

The Chillicothe and Ross County Public Library  
Board of Trustees  
September 8, 2021

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

Absent: Tamra Lowe

Others Present: James Hill, Director  
Nan Clary, Fiscal Officer  
Wendy Payne, Deputy Fiscal Officer  
Rick Edler, Facilities Manager  
Jenn Slone, Access Team Leader  
Asti Powell, City of Chillicothe Transportation  
Jenny Roberts

The meeting was called to order at 4:30 p.m. by John Owens President.

**PUBLIC COMMENT**

Gen. Fin. "C"  
Resolution 62-21

**CONSENT AGENDA**

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

That the minutes of the July 14, 2021 Regular meeting and August 26, Special 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 July and August be received and filed for audit and,

that the bills listed under date of September 8, 2021 be approved for payment, and

that the Library accept a donation of \$20 from anonymous donor and \$10,000 from Katheryn Galloway Estate.

The roll being called, the vote resulted as follows:

J. Owens	Y	S. Rutherford	Y	R. Simmons Jones	Y
S. Congrove	Y	C. Adams	Y	A. Fleurima	in @4:33

**July Financial Report**

Clerk's bal. July 1, 2021	\$4,938,286.41
July receipts	<u>296,372.85</u>
Total	5,234,659.26
July expenditures	<u>-523,414.90</u>
Ledger balance 7/31/21	4,711,244.36
Outstanding checks	<u>302,068.67</u>
Total	5,013,313.03

Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-103,390.71
Star Ohio	-4,281,960.33
LCNB Cert. of Deposit	-240,000.00
Byrne & Jones Constr. Retain.	-18,826.97
ProCon Constr Retain.	-40,650.75
Bank posting error	-.10
Cr. Card not posted	<u>-12.40</u>
Bank balance 7/31/21	\$307,451.77

### **August Financial Report**

Clerk's bal. Aug. 1, 2021	\$4,711,244.36
August receipts	<u>216,693.90</u>
Total	4,927,938.26
August expenditures	<u>-367,424.01</u>
Ledger balance 8/31/21	4,560,514.25
Outstanding checks	<u>60,792.55</u>
Total	4,621,306.80
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-81,900.51
Star Ohio	-4,157,243.04
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>-14.60</u>
Bank balance 8/31/21	\$61,650.93

### **APPROVAL OF BILLS 9/8/2021**

AKM Building Systems	Install metal siding & doors - 6th St maint. Building	\$7,970.00
BP Oil	Fuel for vehicles	\$326.98
Chillicothe Rotary	Quarterly dues 7/1-9/30/21 (D Nunziato)	\$125.00
Trey Hitchens	Mileage reimbursement 6/25-6/30/21	\$17.92
Rumpke	July service - Main, Kingston, RD, Frankfort	\$355.65
Tammy Newlun	HRA reimbursement	\$86.45
Chillicothe & Ross Co Public Library	Gross payroll 7/23/21	\$64,194.16
Internal Revenue Service	Library's share of Medicare 7/23/21	\$866.66
Amazon.com	Supplies, BW supplies, furnishings	\$2,851.85
Bank of America	BW supplies, furnishings, publicity	\$943.11
Cengage	Large print books	\$967.15
Center Point	Large print books	\$231.30
Gordon Flesch	Copier maintenance	\$290.00
Jenny Roberts	HRA reimbursement	\$462.00
Kapco	Supplies	\$461.85
Michael Jones	HRA reimbursement	\$55.54
Pike Natural Gas	Monthly svc - R Dale	\$18.31
Quill	Supplies	\$1,701.48
Screenpointe	Employee background check	\$115.00
American Electric Power	Monthly svc - 6th St, RD, Main, Annex, NS	\$3,305.76
Bainbridge Community Center	August lease	\$1,150.00
Cengage	Large print books	\$37.48
Columbia Gas	Monthly svc - Kingston, Main/Annex, NS	\$585.30

