

The Chillicothe and Ross County Public Library
Board of Trustees
September 14th, 2022

Present: Board Members Retha Simmons Jones,
Tamra Lowe, Susan Congrove in @ 4:39
Lori Graves and Cathy Adams

Absent: Angela Hirsch and John Owens
Allison Lutz, Student Trustee

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

The meeting was called to order at 4:30 p.m. by Tamra Lowe, Vice-President.

Tamra Lowe was appointed secretary pro-tem.

PUBLIC COMMENT

Gen. Fin. "C"
Resolution 68-22

CONSENT AGENDA

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

That the minutes of the July 13, 2022 Regular meeting be approved as presented and,

that the financial reports as presented from Fiscal Officer's records and the monthly financial statements of the Fiscal Officer for July and August be received and filed for audit and,

that the bills listed under date of September 14, 2022 be approved for payment.

The roll being called, the vote resulted as follows:

T. Lowe	Y	R. Simmons Jones	Y
L. Graves	Y	C. Adams	Y

July Financial Report

Clerk's bal. July 1, 22	\$5,091,364.21
July receipts	<u>301,608.98</u>
Total	5,392,973.19
July expenditures	<u>-449,114.97</u>
Ledger balance 7/31/22	4,943,858.22
Outstanding checks	<u>55,422.42</u>
Total	4,999,280.64
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-116,474.99
Star Ohio	-4,564,370.01
KNB Cert. of Deposit	-240,000.00
Cr card not posted	<u>-50.00</u>
Bank balance 7/31/22	\$57,365.64

August Financial Report

Clerk's bal. Aug. 1, 22	\$4,943,858.22
August receipts	<u>236,305.61</u>
Total	5,180,163.83
August expenditures	<u>-352,535.55</u>
Ledger balance 8/31/22	4,827,628.28
Outstanding checks	<u>18,139.63</u>
Total	4,845,767.91
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-177,495.13
Star Ohio	-4,320,798.92
KNB Cert. of Deposit	-240,000.00
Cr card not posted	<u>-7.40</u>
Bank balance 8/31/22	\$86,446.46

Approval of Bills September 14, 2022

Amazon	Books, Supplies, Bookworm Supplies	\$1,180.61
Bricker & Eckler LLP	Site Improvement Project Legal Counsel	\$5,600.00
Charter Communications	Clarksburg Book Locker Internet Svc 07/10-08/09	\$84.98
CDW	IT Equipment & Supplies	\$1,778.65
Demco	Supplies	\$249.23
Designing Local	Site Improvement Construction Administration & Permits	\$2,429.75
Eric Diehl	Bicycle Repair	\$75.00
Eric Mills	Reimburse Paint Purchase for R Dale Shutters	\$12.57
Gordon Flesch	Copier Use & Maintenance 06/13-07/13	\$434.49
Midwest Tape	Hoopla Instant Digital Books - Advance Acct Payment	\$20,000.00
M & M Fabrication	July Landscape Cleanup	\$4,500.00
Master Locksmith	Door Lock at R Dale	\$42.00
Nicholas Turon	Summer Music Series Performance 07/20/22	\$100.00
Ohio Library Council	K Smith, C Stout, M Jones, T Hitchens Training/Workshops	\$510.00
Pike Natural Gas	R Dale Svc 05/26-06/24	\$21.54
Quality Trophies	Bookworm Trophies	\$1,296.35
Quill	Supplies & Toner	\$3,237.36
SERLS	Annual Membership	\$720.00
Treasurer of State	Statewide Delivery Contract 07/01-06/30	\$49,185.00
Chillicothe Ross Co Pub Library	Gross Payroll 07/22/2022	\$78,657.46
Internal Revenue Service	Library's Share of Medicare 07/22/2022	\$1,085.92
All State Termite & Pest Control	Quarterly Service	\$340.00
American Electric Power	Main, N Side, 6th St., Annex, R Dale Svc	\$3,630.67
Bricker & Eckler LLP	Site Improvement Project Legal Counsel	\$1,575.00
Bainbridge Community Center	Monthly Lease & Library's Share of Electric	\$1,277.73
Columbia Gas	Kingston, Main/Annex, N Side Svc	\$1,045.92
CDW	IT Equipment	\$966.53
Delta Dental	Library's Share of Dental Premium	\$1,174.75
Garber	Annex Door Electric Locks/Key Card Repair	\$322.50
Herr Foods	Chips for Bookworm Finale	\$207.90
Haute Doggerie	Hot Dogs for Bookworm Finale	\$400.00

