

The Chillicothe and Ross County Public Library
Board of Trustees
January 11, 2023

Present: Board Members Tamra Lowe, Lori Graves,
Angela Hirsch, Susan Congrove,
Retha Simmons Jones
and Allison Lutz, Student Trustee

Absent: Cathy Adams and John Owens

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.

PUBLIC COMMENT

Memo

BOARD APPOINTMENT

A letter was received from Board of Commissioners, dated December 21, 2015 notifying Ms. Simmons Jones of her appointment to the Library Board for a term of January 1, 2023 through December 31, 2029.

Pers. "A"
Memo

SWEARING -IN

OATH OF OFFICE

"Do you solemnly swear (or affirm) that you will support the Constitution of the United States and the Constitution of the State of Ohio; and that you will faithfully and impartially discharge your duties as a member of the Board of Trustees of the Chillicothe and Ross County Public Library, Ross County, Ohio to the best of your ability, and in accordance with the laws now in effect and hereinafter to be enacted, during your continuance in said office, and until your successor is elected and qualified?"

(The answer is: "I do")

Retha Simmons Jones

Administered by: _____
this 11th day of January 2023

Gen. Fin. "C"
Resolution 1-23

CONSENT AGENDA

L. Graves moved and S. Congrove seconded the adoption of the following resolution.

That the minutes of the December 14, 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 December be received and filed for audit and,

That the bills listed under date of January 11, 2023 be approved for payment and,

That the following donations be accepted \$30 from Sunset Club for “Put Yourself on the Shelf” and \$100 from Yoga Class Attendees for Warming Station.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
S. Congrove	Y	A. Hirsch	Y		

Dec. Financial Report

Clerk's Balance December 1, 2022		<u>\$5,369,265.04</u>
December Receipts	+	<u>\$292,215.23</u>
Total		<u>\$5,661,480.27</u>
December Expenditures	-	<u>\$486,809.29</u>
Ledger Balance December 31, 2022		<u>\$5,174,670.98</u>
Outstanding Checks	+	<u>\$31,963.01</u>
Total		<u>\$5,206,633.99</u>
Petty Cash	-	\$520.00
Doris T. Culp Fund - Stock	-	\$10,500.00
Anne R. Schlegel Fund - KNB CD	-	\$10,000.00
Kingston Money Market	-	<u>\$233,178.93</u>
Star Ohio	-	<u>\$4,683,709.80</u>
UBS/LPL Financial Certificate of Deposit	-	<u>\$235,000.00</u>
Cr Card Not Posted	-	<u>\$8.30</u>
Checking Balance		<u><u>\$33,716.96</u></u>

Approval of Bills January 11, 2023

Chillicothe & Ross Co Public Library	Gross Payroll 12/22/22	\$77,365.89
Internal Revenue Service	Library's Share of Medicare	\$1,066.42
Amazon	Programming Supplies, Facilities Supplies, Books	\$1,436.21
BJ's Electric	Main Exterior LED Repair	\$255.45
Charter Communications	Clarksburg BookHive Internet Svc	\$84.98
Davis Tire	Ford Transit Van Oil Change	\$43.95
Delta Dental	Library's Share of January Dental Premium	\$1,166.84
DTB	Facilities Supplies	\$303.90
Findaway	Wonderbooks	\$99.73
Gordon Flesch	Copier Use & Maintenance	\$530.36
Kimberly Wagner	Mileage 12/16 - 12/22	\$53.75
Kelly Smith	2022 HRA Reimbursement	\$59.06
Pitney Bowes	Postage Machine Supplies	\$178.47
SEBO	Group Life Insurance Premium	\$193.05
United Healthcare	Library's Share of January Medical Premium	\$28,596.54
Vision Service Plan	Library's Share of January Vision Premium	\$594.17

