

The Chillicothe and Ross County Public Library
Board of Trustees
October 13, 2021

Present: Board Members Retha Simmons Jones, Tamra Lowe
Sherri Rutherford, Cathy Adams
and Susan Congrove in @ 5:12

Absent: John Owens and Angela Fleurima

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

The meeting was called to order at 5:00 p.m. by Tamra Lowe, Vice-President.

Tamra Lowe was appointed secretary pro-tem.

PUBLIC COMMENT

Gen. Fin. "C"
Resolution -21

CONSENT AGENDA

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

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

that the bills listed under date of October 11, 2021 be approved for payment, and

The roll being called, the vote resulted as follows:

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

Sept Financial Report

Clerk's bal. Sept 1, 2021	\$4,560,514.25
Sept receipts	<u>1,195,275.18</u>
Total	5,755,789.43
Sept expenditures	<u>-337,974.90</u>
Ledger balance 9/30/21	5,417,814.53
Outstanding checks	<u>57,619.94</u>
Total	5,475,434.47
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-185,403.84
Star Ohio	-4,852,514.87
LCNB Cert. of Deposit	-240,000.00
Byrne & Jones Constr. Retain.	-18,826.97
ProCon Constr Retain.	-40,650.75
Cr. Card not posted	<u>-11.00</u>
Bank balance 9/30/21	\$117,007.04

APPROVAL OF BILLS 10/11/2021

CDW Government	IT equipment	\$1,058.63
Cengage	Large print books	\$412.33
JLS Building Services	HVAC repair - Main	\$507.99
Kelsey Holmes	HRA reimbursement	\$1,923.81
Lusk Construction	Paint HR office & install wall - Aspire	\$2,971.00
Office City	Supplies	\$250.94
Richmond Dale	Svc. - 8/1-8/31/21	\$17.87
Chillicothe & Ross Co Public Library	Gross payroll 9/17/21	\$67,332.80
Internal Revenue Service	Library's share of Medicare 9/17/21	\$914.28
OH Public Employers Retirement Syst	Library's share of OPERS - August	\$18,417.16
Demco	Supplies	\$233.00
Gordon Flesch	Copier Lease & Maintenance	\$613.61
Horizon	Monthly Service 09/01- 09/30	\$5,850.78
JLS Building Services	Annex HVAC Service	\$115.00
KBA Inc	Architect & Engineer fees for Kingston	\$1,113.25
M&M Fabrication	Mowing August	\$2,125.00
Midwest Tape	Hoopla Flex	\$15,000.00
Ohio Library Council	Membership Dues - Rachel Tonn	\$37.50
Rumpke	Trash Service - Kingston, Frankfort, R Dale, Main	\$355.65
Swank Motion Pictures	Polar Express Showing - Massieville	\$285.00
T Mobile	Hotspots	\$656.92
AEP	6TH, Main, Annex, Rdale electric	\$2,520.02
BP	Fuel	\$341.32
Boldoser Automotive	Truck Repair	\$265.99
Bainbridge Comm Center	Lease & Library's share of electric	\$1,242.90
Centerpointe Lg Print	Lg Print Books	\$231.30
Century Link	Long Distance	\$6.80
Demco Software	Spaces & Sign Up	\$4,947.38
Frontier	South Salem Phone	\$122.52
Gordon Flesch	Copier Maintenance	\$319.00
JLS Building Services	R Dale HVAC Service	\$272.23
Master Locksmith & Safe Svc	HR Door Cylinders, keys, bars	\$400.00
Ohio School of Falconry	Falcon Program 09/22	\$307.68
Quill	Office Supplies	\$380.51
Pike Natural Gas	R Dale Nat Gas	\$18.09
Screenpointe	Employment Background Check	\$35.00
AEP	Svc 8/19-9/17 Northside & light pole	\$939.58
Bank of America	YS Supplies, Aspire materials, Retire. gift, Publicity	\$2,849.83
Columbia Gas	Svc @ Kingston, NS, Main	\$712.99
CDW Government	IT Supplies & Equipment	\$162.55
Delta Dental	October Premium	\$1,514.87
JLS Building Services	HVAC Service	\$82.86
M & M Fabrication	Cut & remove tree limb	\$575.00
Ohio Library Council	Membership Dues - S. Brown & K. Holmes	\$75.00
South Central Power	Svc. - 8/15-9/14 Kingston & Frankfort	\$474.00
Sports Plus	Nametags, Staff Service Awards	\$701.88
Vision Service Plan	October Premium	\$823.62
United Healthcare	October Premium	\$31,308.59
Wissinger Trust	October Lease - Kingston	\$650.00
Chillicothe & Ross Co Public Library	Gross payroll 10/01/21	\$69,572.52
Internal Revenue Service	Library's share of Medicare 10/01/21	\$944.57
All State Termite & Pest Control	Svc at Main/NS/Annex	\$340.00