County Sanitary Service	Clean downspout - Annex	\$300.00
Delta Dental	August premium	\$1,513.71
DTB Distributors	Building supplies	\$667.54
Erin Lyons	Mileage reimbursement 2/10-7/9/21	\$160.61
Findaway World	Audio books	\$232.45
JLS Building Service	Quarterly HVAC maintenance July - Sept.	\$1,187.50
Library Design	Flooring & furnishings - Kingston	\$69,128.00
M & M Fabrication	Mowing & landscape/mulch - July	\$10,850.00
M & M Fabrication	Install bench in concrete - Frankfort	\$1,630.00
Nanette L Clary	Mileage reimbursement	\$11.20
Nanette L Clary	Reimburse petty cash - Frankfort	\$15.98
Procon	Appl #2 for Kingston renovation	\$166,206.69
Quality Trophies	Bookworm trophies	\$778.25
Quill	Supplies	\$441.89
Sandy Grigsby	Mileage reimbursement 5/17-6/29	\$71.68
South Central Power	Monthly svc - Kingston & Frankfort	\$431.00
Sprint	Hotspot service 5/27-6/26	\$462.38
Tammy Newlun	Mileage reimbursement 6/17-7/16	\$82.88
United Healthcare	August premium	\$30,942.46
Vision Service Plan	August premium	\$842.79
Wissinger Trust	August lease - Kingston	\$650.00
Herr Foods	Chips for Bookworm finale party	\$111.70
Kingston National bank	July banking fees	\$33.02
First Data	Monthly credit card transaction fees	\$77.71
Chillicothe & Ross Co Public Library	Gross payroll 8/6/2021	\$65,273.96
Internal Revenue Service	Library's share of Medicare 8/6/2021	\$884.63
OH Publ Empl Retirement System	Library's share of OPERS - July	\$27,384.82
A Kid's Book About	Juvenile books	\$610.47
Bainbridge Community Center	Library's share of electric 5/27-6/25	\$72.19
Baker & Taylor	Books	\$37,122.08
Baker & Taylor	Bookworm prize books	\$652.97
Bayscan	Supplies	\$169.00
Cathy Carroll	Mileage reimbursement 6/14-7/28	\$104.16
Cengage	Large print books	\$606.53
Chillicothe Mun. Utilities	Monthly service - 6th St., Annex, Main, NS	\$571.74
Davis & Newcomer	Quarterly elevator maintenance	\$936.00
DTB Distributors	Bookworm supplies	\$58.80
Findaway World	Audio books	\$689.88
Horizon	August service	\$5,855.57
Kramer Engr.	Construction admin - Annex parking lot	\$650.00
Marita Perry	HRA reimbursement	\$1,234.32
Midwest Tape	A/V	\$3,311.60
Nanette L Clary	HRA reimbursement	\$493.91
Ohio Library Council	Webinar - J Roberts	\$30.00
Polyline	Supplies	\$196.59
Rebecca Caplinger	BW finale entertainment	\$250.00
Richmond Dale Sewer	July service	\$18.47
Ross County Water	July service - R Dale	\$25.39
Sandy Grigsby	Mileage reimburseent	\$10.92
State Electric	Building supplies & lighting	\$5,528.37
Structured Empl. Benefits of OH	August life insurance premium	\$173.50
Terry Davis Electric	Install lighting - NS	\$2,921.00
Village of Frankfort	Service 6/21-7/19	\$27.50
Village of Kingston	Service 6/22-7/23	\$40.00
Amazon.com	Supplies, CDs, furnishings	\$1,335.00