Hometown Apparel	T-Shirts for Resale	\$1,083.00
Jennifer Slone	2022 HRA Reimbursement	\$428.26
Kapco	Supplies	\$245.76
Noble Plumbing	Annex and Kingston Backflow Prevention Inspection	\$400.00
Office City	Supplies	\$19.00
South Central Power	Kingston & Frankfort Svc	\$475.00
Sports Plus	2 Employee Nametags	\$14.00
Structured Employee Benefits	Group Term Life Insurance Premium	\$188.10
Sandra Grigsby	Mileage Reimbursement 06/24-07/13	\$85.16
Screenpointe	Pre Employment Background Checks	\$75.00
Village of Frankfort	Water/Sewer Svc 06/21-07/20	\$30.00
United Healthcare	Library's Share of Medical Premium	\$29,266.46
VSP	Library's Share of Vision Premium	\$550.87
Kingston National Bank	Monthly Checking Acct Svc Charge	\$23.61
Clover/First Data	Monthly Credit Card Processing Fees	\$69.44
Amazon	Facilities Supplies, Bookworm, General Supplies	\$1,370.03
Baker & Taylor	Books	\$13,445.27
Buckeye Power Sales	Northside Generator Service	\$238.43
BJ's Electric	Northside Restroom LEDs	\$149.84
Central Center Hardware	Facilities Supplies	\$12.38
Cengage	Large Print Books	\$1,620.16
Davis & Newcomer	Elevator Service Agreement	\$936.00
DTB Distributors	Custodial Supplies, Vacuums	\$568.05
Findaway	Launchpad Cases, Adult Playaways	\$135.64
Kingston National Bank Cr Card	ALA Conference, Supplies, Admin Software	\$3,677.15
Kimberly Wagner	Mileage Reimbursement 07/22	\$13.44
Midwest Tape	A/V	\$1,289.39
Richmond Dale Sewer	Water & Sewer Svc 07/01-07/31	\$18.57
Screenpointe	Pre Employment Background Checks	\$35.00
Tammy Newlun	2022 HRA Reimbursement	\$9.95
Treasurer of State	Ohio Auditor - 2022 Financial Audit Services	\$1,947.50
WT Cox	Periodicals	\$193.12
Chillicothe Ross Co Pub Library	Gross Payroll 08/05/2022	\$84,601.97
Internal Revenue Service	Library's Share of Medicare 08/05/2022	\$1,173.75
OPERS	Library's Share of OPERS 08/05/2022	\$33,300.21
First Data	Monthly Credit Card Processing Fees	\$128.16
Chillicothe Fire & Security	Bainbridge Extinguisher Inspection & Svc	\$56.00
Charley's Flowers	Flowers for D. Nunziato Retirement	\$35.95
Chillicothe Munic. Utilities	Main/Annex and Northside Water & Sewer	\$562.53
Erin Lyons	Mileage 09/21-03/22	\$111.78
Frontier	South Salem Telephone	\$122.82
Findaway	Adult Playaways	\$89.98
Gordon Flesch	Copier Lease	\$340.76
Horizon	Telephone & Internet - August Svc	\$5,927.83
JLS Building Services	Richmond Dale HVAC Replacement	\$10,760.00
Lumen	South Salem Telephone/Long Distance	\$7.49
Lowe's	Facilities/Maintenance Supplies	\$1,129.18
Ross Co Water	Richmond Dale Svc 06/16-07/18	\$26.12
Rumpke	August Trash Svc - Main/Annex, R Dale, F Fort, Kingston	\$438.52
Sherwin-Williams	Paint & Painting Supplies	\$306.48
T- Mobile	Employee Cell Svc 06/29-07/28	\$141.92

