

The Chillicothe and Ross County Public Library
Board of Trustees
May 11, 2022

Present: Board Members Angela Fleurima, Cathy Adams,
Retha Simmons Jones in @4:37
Tamra Lowe, Susan Congrove
and Allison Lutz , Student Trustee

Absent: John Owens

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 Tamra Lowe, Vice-President.

PUBLIC COMMENT

Gen. Fin. "C"
Resolution 33-22

CONSENT AGENDA

C. Adams moved and A. Fleurima seconded the adoption of the following resolution.

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

that the financial report as presented from Fiscal Officer's records and the monthly financial statement of the Fiscal Officer for April be received and filed for audit and,

that the bills listed under date of May 11, 2022 be approved for payment.

that a donation of \$100 be accepted from Noble Plumbing to be used for Bookworm

The roll being called, the vote resulted as follows:

C. Adams Y A. Fleurima Y T. Lowe Y S. Congrove Y.

April Financial Report

Clerk's bal. April.1, 22	\$4,475,045.97
April receipts	<u>1,317,546.64</u>
Total	5,792,592.61
April expenditures	<u>-384,216.86</u>
Ledger balance 4/30/22	5,408,375.75
Outstanding checks	<u>55,413.61</u>
Total	5,463,789.36
Petty cash	-520.00
Culp Stock	-10,500.00
Schlegel Fund CD	-10,000.00
Kingston Money Mkt.	-252,402.33
Star Ohio	-4,855,419.98
KNB Cert. of Deposit	-240,000.00
Cr card not posted	<u>-2.00</u>
Bank balance 4/30/22	\$94,945.05

Approval of Bills May 11, 2022

Amazon	Supplies	\$99.95
American Electric Power	R Dale & W 6th Svc 03/10-04/07	\$237.77
All Signs	Book Locker Awnings Z Village & Clarksburg	
Bainbridge Community Center	Final Pmt	\$5,112.50
Bayscan Technologies	Monthly Rent & Library's Share of Electricity	\$1,478.00
BJ's Electric	Tech Proc Supplies	\$239.00
Buckeye Power Sales	Re-Secure Meter to Buiding in R Dale	\$75.00
Baker & Taylor	N Side Generator Svc Contract	\$775.00
Cengage	Books	\$17,807.68
Cassie Stout	Large Print Books	\$396.62
Center Point	OLC CPIM Conference Lodging	
Findaway World	Reimbursement	\$226.72
Gordon Flesch	Large Print Books	\$237.30
Lowes	Playaways	\$1,934.66
The Library Corporation	Copier Use/Maintenance	\$380.59
Marita Perry	Facilities Maintenance Supplies	\$1,039.51
Noble Plumbing	Tech Proc Supplies	\$436.00
Ohio Library Council	2022 HRA Reimbursement	\$290.85
Pike Natural Gas	Annex Svc & Backflow Inspections	\$1,180.00
Sports Plus	C Stout CPIM FO Conf & L Pinnix Tech Svcs	
SEBO	Retreat	\$380.00
Terry Davis Electric	R Dale Svc 02/23-03/25	\$54.31
Treasurer of State of Ohio	6 Employee Nametags	\$42.00
Chillicothe & Ross Co Pub Lib	May Life Insurance Premium	\$185.13
Internal Revenue Service	Zane Village Book Lockers Electrical Svc	\$625.00
All State Termite & Pest Control	SEO Consortium Fees	\$13,436.28
American Electric Power	Gross Payroll 04/29/22	\$71,448.27
Central Center Hardware	Library's Share of Medicare	\$1,036.03
Chillicothe Utilities Dept	Pest Control Main, Annex, N Side	\$300.00
Columbia Gas	Svc at Main, Annex, N Side 03/17-04/14	\$2,961.98
Chillicothe Fire & Security	Facilities Maintenance Supplies	\$323.66
Collaborative Summer Library	Water & Sewer Main & Annex 03/06-04/06	\$366.93
DTB Distributors	Main, Annex, N Side Svc 03/17-04/18	\$1,098.45
Davis & Newcomer	Fire Extinguisher Service	\$41.00
Eric Diehl	Bookworm Supplies	\$693.79
Findaway World	Facilities Supplies, First Aid Kits, Spill Kits	\$3,099.01
Flow Masters	Elevator Maintenance	\$936.00
Garber	Bicycle Repairs	\$415.00
Kelsey Holmes	Playaways	\$389.43
Kapco	Main Plumbing Service	\$1,660.00
	Keyless Door Service	\$250.00
	2022 HRA Reimbursement	\$214.43
	Supplies	\$220.61