Kingston National Bank	September banking fees	\$31.63
Baker & Taylor	Books	\$16,993.47
CDW Government	IT Supplies	\$16.60
Chillicothe Utilities Dept	Main, NS, Annex Water & Sewer	\$523.32
Cooper's Glass	Windows in Admin Office	\$607.38
County Treasurer's Educational Fund	CPIM Certification Fee - C. Stout	\$100.00
Village of Frankfort	Frankfort Water & Sewer 08/19-09/20	\$27.50
Village of Kingston	Kingston Water & Sewer 08/25-09/24	\$40.00
Kelly Smith	Reimburse SHRM Certification Renewal	\$200.00
Library Ideas	Vox Book	\$39.95
Midwest Tape	A/V	\$3,278.25
Procon	Kingston Construction Payment #3	\$155,369.25
Ross County Water	R Dale Water 08/16-09/16	\$25.39
Chillicothe Rotary	Dues - D. Nunziato	\$125.00
Richmond Dale Sewer District	R Dale Sewer 09/01-09/30	\$17.87
Screenpointe	Background Checks	\$250.00
Stacey Atkinson	Mileage Reimbursement 09/15	\$40.32
The Library Corporation	Office Supplies	\$428.00
Weisenberger Insurance	New Bond - C. Stout	\$75.00
First Data	September credit card fees	\$46.75
Amazon.com	Supplies & IT Supplies	\$972.06
Central Center Hardware	Building Supplies	\$117.45
Cengage	Large print books	\$1,654.69
Designing Local	Design Development & Zoning fees - Landscape project	\$13,312.50
DTB Wholesale	Hand Sanitizer & Stands	\$1,870.50
Fidaway World	Playaways	\$2,445.83
Horizon	Telephone & Internet	\$5,854.11
Lakeshore	Office Supplies	\$590.78
Library Ideas	Freegal Subscription	\$6,500.00
Library Design	Kingston Furniture	\$9,136.00
Master Locksmith & Safe Svc	Kingston & Northside Locks	\$2,640.00
Office City	Furniture & Equipment	\$268.54
Quill	Office Supplies	\$1,267.79
Sprint	Cell Phones	\$97.75
Sports Plus	Nametags & Yard Signs	\$194.00
SEBO	Life Insurance Premium October	\$183.40
State Electric & Supply	Building Supplies	\$91.53
Westside Media	Website Support	\$164.00
	Total	\$468,927.73

Director's Report October, 2021

Some big projects are finally coming to a close (the Main parking lot and the new Kingston location) while some other projects are bubbling to the top. It's a time of big growth and change for the system, from landscaping to a new Fiscal Officer and our first ever Human Resources Manager. Everyone is settling into their new roles. We can anticipate more staff retirements in the next 18 months. I've been working with HR and the Team Leaders to get our services chart and job descriptions up-to-date to assist with succession planning.

I reached out to Tamra Lowe recently about her continuing tenure on the board. Her current term ends at the end of this year. Tamra graciously agreed to stay and the County

Commissioners approved her re-appoint last week. She will take a new oath in January. Thanks for sticking around, Tamra.

We recently got news that the federal grant to fund our Peer Support position got another extension through the end of February 2023. The board had previously committed to keeping the position (with annual evaluation) even if the funding ended sooner, so the extra few months is a bonus.

Chief Fiscal Officer and Director annual evaluations: Nan nor I have had a formal evaluation in two years. Since Nan is, of course, retiring at the end of the month, so her appraisal is probably moot. I, however, would appreciate some guidance and input and would like to know the board's goals and objectives for the next couple of years. You may want to establish an evaluation schedule for Cassie, too.

Resolution to authorize the tax levy for 2021 and certify to the County Auditor

Gen. Fin. "A"
Resolution -21

AUTHORIZE THE TAX LEVY FOR 2021 AND CERTIFY TO THE COUNTY AUDITOR

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

THAT WHEREAS, The Ross County Budget Commission has waived the requirement to file a tax budget in accordance with ORC 5705.281(B) therefore be it

RESOLVED, By the Board of Trustees of THE CHILLICOTHE AND ROSS COUNTY PUBLIC LIBRARY, that the amounts and rates, as determined by the Budget Commission in its certification, by and the same are hereby accepted; and be it further

RESOLVED, That there be and is hereby levied on the tax duplicate of said County the rate of each tax necessary to be levied within and without the ten mill limitation as follows:

Property Tax Levy 1.5m, \$2,048,382 approved by voters on March 17, 2020.