Bank of America	Postage, YS supplies, publicity, BW supplies	\$1,470.16
BP Oil	Fuel for vehicles	\$424.27
Central Center Hardware	Building supplies	\$80.34
CenturyLink	Long distance	\$6.55
Chillicothe Fire & Security	`Extinguisher inspections	\$128.00
E Logan Mills	HRA reimbursement	\$3,186.03
Frontier	August service - S Salem	\$122.52
Gordon Flesch	Copier maintenance and lease	\$470.59
Kapco	Supplies	\$565.44
Nationwide Contractors	Repair, seal & stripe lot at Frankfort	\$2,135.00
New Reader's Press	Literacy materials	\$1,460.58
Noble Plumbing	Service call - Annex	\$90.00
Office City	Supplies	\$589.51
Pike Natural Gas	Monthly svc - R Dale	\$17.87
Quill	Supplies	\$117.54
Rick Edler	HRA reimbursement	\$529.53
Rumpke	August service - Main, Frankfort, RD, Kingston	\$356.01
Sprint	Monthly cell service	\$97.75
T-Mobile	Monthly hot spot service	\$655.01
Chillicothe & Ross Co Public Library	Gross payroll 8/20/21	\$65,584.96
Internal Revenue Service	Library's share of Medicare 8/20/21	\$888.73
American Electric Power	Monthly svc - 6th St, RD, Main, Annex, NS	\$3,273.47
Bainbridge Community Center	September lease & library's share of electric 6/26-7/27	\$1,245.15
Cengage	Large print books	\$1,513.57
Columbia Gas	Monthly svc - Kingston, Main/Annex, NS	\$586.11
Comfort Systems USA	Access controls - Kingston, MN, NS	\$22,744.55
Gordon Flesch	Copier maintenance	\$319.00
Library Design	Furnishings	\$1,108.00
M & M Fabrication	Re-seed and straw Annex parking lot	\$435.00
Marita Perry	HRA reimbursement	\$2,563.94
Michael Jones	HRA reimbursement	\$55.70
South Central Power	Monthly service at Kingston & Frankfort	\$509.00
Sports Plus	Supplies	\$28.00
Sydney Newsome	Mileage reimbursement 4/5-7/28	\$16.52
United Healthcare	September premium	\$31,308.59
Vision Service Plan	September premium	\$823.62
Wissinger Trust	September lease	\$650.00
American Electric Power	Monthly svc - NS light	\$19.38
Bricker & Eckler	Construction contracts - legal fees	\$4,900.00
Center Point	Large print books	\$231.30
Delta Dental	September premium	\$1,514.87
DTB Distributors	Building supplies	\$7,369.50
Heather VanGundy	Summer 2021 tuition reimbursement	\$2,000.00
Ironwood Wolves	YS program 9/1/2021	\$325.00
Midwest Tape	Deposit for Hoopla account	\$20,000.00
Mindy True	Mileage reimbursement 2/5-8/24/21	\$170.24
Nanette L Clary	HRA reimbursement	\$13.94
Noble Plumbing	Run camera to find breach in pipe	\$808.07
Ohio Library Council	Fiscal Officer 102 webinar - C Stout	\$30.00
Overdrive	Ebooks	\$6,784.65
Treasurer, State of OH	Quarterly SEO fees	\$13,243.69
Village of Frankfort	Monthly water service	\$27.50
Chillicothe & Ross Co Public Library	Gross payroll 9/3/2021	\$65,966.30
Internal Revenue Service	Library's share of Medicare 9/3/2021	\$894.46