Library Ideas	Vox Books	\$1,006.85
Midwest Tape	Hoopla Digital Books	\$6,966.81
M & M Fabrication	Mowing, Trimming, Landscape Svc	\$5,960.00
Noble Plumbing	Plumbing Service	\$500.00
Overdrive	Digital & Audio Books	\$3,263.60
Oriental Trading	Bookworm Supplies	\$213.91
Richmond Dale Sewer Dist	R Dale Water & Sewer 04/01-04/30	\$17.30
South Central Power	Kingston & Franfort Svc 03/15-04/14	\$303.00
Screenpointe	Employee Background Check	\$15.00
Sherwin Williams	Paint & Supplies	\$520.99
Village of Frankfort	Water & Sewer 03/17-04/19	\$30.00
Westside Media	Website Hosting & IT Support	\$279.00
Adrienne D'Souza	Notary Fee Reimbursement	\$15.00
Baker & Taylor	Books	\$16,333.46
CDW	IT Supplies	\$1,993.72
Chillicothe Rotary	D. Nunziato Quarterly Dues	\$125.00
Cengage	Large Print Books	\$1,629.91
Debbie Nunziato	Mileage & Supplies Reimbursement	\$24.89
Eric Diehl	Bicycle Repairs	\$170.00
Erica Wallace	Notary Fee Reimbursement	\$15.00
Farber Specialty Vehicles	Bookmobile	\$177,840.00
Gordon Flesch	Copier Use/Maintenance	\$419.32
Gordon Flesch	Copier Lease	\$340.76
Horizon	May Phone/Internet	\$5,924.28
James Hill	Notary Fee Reimbursement	\$15.00
Kelly Smith	Notary Fee Reimbursement	\$15.00
Kelly Smith	2022 HRA Reimbursement	\$123.00
Liz Gibbons-Camp	Notary Fee Reimbursement	\$15.00
Midwest Tape	A/V	\$4,271.02
Master Locksmith	Replace Locks, Cylinders, Keys	\$1,098.00
Office City Express	Chairs & Supplies	\$573.02
Picture This	Mat & Frame Retirement Gift	\$37.44
Ross Co Agricultural Society	Ross County Fair Book	\$362.00
Ross Co Water Co	R Dale Svc 03/15-04/11	\$25.39
Rumpke	May Trash Svc : F Fort, Kingston, R Dale, Main/Annex	\$433.05
Swank Motion Pictures	Annual Movie License Renewal	\$1,780.00
Sprint	Cell Phones	\$97.22
Sandy Grigsby	Mileage Reimbursement 03/29-04/28	\$59.09
Tammy Newlum	Mileage Reimbursement 02/11-04/29	\$63.77
Village of Kingston	Water & Sewer Svc 03/24-04/28	\$41.00
Chillicothe & Ross Co Pub Library	Gross Payroll 05/13/22	\$70,636.66
Internal Revenue Service	Library's Share of Medicare	\$965.69
OPERS	Library's Share of OPERS	\$19,985.56
		<hr/>
		\$456,729.17

With our upcoming retirements, we need to move additional funds to cover vacation & sick leave payouts:

Gen. Fin. "B"
Resolution 34-22

GENERAL FUND TRANSFER

S. Congrove moved and C. Adams seconded the adoption of the following resolution. That \$5,000 be transferred to 1000-100-110-0001 (Sick Leave Benefits) and \$2,000 be transferred to 1000-100-110-0042 (Salaries & Leave Benefits) both to come from 1000-930-930-0000 (Contingencies).

