

The Chillicothe and Ross County Public Library
Board of Trustees
November 17, 2021

Present: Board Members Retha Simmons Jones, John Owens,
Sherri Rutherford, Cathy Adams
and Angela Fleurima

Absent: Susan Congrove, Tamra Lowe

Others Present: James Hill, Director
Cassie Stout, Fiscal Officer
Wendy Payne, Deputy Fiscal Officer

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

PUBLIC COMMENT

Gen. Fin. "C"
Resolution 76-21

CONSENT AGENDA

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

That the minutes of the October 13, 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 October be received and filed for audit and,

that the bills listed under date of November 17, 2021 be approved for payment, and

The roll being called, the vote resulted as follows:

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

Oct. Financial Report

Clerk's bal. Oct 1, 2021	\$5,417,814.53
Oct receipts	<u>253,312.95</u>
Total	5,671,127.48
Oct expenditures	<u>-518,816.11</u>
Ledger balance 10/31/21	5,152,311.37
Outstanding checks	<u>75,352.21</u>
Total	5,227,663.58
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-110,320.66
Star Ohio	-4,702,818.01
LCNB Cert. of Deposit	-240,000.00
Byrne & Jones Constr. Retain.	-18,826.97
ProCon Constr Retain.	-57,914.00
Cr. Card not posted	<u>-5.00</u>
Bank balance 10/31/21	\$76,758.94

APPROVAL OF NOVEMBER BILLS

Chillicothe & Ross Co Public Library	Gross Payroll 10/15/21	\$71,424.50
Internal Revenue Service	Library's share of Medicare 10/15/21	\$969.38
OH Public Employer's Retirement Sys	Library's share of OPERS - September	\$18,812.62
BP	Fuel	\$353.44
Centerpointe	Large Print Books	\$237.30
Cengage	Large Print Books	\$242.15
DearReader.com LLC	Select Reads Annual Subscription Renewal	\$3,600.00
Dell	HVAC Server	\$2,106.00
Frontier Communications	S Salem Telephone Svc 10/01-10/31	\$121.86
Gordon Flesch	Copier Use & Maintenance	\$285.71
KBA Architects	Architect & Engineering Fees & Mileage - Kingston	\$649.08
Lorrie Germann	E-Rate Support & Filing	\$500.00
Pike Natural Gas	R Dale Svc 08/25-09/24	\$19.12
Rumpke	Kingston, Frankfort, R Dale, Main - October Service	\$357.42
T Mobile	HotSpots Service 08/29-09/28	\$647.34
American Electric Power	Sept Service @ 51 W 5th & Light Pole, R Dale	\$167.39
Bank of America	Supplies, Printing & Publicity, Ksmith SHRM Dues	\$1,457.72
Lumen	South Salem Telephone/Long Distance	\$6.66
Ohio Library Council	Convention & Luncheon	\$1,590.00
Chicago Distribution Center	Office Supplies	\$184.34
American Electric Power	Svc @ Annex, Main, Northside & Light Poles	\$2,685.42
Buckeye Propane	Propane fill at Frankfort	\$203.85
Bricker & Eckler	Parking Lot & Landscape Project Legal Fees	\$5,395.00
Bainbridge Community Center	Paxton Rent & Library's share of electric	\$1,252.64
Bayscan	Office Supplies	\$169.00
Columbia Gas	Kingston, Northside, Main Gas Service 9/15-10/15	\$717.88
CDW	IT Equipment & Supplies	\$1,480.38
Cengage	Large Print Books	\$1,138.84
Delta Dental	November Premium	\$1,820.45
Gordon Flesch	Copier Use & Maintenance	\$659.76
JLS Building Services	Quarterly HVAC Maintenance	\$1,187.50
Kim Baker	HRA Reimbursement	\$620.10
Library Design	Kingston Furniture & Flooring	\$15,000.00
Madison Ave Gallery	Blinds for Kingston & Northside	\$569.50
Quill	Office Supplies	\$113.22
Ruby Smart	Mileage & OLC Parking Reimbursement	\$222.20
South Central Power	Frankfort and Kingston Service 09/14-10/13	\$365.00
VSP	November Vision Insurance Premium	\$937.86
Nan Clary	HRA Reimbursement	\$13.48
United Healthcare	Library's share of insurance	\$37,179.79
Chillicothe & Ross Co Public Library	Gross Payroll 10/29/21	\$70,554.52
Internal Revenue Service	Library's Share of Medicare 10/29/21	\$969.38
Midwest Tape	A/V	\$3,838.80
Amsterdam	Office Supplies	\$311.07
Baker & Taylor	Books	\$13,652.15
Comfort Systems	HVAC Controls @ Main, NS, Kingston	\$54,051.45
Columbia Gas	Final Svc @ 89 N Main, Kingston	\$41.27