OH Publ Empl Retirement System	Library's share of OPERS - August	\$18,417.11
Kingston National Bank	August service charges	\$22.55
First Data	Monthly credit card transaction fees	\$51.43
Amazon.com	Furnishings, supplies, ANF books	\$1,718.14
Baker & Taylor	Bookworm prize books	\$361.75
Baker & Taylor	Books	\$13,679.01
Chillicothe Mun. Utilities	Monthly svc - Main, Annex, 6th St, NS	\$563.67
Designing Local	Landscape/design fees & site survey	\$6,728.50
Demco	Supplies	\$233.00
Elm USA	Disc repair machine	\$1,469.95
Envisonware	Mobile print service	\$1,675.00
Findaway World	Audios	\$1,398.83
Lorrie Germann	EFC filing	\$1,500.00
Library Ideas	Juvenile a/v	\$1,494.25
Midwest Tape	A/V	\$6,102.98
Noble Plumbing	Install touchless fixtures - NS	\$5,998.00
Noble Plumbing	Backflow prev. & downspout repair - Annex	\$7,701.92
Nole	Install touchless fixtures - MN & Annex	\$23,583.00
Nancy Lockard	YS program 9/15/21	\$275.00
Pitney Bowes	Quarterly postage meter lease - 6/30-9/29/21	\$147.00
Ross County Water	Svc. 7/14-8/16 R Dale	\$25.39
Richmond Dale Sewer	Svc. - 8/1-8/31	\$17.87
Sprint	Hotspot service 6/27-8/26/21	\$884.76
Sports Plus	Supplies	\$10.00
State Electric	Building supplies	\$84.88
SWON Libraries	Webinar - R Smart	\$55.00
Structured Empl. Benefits of OH	September life insurance premium	\$168.55
Screenpointe	Employee background checks	\$190.00
Sandy Grigsby	Mileage reimbursement 8/6-8/31	\$103.32
Sprint	Monthly cell service 7/28-8/27	\$97.75
Treasurer, State of OH	Quarterly UAN fees	\$1,005.00
Terry Davis Electric	Install electric for auto doors at Annex	\$350.00
Village of Kingston	Svc. 7/23-8/25	\$40.00
WAVE Foundation	YS program 9/8/21	\$550.00
Westfield Insurance	Annual premium - flood coverage at R Dale	\$3,119.00
	<b>TOTAL</b>	<b>\$901,465.88</b>

## September Director's Report

We're looking forward to Cassie Stout, Fiscal Officer, and Kelly Smith, HR Manager, starting soon. It's going to be an exciting time for CRCPL over the next few months. We still have a few more staffing positions to fill, but hopefully things will begin to slow down. At this point it feels like we've interviewed half of Ross County!

COVID, of course, continues to be a concern. We are still requiring masks for all staff and patrons. We've gotten a little pushback, but it's been outweighed by "thank you's" from patrons. With masking in place, we're proceeding with our planned fall programs, but continue to keep an eye on the situation. The partnership with the city, university, health district, Chillicothe Schools, the Chamber of Commerce, and others has made it easier, I think, for folks to accept masking. It makes it feel more like a community effort.

The Ohio Library Council Annual Convention is coming up on October 13-15 in Columbus. The awards luncheon is Wednesday the 13<sup>th</sup>. If anyone is interested in attending, please let me know soon. In addition to the awards, there are several breakout sessions, some may be of specific interest to trustees. For a schedule, visit [www.olc.org](http://www.olc.org). They're not entirely sure yet what the COVID safety protocols will be.

Also in October, the Northside branch is celebrating its 25<sup>th</sup> Anniversary. On the 14<sup>th</sup>, we're hosting an open house with music, refreshments, and more. You will each receive a separate invitation, but save the date!

**Guest:** Asti Powell, City of Chillicothe Transportation Director – We have an opportunity for an exciting partnership with the transportation department. I've invited Asti to the meeting to talk in more detail about it. This is an idea that could potentially dramatically increase our foot traffic to the Main Library.

**Hoopla flex titles** – Jenn is going to discuss this new feature that Hoopla has launched to help alleviate the issue of long reserve lists on ebooks and e-audio books.

### **Mileage Reimbursement Policy**

Update mileage reimbursement policy (supporting document) – We need to add a clarify sentence/phrase to our existing reimbursement policy to help avoid frivolous requests.

## 4.11 MILEAGE AND TRAVEL [updated 9/8/2021]

When practical, employees are to use Library owned vehicles for Library business. Employees who are required to drive their personal vehicles on Library business may be reimbursed mileage for the round trip at a rate established by the Internal Revenue Service. A valid Ohio Driver's license shall be required of such drivers. Proof of insurance with approved vehicular personal injury and property damage limits shall be required for such vehicles being used on Library business.