Village of Kingston	Water & Sewer Svc 06/24-07/27	\$41.00
Rinehart Walters Danner Ins	1st Installment Prop/Auto/Liab Policy & Cyber Policy	\$17,833.40
BP Oil Co	Vehicle Fuel	\$878.78
Bayscan Technologies	TP Supplies	\$166.95
Center Point Large Print	Large Print Books	\$237.30
Davis Tire	Caravan Oil Change & Transit Van Tire Replacement	\$193.95
Fultzy's Glass & Door	Annex Window Replacement - Materials	\$24,805.00
Gordon Flesch	Copier Use & Maintenance	\$200.81
Kelsey Holmes	HRA Reimbursement	\$291.72
Pike Natural Gas	Richmond Dale Svc 06/24 - 07/25	\$21.02
SoundScape Music Therapy	June-August Programming	\$940.50
Spectrum	Zane Village Book Lockers Internet Svc	\$84.98
Wendy Payne	HRA Reimbursement	\$1,713.08
Chillicothe & Ross Co Pub Library	Gross Payroll 08/19/22	\$77,831.78
Internal Revenue Service	Library's Share of Medicare 08/19/22 Payroll	\$1,075.57
Applied Graphics	Wraps for Zane & Clarksburg Book Lockers	\$580.00
Delta Dental	Library's Share of September Dental Premium	\$1,109.30
Chillicothe Fire & Security	Fire Extinguisher Inspections/Maintenance @ 5 locations	\$350.00
Charter Communications	Clarksburg Book Locker Internet Svc 08/10-09/09	\$84.98
Cassandra Stout	2022 HRA Reimbursement	\$23.65
Davis Tire	Ford Focus Oil Change & Tire Rotation	\$88.95
Gordon Flesch	Copier Use & Maintenance	\$351.45
New Readers Press	Literacy Materials for ASPIRE	\$1,031.03
Ohio Library Council	Library Construction Webinar - Arnett & Stout	\$40.00
Quill	Office Supplies	\$685.81
SEBO	Guardian Group Term Life Insurance	\$183.15
United Healthcare	Library's Share of September Health Premium	\$27,363.96
Vision Service Plan	Library's Share of September Vision Premium	\$592.10
American Electric Power	July Svc - Main, Annex, 6th St., N Side, R Dale	\$3,542.33
Bainbridge Community Center	Monthly Rent & Library's Share of Electricity	\$1,321.20
Cengage	Large Print Books	\$2,372.18
Captain Steamer	Discovery Garden Carpet Cleaning	\$300.00
Columbia Gas	Main, Annex, Kingston, Northside Svc	\$717.00
DTB Distributors	Facilities Maintenance Supplies	\$2,247.90
Findaway	Playaways	\$366.43
FYDA Freightliner	Bookmobile Maintenance	\$1,014.51
Kathy Cruse	2022 HRA Reimbursement	\$174.47
Kingston Nat'l Bank Cr Card	IT Training Registration, Supplies, RFQ Ad	\$4,240.52
M & M Fabrication	July & August Mowing/Trimming	\$3,650.00
Ohio Library Council	C. Lewis 2022 Membership	\$45.00
South Central Power	Kingston & Frankfort Svc 07/14-08/15	\$525.00
Teneya Brabson	Mileage 08/04 & 08/23	\$25.63
Terri Lambert	Mileage 02/10-08/13	\$67.30
Village of Frankfort	Water & Sewer 07/20-08/18	\$30.00
Chillicothe & Ross Co Pub Library	Gross Payroll 09/02/2022	\$74,558.75
Kingston National Bank	Monthly Checking Acct Svc Charge	\$26.00
Internal Revenue Service	Library's Share of Medicare 09/02/2022	\$1,028.13
Amazon	Office, Maintenance , & Branch Supplies, Books	\$2,587.14
Communico	Create, Attend, Reserve, Broadcast Software & Implement	\$17,000.00
CDW	IT Equipment	\$4,303.44
Chillicothe Munic. Utilities	Main, Annex, Maintenance, Northside Water & Sewer	\$570.60