Chillicothe Gazette	Main Subscription	\$575.32
Demco	Office Supplies	\$463.32
Dell	IT Equipment & Supplies	\$38,137.09
Davis & Newcomer	November Elevator Service	\$936.00
First Capital Rotary	J. Hill Annual Dues	\$190.00
Heather VanGundy	Mileage	\$37.24
Laura Pinnix	HRA Reimbursement	\$244.76
M & M Fabrication	Sept & Oct Groundskeeping	\$4,250.00
Noble Plumbing	Plumbing Maintenance	\$374.96
Screenpointe	Employee Background Check	\$155.00
Southern Ohio Shredding	Document Destruction	\$27.65
South Central Power	Final Svc @ 89 N Main, Kingston	\$31.00
Third Week Books	Baby Readers	\$3,025.00
Village of Frankfort	Water & Sewer 09/20-10/19	\$27.50
Charley's Flowers	Flowers for Nan Retirement	\$50.95
Chillicothe Municipal Utilities	5th, Paint, Buckeye : Water & Sewer 09/09-10/10	\$547.53
California Medical Equipment	7 AEDs	\$4,273.00
Gordon Flesch	Copier Leases	\$340.76
Horizon	Telephone & Internet	\$7,093.95
JLS Building Services	Paint Gas Lines on Annex Roof	\$1,575.00
Kapco	Office Supplies	\$518.85
M & M Fabrication	Landscaping	\$8,725.00
Proquest	Chillicothe Gazette on Microfilm	\$3,599.40
Rumpke	November Svc Chillicothe, Kingston, Rdale, Ffort	\$403.29
Richmond Dale Sewer	October Service	\$17.87
Ross County Water Co	R Dale Svc 09/16-10/18	\$25.39
Sprint	HotSpots Service 09/27-10/26	\$899.19
Sprint	Library Cell Phones 09/28-10/27	\$51.15
SEBO	Library's Share of Life Insurance	\$188.35
Ohio Treasurer of State for SEO	SEO Consortium	\$13,290.00
Terry Davis Electric	Install Northside Lighting	\$5,250.00
Chillicothe & Ross Co Public Library	Gross Payroll 11/12/21	\$80,658.85
Internal Revenue Service	Library's Share of Medicare 11/12/21	\$1,105.39
OH Public Employer's Retirement Sys	Library's share of OPERS - October	\$19,877.06
BP iFleet	Vehicle Fuel	\$408.92
Central Center Hardware	Building Maintenance Supplies	\$54.85
Cengage	Large Print Books	\$1,211.56
CDW	IT Software	\$2,300.00
EasterSeals	Annual Discovery Garden Support	\$5,000.00
Gordon Flesch	Copier Use & Maintenance	\$462.87
Luanna Smith	HRA Reimbursement	\$209.30
Lumen	South Salem Telephone/Long Distance	\$5.24
Pike Natural Gas	Rdale Service 09/24-10/26	\$22.72
Sandra Grigsby	HRA Reimbursement	\$402.45
US Postal Service	Postage Machine	\$500.00
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		\$526,426.27

November Director's Report

I can see the end of the hiring tunnel! As we've been working through the appraisal and merit season, it was brought to my attention that about 25% of our staff are new since May. That's staggering. I'm looking forward to things settling down. It has been extremely helping having the new HR Manager take on a lot of those tasks.

All that said, we have interviewed five well-qualified candidates to fill the Facilities Manager position. We should have a decision soon on that front.

Work has begun on the two book lockers. The grant money has been received and we've conducted final site visits. Infrastructure work should commence soon. The other big grant project—high school student hotspots—has started also. The application process just started.

Cassie has been working on the 2022 budget. Along with me and Erin and Jenn, the managers have had input. We have some exciting projects in the works. The board's Budget Committee has a meeting scheduled to go over recommendations and they will present the temporary budget for approval at the December meeting.