Any location at which an employee is regularly assigned to work is considered the employee's home location. If an employee is regularly assigned to work at more than one location, all of those locations are considered home locations for that employee. If an employee has more than one home location, mileage will be calculated from the home location that is closest to the destination, or from their residence when beginning or ending their work day at the destination if their residence is closer than their home locations.

Employees may be reimbursed for mileage to and from their home location and another Library location to which they are assigned to work **unless the assigned location is closer to their residence than their home location**. Employees may be reimbursed for travel between library locations during the work day, calculated between the two locations **unless the assigned location is closer to their residence than their home location**.

If an employee is traveling to a non-Library location for their entire work day they may be reimbursed for mileage from their home location or residence to the non-Library location and back, whichever is less. If an employee is traveling to a non-

Library location for only a portion of their work day they may be reimbursed for mileage from the location they left and/or returned to during the work day.

Employees may be reimbursed for the cost of meals, parking, and overnight accommodations when traveling on Library business outside the county. A limit is set on amount of reimbursement for meals, and the current limits are available from the administrative offices. Meals that are an integral part of a workshop or conference are reimbursed at full cost however, the IRS prohibits reimbursing for meals incurred during Library business that do not incorporate an overnight stay. Employees are normally responsible for making their own travel arrangements but the Library reserves the right to make or reimburse arrangements that reflect an economical mode of travel.

Time spent traveling to and from a Library location is generally excluded from hours worked. However, any time spent traveling during the workday, as part of an employee's principal activities, will be counted as hours worked. If an employee who normally works at a Library location is sent to a non-Library location for one day and returns that same day, all time spent traveling to and from that assignment is compensable work time. However, meal period and time spent traveling to and from the employee's home to the point of departure are not counted as hours worked. If an employee is sent to a non-Library location overnight, any time spent traveling that corresponds to the employee's normal working hours is compensable time. This includes hours traveled on days the employee normally does not work (e.g., Sunday). If an employee travels during a time that he or she would not normally be working, the time is not counted as hours worked. Meal time is not compensable.

- Exception: If the employee is the driver rather than the passenger, all time spent driving is compensable, regardless of when it occurs.
- Exception: Any time spent performing work during travel time (e.g., working on a plane) is compensable, regardless of when it occurs.

Pols "A"  
Resolution 63-21

### **Revise Personnel Policy**

A Fleurima moved and S. Congrove seconded the adoption of the following resolution. That the changes as presented to Section 4.11 Mileage Reimbursement be approved effective September 9, 2021.

The roll being called, the vote resulted as follows:

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

**Student Trustee application**—The student trustee applications close at the end of the month. Despite being shared widely on social media, we've only received on application, though it is a strong one. I'll make one last push to the schools before the deadline.

**Staffing** (multiple supporting documents)—With a recent retirement we had a cascading effect of staff shifting. At the end of it all, we're left with two clerk vacancies. We're working on those now. We also have some staff extended leave coming up do to various situations. Our schedule is stretched thin, so we're hoping to have the positions filled soon.

- a. Hire Erica Wallace, Main clerk (\$12/hour), effective August 16, 2021
- b. Accept resignation of Sydney Newsome, Frankfort clerk, effective August 24, 2021
- c. Hire Angela Tiberi, Peer Support Staff (\$16/hour), effective August 30, 2021
- d. Transfer Laura Erwin from Adult Services Assistant to Youth Services Assistant (no change in hourly rate), effective September 1, 2021
- e. Promote Rachel Tonn from Youth Services Clerk to Adult Services Assistant (\$14.75/hour), effective September 1, 2021
- f. Hire Abby Postage (\$12/hour), Frankfort clerk, effective September 7, 2021
- g. Hire Kelly Smith, Human Resources Manager (\$23/hour), effective September 13, 2021
- h. Promote Sheena Brown from part time clerk or full time Youth Services Clerk, effective September 20, 2021 (no change in hourly rate).