Abby Kunz	Mileage 12/16-12/20	\$36.25
Advanced Services	Main HVAC Replacements	\$16,703.73
American Electric Power	Main, N Side, Annex, Maint., R Dale Svc	\$3,109.80
Bainbridge Community Center	Rent & Library's Share of Electric	\$1,550.78
BJ's Electric	Northside Meeting Room Electrical	\$441.82
Carrie Bowdle	2022 HRA Reimbursement	\$3,705.21
Cheryl Adams	Mileage 10/03-11/17	\$43.13
Chillicothe Fire & Security	Main, Annex, Northside Testing & Inspections	\$1,389.00
Columbia Gas	Kingston, Main, Northside Svc	\$1,627.61
Davis Tire	Dodge Caravan Oil Change	\$49.95
DTB	Facilities Supplies	\$680.32
Kandice Trainer	Mileage 12/12-12/15	\$32.50
South Central Power	Kingston & Frankfort Svc	\$431.00
Tammy Newlun	2022 HRA Reimbursement	\$96.73
Weisenberger Insurance	C Stout & W Payne Bonds	\$368.00
American Library Association	J Hill Annual Membership	\$236.00
Baker & Taylor	Books	\$16,622.29
Bridgeall Libraries Limited	Collection HQ & ESP	\$11,940.00
Cengage Learning	Books	\$1,854.13
Central Center Hardware	Facilities Supplies	\$29.77
Chillicothe Municipal Utilities Dept	Water/Sewer	\$570.60
Chillicothe Ross Chamber Of Commerce	Annual Membership	\$497.50
Columbus Dispatch	Kingston Annual Subscription	\$575.80
Davis Tire Inc	Service on Truck	\$79.95
Gordon Flesch Company	Copier Lease	\$340.76
Joann Stores, LLC	Creativebug Patron Software for 2023	\$2,550.00
Kingston National Bank Credit Card	Supplies/Software	\$204.00
Midwest Tape Exchange	A/V	\$1,941.55
OCLC Inc	WebDewey Software	\$353.63
Ohionet	Patron Software	\$7,181.92
Ohio Library Council	15 Individual Memberships	\$1,410.00
Ross County Water Company	R Dale Water	\$26.12
Richmond Dale Sewer District	R Dale Sewer	\$17.29
Sheena Brown	Mileage 2022	\$79.63
Sherwin-Williams Co	Facilities Supplies	\$429.05
Village Of Frankfort	Water/Sewer	\$30.00
Zoobean	Beanstack Software	\$2,489.00
Chillicothe & Ross Co Public Library	Gross Payroll 01/06/23	\$81,222.15
Internal Revenue Service	Library's Share of Medicare	\$1,123.49
OPERS	Library's Share of OPERS	\$33,015.99
Treasurer State of Ohio	Semi-Annual Sales Tax 07/2022-12/2022	\$138.24
First Data/Clover	Monthly Credit Card Processing Fees	\$58.36
Ohio Dept of Job Family Services	Unemployment Insurance Fee Q3, 2022	\$1,023.48
Erin Lyons	Mileage	\$119.88
Frontier	South Salem Phone	\$122.72
Gordon Flesch	Copier Use & Maintenance	\$301.74

Horizon	January Telephone/Internet	\$5,931.64
Lumen/Century Link	South Salem Phone	\$5.57
Mindy True	Mileage	\$31.46
Rumpke	Main, Rdale, F Fort, Kingston Trash Svc	\$478.52
Rinehart-Walters-Danner Insurance	2nd Installment Prop/Liab Insurance Premium	\$9,421.00
Spectrum	Zane Village Book Hive Internet	\$84.98
Stacey Atkinson	Mileage	\$35.00
Sandy Grigsby	Mileage	\$28.14
Sports Plus	Employee Name Tags	\$30.00
Tammy Newlun	Mileage	\$19.38
T-Mobile	Cellular Service & Hot Spots	\$164.36
Tracy Kiger	Mileage	\$12.02

\$325,121.71

Director's Report

Happy New Year everyone! I hope it's off to a great start. The next few months will be busy for all public libraries as we prepare for the biennial budget discussions at the state level. Although the Public Library Fund (PLF) ended 2022 above estimates, the state has already revised revenue estimates for 2023 down by \$27 million.