Prop. "A"
Resolution 77-21

Landscaping

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

WAIVING COMPETITIVE BIDDING FOR THE SITE IMPROVEMENTS PROJECT BASED UPON AN URGENT NECESSITY:

The Director recommends that the Board waive competitive bidding based upon an urgent necessity and authorize solicitation of contractor quotes for landscaping and site improvements work at the Main Library Campus, Northside Branch, and the new Kingston Branch (the Project).

Rationale:

1. Pursuant to previous approval of the Board of Trustees of the Chillicothe and Ross County Library (the "Board"), the Library worked with Designing Local Ltd. and legal counsel to advertise for competitive general contractor bids for the Project per the statutory process required by Ohio Revised Code Section 3375.41. However, no bids were received in response.
2. The Project consists of landscaping, plantings, and site improvements. The work for the Project needs to be completed as soon as possible. Much of the landscaping and plantings need to occur seasonal. Impending winter weather and frozen grounds could impede the work, lead to potentially costly delays, and inhibit plant survival.
3. The Director recommends waiving competitive bidding based upon the urgent necessity exception in ORC Section 3375.41 and authorizing the solicitation of contractor quotes in order to complete the Project as soon as possible. The Director further recommends solicitation of contractor quotes for performing the work at the three locations separately as well as combined, in order to determine the best method of contracting for the Project.

The Board of Trustees of the Chillicothe and Ross County Library resolves as follows:

1. The Board determines there is an urgent necessity, based upon the authority granted to the Board by Ohio Revised Code Section 3375.41, and waives competitive bidding for the Site Improvements Project.
2. The Board authorizes the Director and Fiscal Officer to solicit quotes from contractors to perform the work at each individual location or at all three locations and to bring a recommendation for award of the contract(s) to the Board at a future meeting or at a specially called meeting.

The roll being called, the vote resulted as follows:

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

Accept snow removal contract: As you'll recall from last month's meeting, we didn't receive any bids for snow removal. We do, however, have a renewal quote from our current contractors.

Gen. Fin. "B"
Resolution 78-21

2021/2022 Snow Removal

S. Rutherford moved and R. Simmons Jones seconded the adoption of the following resolution.

That the library contact with M & M Fabrication for snow removal at Frankfort, R. Dale and Kingston locations and with Detillion Landscaping at the Main/Annex and NS locations as per the hourly rates on the attached quotes.

The roll being called, the vote resulted as follows:

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

Accept resignation of Abby Postage, Frankfort clerk: Abby was only with us in Frankfort for a few weeks before being offered a higher paying position.

Hire Juanita Peck, Frankfort clerk: We interviewed three excellent candidates for the Frankfort clerk position, but Juanita had the skill set that we thought would match really well with the location. We're excited to have her.

Pers. "A"
Resolution 79-21

Staffing Changes

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

That the resignation of Abby Postage effective October 29, 2021, all be accepted. and ; that Juanita Peck be hired as a Frankfort Branch clerk, 26.5 hours/week at \$12.00 per hour beginning November 8, 2021 with no benefits to accrue other than Medicare and OPERS,

The roll being called, the vote resulted as follows:

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

Update Nepotism policy: Through policy review our HR Manager has identified a handful of changes. Most do not require immediate action, but our Nepotism policy is outdated and out of step with past practices, so Kelly has revised the wording to be more in keeping with the state's recommendation.

2.5 NEPOTISM

In keeping with Ohio Ethics Commission opinions (Adv. Op. No. 80-001), a “family member” includes the following relatives, regardless of where they reside: (1) Spouse; (2) Children/Step-Children (whether dependent or not); (3) Siblings; (4) Parents/Step-Parents; (5) Grandparents; and (6) Grandchildren. It also includes any other person related by blood or by marriage (e.g. cousins, aunts, uncles, in-laws, nieces, nephews) if that person resides in the same household as the public employee.

Family members of Library Trustees, Executive Director, or Fiscal Officer are not eligible for employment. If these relationships are established by marriage, they are terminated by death or divorce of a spouse.

In general, family members of public employees can legally pursue public jobs. However the applicant’s family member who is already employed by the library must be recused from any and every aspect of the hiring process. If the public employee can be removed from any discussion, review, decision-making, or any other aspect of the hiring process, his or her family member generally can be awarded the public job.