The roll being called, the vote resulted as follows:

C. Adams Y A. Fleurima Y T. Lowe Y S. Congrove Y.

Director's Report

May 2022

We welcomed the Bee home on Friday, May 6. The official ribbon cutting will be Thursday, June 9. The Outreach staff are very excited to spend the next couple of weeks working out the logistics and stocking the shelves. It has 7 mobile shelves that can be loaded and offloaded for quick changing based on the location visit.

I submitted the letter to the local judges last week to ask for an appointment to fill the current board vacancy. I also asked in the same letter to have Ms. Simmons-Jones re-appointed for another 7-year term. I received notice that the letter was delivered, but have not heard any additional information.

Accept retirement of Luann Smith, effective July 1, 2022

After 29 years, Luann is retiring this summer. She has been a long-timer Assistant at the Main library. Her experience will be missed, but we're happy that she's going to have more time visit her grandchild. Luann and Marita Perry from South Salem will both be recognized at an upcoming All Staff meeting.

Pers. "A"
Resolution 35-22

Staffing Changes

A Fleurima moved and S. Congrove seconded the adoption of the following resolution. That Luann Smith's retirement be accepted effective July 1, 2022.

The roll being called, the vote resulted as follows:

C. Adams Y A. Fleurima Y T. Lowe Y S. Congrove Y.

Approve \$22,960 contract with M&M Fabricating for new handrails at Frankfort library
This was previously discussed and included in the 2022 budget, we just need approval to spend the money. The new handrails will be like those at the new Kingston building and should have a longer life than the current ones have had.

Gen. Fin. "B"
Resolution 36-22

Accept proposal M & M Fabrication

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the Director be authorized to contract with M & M Fabrication to install new railing in Frankfort in the amount of \$22,960.00

The roll being called, the vote resulted as follows:

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

Approve \$9,125 contract with ProCon for concrete work at Kingston
When we were working on the new Kingston building, we were unsure about how to address the small strip of land between our building and the old school next door. After living in the space for a few months, the staff have asked if they could place a picnic table there for lunch breaks, etc., so we're going to pave it. It's a small area and the lack of green space will be offset by the new landscaping.

Gen. Fin. "B"
Resolution 37-22

Accept proposal from ProCon

C. Adams moved and A. Fleurima seconded the adoption of the following resolution. That the Director be authorized to contract with ProCon to excavate, pour concrete, and install gravel for the patio and sidewalk area in Kingston in the amount of \$9,125.00

The roll being called, the vote resulted as follows:

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

Landscaping update

As announced earlier this month, due to a variety of factors, we canceled the previously approved proposal for the landscaping project at Main. Instead, in the hopes of making *some* progress while we figure out next steps, the architect is breaking the project into two smaller jobs. The actual plantings can be approved quickly while we wait on more information from the city concerning the issues with the waste water lines under Paint St. that might dictate our timeline for the front of Main.

The project that we would like to go out to bid on includes planting the new tree islands and beds and all the work on 5th Street side of the Annex. The estimate is \$149,935.

Gen .Fin. "B"
Resolution 38-22

Landscaping Update

A Fleurima moved and C. Adams seconded the adoption of the following resolution. That the Director be authorized to go out to bid for a portion of the Main site improvement project estimated at \$149,935 plus a 20% contingent for added expenses and inflation.

The roll being called, the vote resulted as follows:

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

Public Services policy update

Last month I provided everyone a draft of the updated public service policies. Most the changes were slight clarifications and updates to language, etc. Two new sections (highlighted) have been added since then, however. The first gives parents the final say in materials selection and borrowing for their children. The second change is a revision to notary services. Several staff, myself included, recently attended the Ohio Public Notary training. Based on the new laws (since 2019), I wanted to update the policy to reflect expectations and legal limits of the service.

Pols. "B"
Resolution 39-22

Public Services Policy

R. Simmons Jones moved and S. Congrove seconded the adoption of the following resolution. That the changes as presented to Public Services Policy be approved effective May 11, 2022.