Pers. "A"  
Resolution 64-21

### **Staffing Changes**

R. Simmons Jones moved and C. Adams seconded the adoption of the following resolution. That Eric Wallace be hired as a Main clerk, 26 hours/week at \$12.00 per hour beginning August 16, 2021 with no benefits to accrue other than Medicare and OPERS, that Angela Tiberi be hired as the Peer Support Staff (\$16.00/hour), with all other benefits to accrue, effective August 30, 2021, that Laura Erwin transfer from Adult Services Assistant to Youth Services Assistant (no change in hourly rate) effective September 1, 2021, that Rachel Tonn be promoted from Youth Services Clerk to Adult Services Assistant (\$14.75/hour) effective September 1, 2021, that Abby Postage be hired as the Frankfort branch clerk, 26.5 hours/week at \$12.00 per hour beginning September 7, 2021, with no benefits to accrue other than Medicare and OPERS, that Kelly Smith be hired as Human Resources Manager (\$23 hour) with all other benefits to accrue effective September 13, 2021, that Sheena Brown be promoted from part time clerk to full time Youth Services Clerk (with no hourly rate change) with all other benefits to accrue effective September 20, 2021 and ; that the resignation of Sydney Newsome effective August 24, 2021, all be accepted.

The roll being called, the vote resulted as follows:

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

### **Buildings:**

**Landscaping update**—Rick Edler and I attended the Design and Review Board and the Zoning Appeals Board meetings last month with the landscape architects. The Design and Review Board approved our proposed changes to the Main/Annex campus and were



especially excited to see the changes to the front of the main building, even referring to it as a return to what it used to look like.

The Zoning Appeals Board had to approve the addition of the pergola to outside of the Northside Meyer’s meeting room (since it’s a permanent structure) and moving the sign in front of the Main (since it’s in the city right of way). Several community members indicated to Northside staff that they would attend to oppose the Northside project and they did, though ultimately it wasn’t the pergola they were opposed to, but simply wanted an opportunity to complain about the shelter house behind Northside. The board did a great job of redirecting them to the issue at hand, which turned out to be non-controversial. Since that meeting, I’ve talked to Donald Crow, one of our Northside neighbors, about his concerns. I think we’ll be able to address it with some simple signage.

Our immediate Main neighbor also attended the zoning meeting because she was concerned about the prospect of a digital sign. When we submitted the paperwork (a couple of weeks prior to the meeting), we were exploring the option of a low-lumens digital sign that would advertise library activities. However, after receiving pricing for the sign, we had already decided before the meeting to abandon that idea. Ms. Barrington was satisfied and didn’t contest us replacing and moving a static library sign.

At this point, most of the hurdles have been hurdled and we’re hoping to go out to bid at the end of the September. If we accept a contractor at the October meeting they can mobilize and hopefully have enough fall weather left to start on some of the hardscape work. Plantings, of course, will need to wait until next spring.

**Kingston Change Order #9** and update—This should be the last change order for Kingston building and addresses the drainage issue that we’ve been punting on from the beginning. Everyone involved has finally landed on a solution of adding a trench drain at the edge of the parking lot before the runoff hits the alley. Initially we were planning on adding an alley curb to direct water to a village catch basin, but that presented other issues. A trench gives us an opportunity to keep the water away from all of the neighbors. This change order includes a deduct for not doing the curb, but also an increase for adding the trench. After this payment, we’ll still have \$13,000 left in the contingency budget, so we don’t need to transfer money or open another purchase order.

We did sign a contract extension with the contractor, so our new completion date is now October 14. The outside landscape, of course, won’t be completed, but that shouldn’t prevent us from being able to start using the building around early November.

Prop. “A”  
Resolution 65-21

**Kingston Change Order #9**

C. Adams moved and S. Rutherford seconded the adoption of the following resolution.  
That change order #9 be approved in the amount of \$32,444.

The roll being called, the vote resulted as follows:

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

Adjourn at 5:18 p.m.

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Angela Fleurima, Secretary

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John Owens, President