Employees who are family members, or who marry or become related by marriage while both employees are employed by the Library, are not permitted to supervise a family member. In the event one employee is currently in the supervisory chain of the other, the Library will first attempt to place both family members in an appropriate job situation. If the Library is unable to do so one of the employees will be required to terminate employment. The Library will have the discretion to select which employee will terminate employment based on their position, performance, years of experience, and any other relevant criteria. Former employees are not eligible for re-hire until or unless the relationship with a current employee ceases to exist. Employees may not participate in decisions regarding the hiring of family members whether as contractors or vendors.

Pols.
Resolution 80-21

Nepotism Policy

R. Simmons Jones moved and C. Adams seconded the adoption of the following resolution. That Nepotism policy be revised as presented, effective November 18, 2021.

The roll being called, the vote resulted as follows:

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

Pols. “B”
Resolution 81-21

2022 Holiday Closing

S. Rutherford moved and R. Simmons Jones seconded the adoption of the following resolution. That the board approve the holiday closures for 2022 as presented.

New Year’s Day—Friday, December 31, 2021 (*already approved*)

Saturday, January 1, 2022

Sunday, January 2, 2022

Dr. Martin Luther King, Jr. Day—Monday, January 17

Presidents Day—Monday, February 21

Easter—Sunday, April 17

Memorial Day—Monday, May 30

Juneteenth—Monday, June 20 (observed)

Fourth of July—Monday, July 4
Labor Day—Monday, September 5
Columbus Day—Monday, October 10 closed for staff in-service
Veteran’s Day—Friday, November 11
Thanksgiving—Wednesday, November 23, close at 5 p.m.
Thursday, November 24
Christmas—Friday, December 23 (Christmas Eve observed)
Saturday, December 24
Sunday, December 25
Monday, December 26 (Christmas Day observed)
New Year’s Day— Sunday, January 1
Monday, January 2 (observed)

The roll being called, the vote resulted as follows:

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

Increase Depository Agreement: We currently have a \$500,000 Depository Agreement at Kingston National Bank, but Cassie is in the process of cashing out a CD at another bank. Kingston has provided the highest CD rate quote for this CD. In addition, the Kingston Money Market is outperforming other options, including STAR Ohio. Cassie would like to increase our Depository Agreement at Kingston National Bank in order to allow more flexibility to move into the higher yield situation.

Gen. Fin. “B”
Resolution 82-21

Depository Agreement – Kingston Nat’l Bank

C. Adams moved and S. Rutherford seconded the adoption of the following resolution. That the library enter into a depository agreement with Kingston National Bank for \$750,000 active funds and \$250,000 inactive funds for a 5-year period from November 18, 2021 through November 18, 2026.

The roll being called, the vote resulted as follows:

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

Approve merit increases: Annual evaluations and meetings are complete. The Team Leaders, HR, the fiscal office, and I have put together our recommendations for merit increases.

Pers. “A”
Resolution 83-21

Enter Executive Session

S. Rutherford moved and C. Adams seconded the adoption of the following resolution. That the board enter executive session to discuss the compensation of employees with James Hill, Director and Cassie Stout, Fiscal Officer present.

The roll being called, the vote resulted as follows:

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

Entered at 4:46 p.m.

Pers. "A"
Resolution 84-21

End Executive Session

C. Adams moved and S. Rutherford seconded the adoption of the following resolution.
That the board end executive session.

The roll being called, the vote resulted as follows:

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

Ended at 5:06 p.m.

Pers. "B"
Resolution 85-21

Merit Increases, Other Compensation and Changes

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution.
That the board approves all merit increases as presented to take effect the first pay of January 2022.

That the board approves a one-time payout of \$500 to all current employees to take effect at the next pay of November 26, 2021.

That the board approves updating pay grades to pay bands and changing the following titles:

- Grades 1 and 2 to Band A: Shelver/Custodian
- Grade 3 to Band B: Clerk
- Grade 4 to Band C: Assistant/Coordinator
- Grades 5 and 6 to Band D: Manager
- Grade 7 (Team Leader) to Band E: Access Director and Enrichment Director

And, that the Director title changes to Executive Director

The roll being called, the vote resulted as follows:

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

Transfer from Furniture and Fixtures to Salaries: Due to the book locker grant, money that had previously been budgeted to cover that project is now available to transfer.

Gen. Fin. "A"
Resolution 86-21

Fund Transfer

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That \$30,000 be transferred to 1000-100-110-0042 (Salaries) from 1000-760-750-0025 (Furniture & Fixtures).

The roll being called, the vote resulted as follows:

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

Adjourn at 5:029 p.m.

Angela Fleurima, Secretary

John Owens, President