Horizon	Telephone & Internet - September Svc	\$5,938.15
Lowes	Facilities Supplies	\$1,678.42
Midwest Tape	A/V	\$3,548.07
Ross Co Water	Richmond Dale Svc 07/18-08/15	\$26.12
Richmond Dale Sewer	Water & Sewer Svc 08/01-08/31	\$18.57
SHRM	K. Smith Annual SHRM Membership Dues	\$229.00
Sherwin-Williams	Paint & Painting Supplies	\$124.14
Screenpointe	Pre Employment Background Checks	\$35.00
T- Mobile	Employee & Bookmobile Cell Svc 07-29-08/28	\$141.32
Wright Flood	Richmond Dale Flood Insurance Policy	\$1,849.00
First Data/Clover	Monthly Credit Card Processing Fees	\$64.70
Buckeye Propane	Frankfort Propane Fill 09/08	\$329.12
BP Oil Co	Vehicle Fuel	\$636.15
Bring the Farm to You	Apple Cidering Program 09/21	\$554.00
Charter Communications	Zane Village Book Lockers Internet Svc	\$84.98
Frontier	South Salem Phone	\$122.82
Gordon Flesch	Copier Use & Maintenance	\$579.29
Lumen	South Salem Phone	\$6.00
Library Ideas	Vox Books	\$1,075.80
Michelle Kerns	Mileage 08/26-08/31	\$33.75
Pike Natural Gas	Richmond Dale Svc 07/25-08/30	\$19.39
Quill	Office Supplies	\$2,864.71
Pitney Bowes	Postage Machine Lease	\$132.42
Rumpke	September Trash Frankfort, R Dale, Main/Annex, Kingston	\$485.06
Stacey Atkinson	Mileage 05/04-08/20	\$86.77
Sheena Brown	Mileage 06/08-08/31	\$42.92
Sports Plus	Employee Nametags	\$14.00
Southern Ohio Axe Throwing	Adult Program 09/21	\$375.00
Tammy Newlun	Mileage 05/06-08/25	\$88.79
Village of Kingston	Water & Sewer Svc 07/27-08/29	\$41.00
Chillicothe & Ross Co Pub Library	Gross Payroll 09/16/22	\$75,668.23
Internal Revenue Service	Library's Share of Medicare	\$1,044.20
OPERS	Library's Share of OPERS 09/16/22	\$21,334.66
		<u>\$778,802.24</u>

Director's Report September 2022

We took advantage of several engagement opportunities in August. We had good turnout the Bookworm Finale party, the county fair booth and the Chillicothe Pride Festival table. Library staff were everywhere this summer. The start of the school year and continued COVID cases have complicated September, but overall we're looking forward to a ramped up fall schedule of programs and activities. Our statistics continue to rebound. We've had a handful of staff comings and goings since our July meeting. Turnover has slowed significantly, but we do have two current postings open due to retirements. We are in the process of moving the library's meeting room reservation system to a new provider, Communico. That migration also includes a new website. Our current website was last updated 5 years ago, but the design hasn't significantly changed in 10 years. We recently had a website audit from OPLIN. Overall, our site was okay, but we fell short in some accessibility (ADA) requirements, so this gives us a chance to address those issues.

Jenn Slone is busy building the new website and implementing the new meeting room software. We should be converted over in October.

The Ross County Health District has Naloxboxes and are looking for public locations to install them. Naloxboxes are basically storage boxes that increases public access to overdose tools (primarily Narcan). We are considering Main as possible site.