Parents, caregivers, and legal guardians are solely responsible for their child's materials selection. CRCPL staff does not decide what children are allowed to read, view, or borrow. CRCPL will not assume nor overrule the rights and responsibilities of parents and guardians. CRCPL supports the responsibility and the rights of all parents and guardians to guide their own children's use of the library and its resources and services. Only parents and guardians have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children.

Section 4: Information Services

Notary Public Service: The Chillicothe and Ross County Public Library provides free limited Notary Public services, primarily at the Main Library, when qualified staff are available. Patrons should call ahead to schedule an appointment. The following guidelines will be followed for the provision of this service:

Documents to be notarized must be signed in front of the Notary.

Library Notaries cannot provide legal advice or assist in document preparation. The document to be notarized should be completely filled out—except for the signature line—before appearing before the library Notary. Notaries may not notarize any document with blank spaces.

The person signing the document must provide the Notary with at least one valid form of identification. The Notary may decline to notarize a document if the signer cannot provide satisfactory identification.

The Library’s free notary service is intended for simple documents that do not require specialized expertise. The library does not provide electronic Notary services.

Notaries are required to follow Ohio Revised Code Chapter 147. Notaries will not provide service if a patron, document, or circumstance of the request for Notary service raises any issue of authenticity, ambiguity, doubt, or uncertainty.

The Notary may, at their sole discretion, decline to provide Notary service.

The roll being called, the vote resulted as follows:

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

Procurement (credit card) policy update

The Fiscal Officer is proposing a slight change to the credit card policy that would expand which staff have permission to sign out the card. This does not significantly change the process or affect the custodial policy required by the state.

Pols. “A”
Resolution 40-22

Procurement Policy

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the changes as presented to Procurement Policy be approved effective May 11, 2022.

3. For purposes of the policy, the Deputy Fiscal Officer may perform the functions of the Fiscal Officer in the absence of the Fiscal Officer.
8. Credit cards may be signed out only to the following Library personnel:
 - a. Director
 - b. Fiscal Officer
 - c. Deputy Fiscal Officer
 - d. Assistant Directors

e. Managers

f. Assistants

The roll being called, the vote resulted as follows:

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

Filming and Photography policy

As the pandemic ebbs, First Amendment Audits are again plaguing libraries. Regionally, the Ironton Public Library was recently visited by a group out of Michigan. The Ohio Library Council and American Library Association have provided draft policies for libraries to adopt that help address the staff's expectations and responsibilities during an "audit." Additionally, this policy codifies commercial photography and other issues that we're often asked about, but have never been addressed.

Pols. "B"
Resolution 41-22

Filming and Photography Policy

S. Congrove moved and C. Adams seconded the adoption of the following resolution. That the changes as presented to Filming and Photography Policy be approved effective May 11, 2022.

Section 3: Filming and Photography on Library Property

Filming and photography are allowed as described below only to the extent that they do not interfere with the mission of CRCPL or delivery of library services.

Public library facilities and grounds are defined as limited public forums subject to reasonable time, place, and manner restrictions. Sidewalks around our libraries are traditional public forums, defined as places held in trust of the public to use for free speech and other activities protected by the First Amendment.

CRCPL is within its rights to limit filming and photography on library properties or inside facilities when such restrictions serve library purposes. Foremost of these is ensuring the right of CRCPL patrons to acquire knowledge and information freely and confidentially without scrutiny, intimidation, or distraction by others.

CRCPL may film, photograph, or record library-sponsored programs or events at its discretion

3.1 Permissions

Any persons filming, photographing, and/or recording on library premises have sole responsibility for gaining all necessary releases and permissions from persons who are filmed, photographed, or recorded, if applicable. CRCPL undertakes no responsibility for obtaining these releases.

Authorizations may be required to video, photograph, and record at CRCPL facilities as described below. Failure to obtain permission is a violation of the Patron Code of Conduct.