The roll being called, the vote resulted as follows:

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

Gen. Fin. "A"
Resolution -21

REQUEST AMENDED CERTIFICATE FROM COUNTY AUDITOR

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

That the Chief Fiscal Officer be authorized to request an amended certificate from the County Auditor for the following:

GENERAL FUND

A net increase of \$321,201.15 for the following:

1000-121-0000 Property Tax – Real Estate	+\$30,465.86
1000-240-0000 Public Library Fund – State	+\$249,795.21
1000-292-0000 Restricted Other Grants-In-Aid	-\$8,565.29

1000-299-0000 Other-Intergovernmental	-\$5,122.35
1000-310-0000 Patron Fines & Lost Item Income	+\$1,000.00
1000-340-0000 Patron Coin-Operated Machine Income	+\$500.00
1000-611-0000 Restricted Contributions - Individuals	+\$1,491.00
1000-612-0000 Restricted Contributions – Businesses	+1,611.84
1000-651-0000 Unrestricted Contributions – Individuals	+\$10,062.69
1000-701-0000 Interest or Dividends on Investments	-\$11,200.00
1000-839-0000 Other – Rental of Real Property	+\$1,980.00
1000-879-0000 Other – Refunds and Reimbursements	+\$48,813.19
1000-911-0000 Sale of Real Property	+\$369.00

And, that it be appropriated as follows:

1000-100-110-0001 Salaries (Sick Leave Payout)	\$7,500.00
1000-100-390-0011 Permits & Inspection Fees	\$500.00
1000-100-321-0000 Telephone	\$5,000.00
1000-910-910-0000 Transfers Out	\$308,201.15

CORONAVIRUS RELIEF FUND #2802

A net increase of \$72.60 for 2802-701-0000 (Interest) and that it be appropriated to 2802-100-452-000 (Property Maintenance – Supplies).

LIBRARY SERVICES TECHNOLOGY AMERICAN RESCUE PLAN ACT FUND #2803

A net increase of \$69,119.00 for 2803-212-0000 (Restricted Federal Grants-in-Aid) and that it be appropriated as follows:

2803-760-750-0000 Furniture and Equipment	\$63,048.00
2803-100-322-0000 Shipping	\$6,071.00

The roll being called, the vote resulted as follows:

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

Gen. Fin. “A”
Resolution -21

BUILDING FUND TRANSFER

S. Rutherford moved and R. Simmons Jones seconded the adoption of the following resolution. That the following transfer be made, \$5,000.00 to 4001-100-390-0010 (Legal Services) from 4001-760-740-0000 (Building Improvements).

The roll being called, the vote resulted as follows:

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

STUDENT TRUSTEE APPLICATIONS: We received two very strong applications for the next student trustee. Their information was distributed to the board. We will need to decide how to proceed in the selection process. Last time a small committee conducted interviews.

STAFFING

1. Accept resignation of Stephanie Copper, Mt. Logan/Main clerk, effective September 9, 2021.
2. Hire Brandon Lawson, Main clerk, effective September 20, 2021.
3. Hire Abby Kunz Main clerk, effective September 21, 2021.
4. Hire Morgan Alexander, Mt. Logan/Main clerk, effective October 4, 2021

Pers. "A"
Resolution -21

Staffing Changes

C. Adams moved and S. Rutherford seconded the adoption of the following resolution. That Brandon Lawson be hired as a Main clerk, 26 hours/week at \$12.00 per hour beginning September 20, 2021 with no benefits to accrue other than Medicare and OPERS, Abby Kunz be hired as a Main clerk, 26 hours/week at \$12.00 per hour beginning September 21, 2021 with no benefits to accrue other than Medicare and OPERS, that Morgan Alexander be hired as the Mt. Logan branch clerk, 26.5 hours/week at \$12.00 per hour beginning October 4, 2021, with no benefits to accrue other than Medicare and OPERS and ; that the resignation of Stephanie Copper effective September 9, 2021, all be accepted.

The roll being called, the vote resulted as follows:

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

BUILDINGS:

Approve going out to bid for landscaping and granting permission to Chief Fiscal Officer to open bids on behalf of the board. We have worked closely with the landscape architect and lawyers over the past two weeks to get the bid documents prepared. It's a tight timeline, but the architects feel confident that they'll be able to assist contractors through the projects.

Gen. Fin. "B"
Resolution -21

Contract with Bricker & Eckler

S. Rutherford moved and S. Congrove seconded the adoption of the following resolution. That the Director be authorized to utilize Bricker & Eckler to prepare contracts for architect and engineer services for the site improvement projects for Main, Northside and Kingston in an amount not to exceed \$15,000.