From their website, Naloxboxes:

- Provide technical assistance for naloxone storage
- Improve the capacity of bystander rescuers
- Reduce stigma associated with substance use disorders
- Reduce morbidity and mortality of opioid overdose

We are finally seeing progress with the various landscaping projects. The pergola at Northside has been installed. Planting and cement work is still needed there before it is open to the public. The install on the children’s area has started. Work on the reading area behind the Annex should start soon.

The exterior work at Kingston will begin as soon as the contractor is finished at Northside. I have had conversations with the Masons’ lodge (the immediate neighbor on the southside of Kingston) about their building. They are currently accepting bids for brick repair and may need access to the Kingston yard to do that. I don’t think they will damage the area. I also started preliminary discussions with them about a future mural on their wall (since that’s the main view from the library).

IT has installed new iPad catalogs in Main and Northside. They have a smaller footprint than a large PC and have touchscreens. If it goes well, we will look at installing more across the system.

The book lockers at Clarksburg and Zane Village have officially been turned on. Outreach has started actively monitoring them. That means increased wifi access for patrons, too.

We have initiated the process of beginning to think about starting to plan for a connector building between Main and the Annex. We asked for RFQs last month for architects and have had several staff meetings to discuss the layout of the Annex building in preparation for an expansion. We have also had preliminary discussions for a state-approved consortium contractor.

Gen. Fin. “C”
Resolution 69-22

Authorize the Tax Levy for 2022 and Certify to the County Auditor

C. Adams 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, \$2,088,681 approved by voters on March 17, 2020.

The roll being called, the vote resulted as follows:

T. Lowe	Y	R. Simmons Jones	Y
L. Graves	Y	C. Adams	Y

Accept TechCred Grant

L. Graves moved and R. Simmons Jones seconded the adoption of the following resolution. That the library accept TechCred grant in the amount of \$5,016 to be used toward continuing education for the IT staff.

The roll being called, the vote resulted as follows:

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

Communico Software – Our contract with Demco, which was used for our meeting room reservations system/calendar and associated advertising, expires in September. After Jenn completed her research, we landed on Communico as a library-specific product that will meet our needs with improved functionality. The four modules provide us a website/widget builder, digital signage, library event management, and patron room reservations.

Ratify Communico Contract

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the Access Director be authorized to enter into a 3-year contract with Communico at a cost of \$12,000 per year plus \$5,000 one-time implementation. Communico modules will include Attend, Reserve, Broadcast, and Create. The term of the contract will be 08/01/2022 through 08/01/2025.

The roll being called, the vote resulted as follows:

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

General Fund Transfers – Transfers requested for an upcoming retirement payout, increased cost of fuel and trash removal, and the new Communico contract. Requesting to move the funds from Motor Vehicles, as we had originally budgeted to trade in & replace the truck but have decided to keep it in light of our Facilities Assistant position.

General Fund Transfers

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the following transfers be made: \$1,000 to 1000-100-110-0001 (Sick Leave Payouts), \$500 to 1000-100-334-0000 (Trash Removal), \$1,000 to 1000-100-453-0000 (Motor Vehicle Fuel), \$17,000 to 1000-760-790-0034 (Administrative Software), all from 1000-760-770-0000 (Motor Vehicles).

The roll being called, the vote resulted as follows:

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

Staffing Updates

- Ratify combined Youth Services and Adult Services Manager into Enrichment Services Manager and approve appointing Liz Gibbons-Camp to that position, effective September 1, 2022—this was discussed at the last meeting, but has now been in place for a few weeks and seems to be working, so I would like to make it official.
- Ratify combined Consortium Coordinator and Collection Development Coordinator position and approve appointing Heather VanGundy to that role, effective September 1, 2022—this position was also discussed at the July meeting and just needs formal approval.
- Ratify hiring Courtney Lewis as Communications and Marketing Manager, effective August 22, 2022
- Ratify hiring Kandice Trainer, Enrichment Assistant, effective September 12, 2022
- Approve re-hiring Angela Tiberi, Peer Support Staff, and make the position permanent—The Peer Support Staff program was established with a reimbursement grant from the Federal Department of Justice and administered by the local health district. As expected, that grant money was exhausted this past spring. Last year, the board agreed to continue to fund the position through 2022 even without outside support. I think the program has proven incredibly helpful and has established relationships and provided services to patrons who could otherwise be “problem patrons.” The salary and benefits are already included in the current budget. I am asking the board to make the Peer Support Staff position permanent.
- Accept resignation of Terri Lambert, Kingston clerk, effective September 30, 2022