3.2 Amateur Photography

Casual amateur photography, filming, or recording is permitted in library facilities for patrons and visitors wanting a remembrance of their visit, provided that other library users are not captured in any such photographs, films, or recordings without their permission, in accordance with the Supreme Court decision *Katz v. United States*, 389 U.S. 347. This held that the Fourth Amendment “protects people, not places” and what a person “seeks to preserve as private, even in an area accessible to the public,” may be constitutionally protected.

The use of additional equipment such as lighting is not permitted. Photography and recording of private and “reservation only” events may only be done with the permission of the organization or individual holding the event. It is the sole responsibility of the photographer to obtain that permission.

3.3 News Media Photography

CRCPL has an open-door policy for news media photographers and reporters who are doing stories or projects that directly involve the library and its programs, but prefers advanced notice.

For non-Library events and meetings, news media photographers and reporters must receive authorization from the presenting group, organization, or individual and must notify the library that they have received such authorization.

3.4 Documentary-type Filming for Publication or Broadcast

CRCPL permits filming of its premises and activities when the use of the footage involves the Library directly, such as books, articles, library-sponsored meetings and events, videos about CRCPL or one of its facilities or services, the library’s position in the region as a tourist or learning destination, or as part of a piece used to describe our community.

Individuals or organizations with a documentary requirement must obtain authorization in advance from the Executive Director prior to commencing any documentary-related activities.

3.5 Commercial Photography

CRCPL does not permit commercial photography on its properties or inside of its facilities without the written permission of the Executive Director. This includes but is not limited to using library buildings, grounds, or interiors as a stage set for portraiture, model photography, or product photography, or filming used to advertise goods or services unrelated to the library for commercial sale or promotion.

3.6 Feature Films

CRCPL will permit the use of its facilities for filming-related projects where a library setting is applicable if the project does not interfere with the mission of the library and is in accordance with the rest of this policy, and avoids any relation to political campaigns or to partisan issues.

Such projects require the approval and coordination of the Executive Director. Filming may take place only during hours when the library is closed, and all equipment must be removed during the library's operating hours, unless otherwise approved.

3.7 Photography for Groups and Non-Library Events in Meeting Rooms

Groups, organizations, or individuals holding meetings or events in CRCPL's meeting and/or study rooms may arrange for news media or photography, filming, or recording during their event. Photographing, filming, or recording at meetings or events requires the permission of the group, organization, or individual hosting the meeting or event and is restricted to the space reserved by the organization, group, or individual and may not take place in other areas.

The event organizer must make an announcement at the beginning of the meeting or event that they have allowed photography, filming, and/or audio recording. Any event attendee not wanting to be photographed, filmed, and/or recorded will need to speak with the event organizer.

3.8 Staff Responsibility

Library staff may terminate any photo, filming, or recording session that appears to compromise public privacy, safety, or security, or violates a CRCPL policy.

CRCPL frequently engages in photographing, filming, or recording library programs and events, on- and off-site, for its own publicity and promotional purposes. Staff may document any activity on behalf of the library in such a way. When doing so, they will wear a badge identifying their employment with the library and make an announcement at the beginning of the meeting or event that they may be taking photos, filming, and/or audio recording. Members of the public must immediately notify a staff member if they do not want to be photographed, filmed, and/or recorded.

CRCPL will ensure signage is posted somewhere outside or within each library facility about such possible filming, recording, or photography.

The roll being called, the vote resulted as follows:

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

Change the name of Emergency Preparedness Plan to the Pandemic Response Plan

The Emergency Plan and Manual has not been updated in many years (prior, even, to my tenure). As we've been updating that document, we decided that it's too confusing to have two tools with Emergency in the title. "Pandemic Response" is more descriptive of that policy and will prevent questions in the future.

Pols. "A"
Resolution 42-22

Change the name of Emergency Preparedness Plan to the Pandemic Response Plan

C. Adams moved and R. Simmons Jones seconded the adoption of the following resolution. That the name of Emergency Preparedness Plan be changed to the Pandemic Response Plan effective May 11, 2022.

The roll being called, the vote resulted as follows:

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

Adjourn at 4:56 p.m.

Angela Fleurima, Secretary

Tamra Lowe, Vice-President