The roll being called, the vote resulted as follows:

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

LANDSCAPING

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

**AUTHORIZING FISCAL OFFICER TO APPROVE BID PACKAGE FOR
SITE IMPROVEMENTS PROJECT, LEGAL NOTICE OF BIDS FOR THE WORK,
AND OPENING OF BIDS FOLLOWING TIME FIXED IN THE LEGAL NOTICE**

WHEREAS, the Board of Trustees of the Chillicothe and Ross County Library (the "Board") is undertaking the CRCPL Site Improvements Project (the "Project") for landscaping and site improvements work at the Main Library Campus, Northside Branch, and the new Kingston Branch; and

WHEREAS, Designing Local Ltd. (the "Architect") is preparing design documents for the Project; and

WHEREAS, the Director is working with the Architect and legal counsel to prepare the Bidding Package which will include the design documents and legal bidding/contract documents; and

WHEREAS, the Board wishes to authorize the placement of the legal notices for the project, in a newspaper of general circulation in the library territory, as required by Ohio Revised Code Section 3375.41, once a week for a period of two weeks, with bids to be accepted until twelve noon on November 12, 2021, and opened and publicly read immediately thereafter by the Fiscal Officer.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Director is authorized on behalf of the Board, to review and approve the Bid Package for the Project once the documents are complete, prior to publication of the legal notice to solicit bids for the work.
2. The Board authorizes the placement of the required legal notices for Project in a newspaper of general circulation in the library territory for a period of two weeks, with bids being accepted until twelve noon on November 12, 2021, or another date as may be determined by the Director, as the Board's authorized representative, by addendum, or by operation of law.
3. The Board authorizes the Fiscal Officer to open and publicly read aloud the bids for the Project immediately after the time for submitting such bids has expired. The bids will be tabulated following opening, and a report of the tabulation with the Architect's recommendation for award of the contract will be provided to the Board at its next regular meeting or at a specially called meeting.

The roll being called, the vote resulted as follows:

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

Move November regular board meeting to November 17, 2021 to allow time to receive and evaluate landscaping bids

Board "D"
Resolution -21

NOVEMBER BOARD MEEING

R. Simmons Jones moved and S. Rutherford seconded the adoption of the following resolution. That the November Board meeting be moved to November 17th, 2021 at 4:30.

The roll being called, the vote resulted as follows:

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

Close Kingston beginning October 15 for move: The temporary Kingston location has already been rented, so we're on a deadline to move out of the building. We were initially hoping to be out of the building at the end of our lease in August, so they've been very flexible with our month-to-month status. The new location will be ready to move in by the end of the week, but we may not have occupancy permits yet until the ramp handrails are installed (currently on backorder). Worse-case scenario we move into the building and staff organize their supplies, etc., but we stay closed to the public. Another scenario may allow us to operate curb-side only. Best case (and the architect thinks this likely), we'll be able to secure a temporary occupancy permit while we wait on the handrails. In any event, we are closing the current location starting on October 15 for the move. Our re-open is up in the air but will probably be November 18th. We will plan on a grand opening reception sometime next year after the landscaping is completed and the pandemic is back in check.

Pols. "B"
Resolution -21

CLOSE KINGSTON FOR MOVE

S. Rutherford moved and R. Simmons Jones seconded the adoption of the following resolution. That the Kingston Branch be closed starting October 15th and until the move is completed.

The roll being called, the vote resulted as follows:

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

Main closed on September 18 2021 due to power outage **[information]**

GRANTS

Accept \$193,185 from the Emergency Connectivity Fund for student hotspots. Jenn secured this funding to buy 500 student hotspots that will be available for Ross County high school students. The lending period will be 300 days—basically the school year. This is a reimbursement project, but the money is guaranteed.

Accept \$69,110 from American Rescue Plan Act for Outreach equipment—Jenn and the Outreach Department identified underserved locations in Ross County and they wrote a grant to install hotspots and book lockers at those locations. This will dovetail with the new Outreach van (still on schedule for a January delivery).

Gen. Fin. “D”
Resolution -21

ACCEPT EMERGENCY CONNECTIVITY FUND GRANT and AMERICAN RUSURE PLAN ACT FUNDS

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the library accept the Emergency Connectivity Fund grant in the amount of \$193,185 to be used toward student hotspots program; and

That the library accept the American Rescue Plan Act grant in the amount of \$69,110 to be used toward hotspots and book lockers.

The roll being called, the vote resulted as follows:

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

Adjourn at _____ p.m.

Tamra Lowe, Pro-Tem Secretary
Vice-President