Pers. “A”
Resolution 73-22

Staffing Changes

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution.
That Heather VanGundy transfer from Consortium Coordinator to Collection Development Coordinator at a rate of \$20.00, effective August 1, 2022 and

That Liz Gibbons-Camp transfer from Adult Services Manager to Enrichment Services Manager at a rate of \$26.00, effective August 1, 2022 and

That Courtney Lewis be hired as Communications and Marketing Manager at a rate of \$26.00 with all other benefits to accrue effective 8/22/22 and

That Kandice Trainer be hired as Enrichment Assistant at a rate of \$16.50 with all other benefits to accrue effective September 12, 2022 and

That Angela Tiberi be hired as a permanent Peer Support Staff and

That Terri Lambert's resignation be accepted, effective September 30, 2022.

The roll being called, the vote resulted as follows:

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

Policy Reviews

- a. COVID vaccinations and use of sick leave
- b. Update Weapons policy Human Resources 5.6 and the effects of SB 156 on the Patron Code of Conduct—our current policy is in violation of a new state law that takes affect this week. We need to make some minor language changes.
- c. Update Attendance policy Human Resources 5.3—our current policy addresses absences, but doesn't really address tardiness, so we want to add just a few changes to more clearly define being late for work.

New language highlighted

HR 5.6 WEAPONS

Firearms, handguns, ~~knives~~, or other **unlawful** weapons further defined by Ohio statute or local ordinance are prohibited on CRCPL property or vehicles. Library property includes:

- Owned or leased vehicles;
- Owned or leased buildings;
- Areas surrounding owned or leased buildings, such as sidewalks, walkways, and driveways.

During working hours or while conducting CRCPL business, employees are strictly prohibited from possessing any firearm or **unlawful** weapon on library property. This policy applies to all employees entering library property regardless of whether the employee is licensed to carry the weapon. An employee with a valid concealed carry permit **handgun license** may transport or store a firearm or ammunition in their own personal vehicle.

From Section 8—Patron Code of Conduct:

- Any behavior that is prohibited by law, including but not limited to:
 - Sexual misconduct or harassment (e.g. unwanted physical contact, leering, sexual innuendoes, sexual propositions, acts of physical aggression)
 - Tobacco use on library premises
 - Using the internet for unlawful purposes (e.g. child pornography)
 - Theft or vandalism of library property or items belonging to staff and/or other library users
 - Unapproved entry in non-public areas of the library (e.g. trespassing)

- Being under the influence, possessing alcohol or drugs, selling or using drugs or alcoholic beverages
- Unlawful possession of weapons
- Brandishing of weapons, using weapons to threaten or intimidate others, or using weapons in an unsafe manner that could reasonably result in personal injury or property damage

CURRENT 5.3 ATTENDANCE

CRCPL depends heavily upon its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. To the extent permitted by law, absenteeism and tardiness lessen an employee's chances for advancement, and may result in corrective action up to, and including, discharge of employment.

Unless required by law, regular full-time and regular part-time employees, who have exhausted all of their paid leave, may use up to 5 additional unpaid working days within the calendar year equal to the normal total hours scheduled per week.

Part-time employees may use up to 10 working days as authorized in unpaid absence from work within the calendar year equal to the normal total of hours schedule per week.

Non-medical unpaid absences should only be approved when they do not create a hardship for the library or adversely impact the work unit. Requests for unpaid leave should be made as far in advance as possible.

