motor Vehicles	\$ 100,000.00	\$ 100,000.00
89	1000 760 790 0034 Administrative Software	\$ 96,000.00	\$ 96,000.00
90	1000 910 910 0000 Transfers Out	\$ 1,486,024.00	\$ 1,229,240.00
91	1000 920 920 0000 Advances Out	\$ -	\$ -
92	1000 930 930 0000 Contingencies	\$ 228,000.03	\$ 211,000.00
	Grand Total General Fund	\$ 7,600,415.03	\$ 7,037,715.00

		Perm. Appopr.	Temp. Appopr.
		2022	2022
	<u>Coronavirus Relief Fund - 2802</u>		
94	2802 100 331 0000 Maint. & Repair on Facilities		\$0.00
95	2802 100 451 0000 General Admin. Supplies	\$ 5.87	\$0.00
96	2802 100 452 0000 Property Maint./Repair Supplies & P	\$ -	\$0.00
97	2802 760 750 0000 Furniture & Equipment		\$0.00
	Grant Total CRF Fund #2802	\$ 5.87	\$ -
	<u>Building Fund - 4001</u>		
100	4001 100 374 0035 Engineering Svcs	\$ -	\$ -
101	4001 100 390 0010 Legal Services	\$ -	\$ -
102	4001 100 390 0044 Permits & Inspection Fees	\$ -	\$ -
103	4001 760 710 0000 Land	\$ -	\$ -
104	4001 760 740 0000 Building Improvements	\$ 1,500,818.25	\$ 844,000.00
105	4001 760 740 0056 Building Improv - Kingston - (Rittingo	\$ -	\$ -
106	4001 760 750 0000 Building Improv - Furnishings & Eq	\$ -	\$ -
	Grand Total Building Fund	\$ 1,500,818.25	\$ 844,000.00
	<u>Doris T. Culp Memorial Fund - 4501</u>		
107	4501 100 411 0000 Books and Pamphlets	\$ 4,588.43	\$ 4,532.00
	<u>Anne R. Schlegel Memorial Fund - 4502</u>		
108	4502 100 411 0000 Books and Pamphlets	\$ 765.93	\$ 757.00
	GRAND TOTAL ALL FUNDS	\$ 9,106,593.51	\$ 7,887,004.00

Approve new commercial accounts

The changes in our Facilities department staffing will allow us to complete more maintenance and repairs in-house. We would like to open Commercial Credit Accounts with Lowes and Sherwin-Williams to simplify the purchases of necessary tools, supplies, and paint.

Gen. Fin. "C"
Resolution 24-22

NEW COMMERCIAL CREDIT ACCOUNTS

C. Adams moved and S. Congrove seconded the adoption of the following resolution: That Chief Fiscal Officer be permitted to open Commercial Credit Lines at Sherwin-Williams and Lowes, not to exceed \$5,000 each.

The roll being called, the vote resulted as follows:

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

Approve mowing and landscape maintenance contract

Complete quotes were received from our current provider, M&M Fabrication, in the amount of \$39,775 and J & A Carrol Properties in the amount of \$34,640. We are satisfied with M&M's work; J & A Carrol Properties was unable to provide references or work history of similar type. We anticipate doing some of our mowing in-house after the 2022 season with the addition of a Facilities Assistant.

Gen. Fin. "B"
Resolution 25-22

2022 MOWING & LANDSCAPING CONTRACT

R. Simmons Jones moved and S. Congrove seconded the adoption of the following resolution: That the library accept the quote from M&M Fabrication for mowing and landscaping services at Frankfort, Kingston, Richmond Dale, Northside, and Main/Annex in the amount of \$39,775 for the 2022 season.

The roll being called, the vote resulted as follows:

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

Approve selling snow plow

The library purchased a snow plow in 1996, but it has not been used in many years. We contract out for snow removal services. We have received an offer for \$1000 that would include disassembly of the mount and wire harness.

Prop. "C"
Resolution 26-22

SELL SNOW PLOW

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution: That the Chief Fiscal Officer be permitted to facilitate the sale of the snow plow, serial #1GCGK29RXVE130965, for the sum of \$1000.

The roll being called, the vote resulted as follows:

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

Main landscaping update

We received two quotes for our Main landscaping projects. The prices varied significantly from each other, so the architects contacted both companies with a list of follow up questions to ensure that each understand the scope of the work. Cassie and I met with the architects again on Monday; Designing Local was satisfied with the responses from the low bidder, so they are recommending awarding the contract to LMG.

The initial cost estimate from Designing Local is several months old, so we anticipated that quotes would be higher than originally planned. It's about a 20% increase, but still well below the other quote we received. As prices continue to osculate around world affairs, I would recommend that the board approve an additional 20% contingency on top of the

quoted price. Hopefully we will not need it, but the cushion would save us from opening a second purchase order later.

Gen. Fin. "B"
Resolution 27-22

Landscape Architect

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the Director be authorized to contract with Landscape Management Group for the Base bid amount of \$202,376 and Alternate bid amount of \$71,845 as well as a 20% contingency on top of the quoted price for landscaping at Main.

The roll being called, the vote resulted as follows:

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

Adjourn at 5:14 p.m.

Angela Fleurima, Secretary

Tamera Lowe, Vice-President