An employee must personally (unless incapacitated) notify their supervisor or administration if they expect to be late or absent as far in advance as possible but within one hour after the scheduled work time.

Supervisors have the right to ask the reason for tardiness/absence; if due to medical necessity the exact nature of an illness need not be divulged. An employee should attempt to provide an estimated arrival time or day of return to work.

Failure to call in, in a timely manner, may result in corrective action. Employees who do not return to work or arrive at the time originally estimated are expected to call in again. Supervisors will track all employees' absences to ensure that absences and tardiness are not excessive. Generally speaking, more than 10 unscheduled absences or late arrivals at work in a 12-month period is considered excessive. Corrective action, up to and including discharge, will be used to deal with excessive unscheduled absence/tardiness that is not covered under FMLA.

PROPOSED 5.3 ATTENDANCE

CRCPL depends heavily upon its employees and it is important that employees attend work as scheduled. Dependability, attendance, punctuality and a commitment to do the job right are essential at all times. To the extent permitted by law, unexcused absenteeism and tardiness lessen an employee's chances for advancement, and may result in corrective action up to, and including, discharge of employment.

Definitions

Excused Absence: Occurs when a leave request is approved in advance by the employee's supervisor and the employee has sufficient paid/unpaid time off to cover the absence.

Unexcused Absence: Occurs when the absence was not scheduled in advance and/or the employee does not have sufficient paid/unpaid time off available.

Tardy: When employee arrives up to 14 minutes after the scheduled starting time.

Late: When employee arrives more than 15 minutes after the scheduled start time.

Early Departure: When an employee leaves work more than 15 minutes before the scheduled end time.

Occurrence: An attendance occurrence is defined as:

- One unexcused absence;
- Three tardies or;
- Two late or early departures

Unless required by law, regular full-time and regular part-time employees, who have exhausted all of their paid leave, may use up to 5 additional unpaid working days within the calendar year equal to the normal total hours scheduled per week.

Part-time employees may use up to 10 working days as authorized in unpaid absence from work within the calendar year equal to the normal total of hours schedule per week.

Non-medical unpaid absences should only be approved when they do not create a hardship for the library or adversely impact the work unit. Requests for unpaid leave should be made as far in advance as possible.

An employee must personally (unless incapacitated) notify their supervisor or administration if they expect to be late or absent as far in advance as possible but within one hour after the scheduled work time.

Supervisors have the right to ask the reason for tardiness/absence; if due to medical necessity the exact nature of an illness need not be divulged. An employee should attempt to provide an estimated arrival time or day of return to work.

Corrective action will begin when all excused absences are exhausted or when an attendance issue or pattern has been identified. Failure to call in, in a timely manner, may result in corrective action. Employees who do not return to work or arrive at the time originally estimated are expected to call in again. Supervisors will track all employees' absences to ensure that absences and tardiness are not excessive. Documented date of attendance infractions will remain part of the corrective action process for one year unless they are part of an established pattern of abuse.

Pols. "B"
Resolution 74-22

Policy Update

_____ moved and _____ seconded the adoption of the following resolution.

That the changes to the Patron Code of Conduct policy and Attendance policy be accepted as presented effective September 15, 2022.

The roll being called, the vote resulted as follows:

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

Update South Salem’s Library Hours and Huntington’s Hours

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That as of August 15th, 2022 South Salem will be open to the public from 3pm- 6 p.m. Monday through Thursday evening and

That as of August 15, 2022 Huntington will be open to the public from 4pm-7pm Monday through Friday.

The roll being called, the vote resulted as follows:

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

Branch Upgrades to LED Lighting - Two quotes were received for LED lighting upgrades at Frankfort and Richmond Dale. Terry Davis Electric quoted \$13,775 for both branches and BJ’s Electric quoted \$10,195.14 for both branches.

Accept Quote for LED lighting upgrades at Frankfort and Richmond Dale

R. Simmons Jones moved and L. Graves seconded the adoption of the following resolution. That the Director be authorized to contract with BJ’s Electric to update lighting at Frankfort and Richmond Dale to LEDs in the amount of \$10,195.14.

The roll being called, the vote resulted as follows:

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

Preliminary Connector Planning – We advertised for Statements of Qualifications from Design Professionals to be reviewed and kept on file in anticipation of our connector project. KBA was our only respondent. We would like to proceed with the preliminary design stage for future budgeting & planning purposes.

Accept Architect’s Qualifications & Preliminary Design Contract

C. Adams moved and S. Congrove seconded the adoption of the following resolution. That the Statement of Qualifications of KBA Incorporated Architects received on August 24, 2022 be retained in a file maintained for design professional qualifications and That the Director be authorized to enter into contract with KBA Incorporated Architects not to exceed \$50,000 to provide initial analysis of the existing Main Library and Annex buildings and conditions, with recommendations for enhancement and improvement and preliminary designs for a connector/expansion building between and including the two existing facilities.

The roll being called, the vote resulted as follows:

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

Gen. Fin. "C"
Resolution 78-22

Building Fund Transfer

C. Adams moved and S. Congrove seconded the adoption of the following resolution. That the following transfer be made in the Building Fund: \$50,000 to 4001-100-374-0035 (Engineering Services) from 4001-760-740-0000 (Building Improvements).

The roll being called, the vote resulted as follows:

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

Annex Interior Improvements - James, Cassie, and Scott met with Johnson-Laux, a construction company that has been procured through the Equalis Group cooperative purchasing organization, to discuss improvements to north end of the Annex including an expanded Outreach workspace, a new canopy for the "Bee" and new fascia, additional office spaces, a new boardroom, and other improvements. We are seeking approval to move forward with the project at an estimated budget of \$450,000 and anticipate having more specific details and contracts in the coming months.

Gen. Fin. "B"
Resolution 79-22

Approve Moving Forward with Annex Interior Improvements

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the Director be authorized to proceed with Johnson-Laux Construction as part of the Gordian/Equalis Group cooperative to renovate the Annex with a budget not to exceed \$450,000.

The roll being called, the vote resulted as follows:

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

Main Roof - Four quotes were received to replace the roof at Main. Cardinal Roofing was the second-lowest quote but comes with a 15-year warranty.

Gen. Fin. "B"
Resolution 80-22

Accept Quote for Roofing at Main

L. Graves moved and S. Congrove seconded the adoption of the following resolution. That the Director be authorized to contract with Cardinal Roofing & Construction to repair and coat the Main Library roof with Certainteed SmartCoat Silicone roof in the amount of \$19,988.

The roll being called, the vote resulted as follows:

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

Northside Site Improvement Change Orders – #1 Material costs have increased by \$19,688 for the Northside landscape project. **#2** We had planned to keep the slate and block in place under the pergola but it is not in good condition. Change Order #2 is for the removal of existing slate/block and installation of stamped concrete under the pergola plus matching stamped concrete where aggregate was originally called for at a cost of \$23,732.

Gen. Fin. "C"
Resolution 81-22

Accept Change Orders from Rhoads for Northside Site Improvements

C. Adams moved and S. Congrove seconded the adoption of the following resolution. That change order #1 from Rhoads Landscaping for the Northside Site Improvement Project be approved in the amount of \$19,688 and That change order #2 from Rhoads Landscaping for the Northside Site Improvement Project be approved in the amount of \$23,732

The roll being called, the vote resulted as follows:

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

Move October's meeting to Staff Day, October 10 at 11 a.m.

Board "D"
Resolution 82-22

October Board Meeting

R. Simmons Jones moved and S. Congrove seconded the adoption of the following resolution. That the October Board meeting be moved to October 10th, 2022 at 11:00 am.

The roll being called, the vote resulted as follows:

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

Schedule Committee meetings:

Buildings Committee

Budget Committee – James and Cassie would like to schedule a budget committee meeting for mid-November.

Adjourn at 5:33 p.m.

Tamra Lowe, Vice-President
Pro-Tem Secretary