For the last 2-year budget, the PLF was temporarily increased to 1.7% of the state's general revenue. Unless we advocate to keep that in place, the new budget will reduce the PLF to the statutory 1.66% on July 1.

It is important to start educating our new legislators early about the importance of libraries. I plan on reaching out to Senator Wilkin's office soon. I sent an email to Rep. Johnson at the end of December and will try to contact him again; we're in the same Rotary Club, so hopefully I can have a conversation with sometime in the next few weeks. If you have any personal connections to any of the elected state officials, please get in touch with them. I can provide talking points if needed.

The Ohio Library Council has scheduled Legislative Day for April 26. As in budget years of the past, there will be a luncheon in the rotunda with all legislators invited. If you interested in attending that lobbying event, let me know. Registration hasn't opened yet, but it does fill up fast.

Election of Officers

Current president, John Owens, agreed to reach out to other board members to solicit nominations.

Board "A"
Motion 1-23

Election Of Officers

L. Graves moved and S. Congrove seconded the following motion:

That Tamra Lowe be elected President, Angela Hirsch be elected Vice President, and Retha Simmons Jones be elected Secretary for year 2023 or until their successors are elected.

Show of Hands – All Yes

2023 Meeting Schedule: The schedule as presented follows our current pattern of meeting the second Wednesday of each month at 4:30 p.m. If any changes are necessary, those can be adjusted as needed.

Board "D"
Resolution 2-23

Board of Trustees Meeting Schedule for 2023

A. Hirsch moved and R. Simmons Jones seconded the adoption of the following resolution. That the meeting schedule of the Board of Trustees for 2023 will be the 2nd Wednesday of each month at 4:30 p.m. with the exception of the October meeting which will be held on Monday, October 9th at 12:15 at the Main Library during staff in-service day.

2023 Board Meetings:

*meetings are the second Wednesdays of each month at 4:30 p.m. in the Annex unless otherwise noted

- January 11—Organizational and Records Commission
- February 8
- March 8
- April 12
- May 10
- June 14
- July 12
- August 9
- September 13
- October 9 (Monday) Staff in-service
- November 8
- December 13

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
S. Congrove	Y	A. Hirsch	Y		

Health insurance renewal

We've been fortunate over the past few years to be able to keep our health insurance renewals modest—2022 saw a 4% increase. With that in mind and after talking to other library directors, I was expecting a slightly larger increase this year, but not a 39% raise from United Healthcare. The broker provided additional information, but UHC wouldn't budge from that number. So, Kelly worked with our broker and shopped our group to other carriers; unfortunately, we only got quotes back from Anthem.

There are significant changes to the policy, but we're proposing accepting Anthem's Blue Access Option 21, which would be a 6.55% increase over last year's premium. The biggest change would be a higher deductible for staff, so we're also proposing increasing the library's HRA to \$5,500 per individual (up from \$4,500), and \$11,000 for family (up from \$9,000). That does, of course, increase our liability, but the HRA utilization remains low. Over the past 3 years, only 2% of staff have maxed out the HRA. It's still an effective way to control costs.

Overall, there are many benefits to the Anthem plan, including no co-insurance and wellness incentives that equal over \$400 in possible cash back.

Pers. "B"
Resolution 3-23

Health Insurance

R. Simmons Jones moved and A. Hirsch seconded the adoption of the following resolution. That effective February 1, 2023, the library enter into the following health insurance contracts; Anthem (Blue Access Option 21) at 6.55% increase, Vision Service Plan at a 0% increase and Delta Dental at a 0% increase in premium and,

that the HRA reimburse a maximum of \$5,500 per individual and \$11,000 per family for any services that are applied to the deductible, up to the maximum amounts allowed.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
S. Congrove	Y	A. Hirsch	Y		

Update HR policy 4.1 to include dental and vision insurance for part-time staff

Following up on a discussion from the December Board meeting, Kelly sent an informal survey to all of our part-time staff (those working less than 30 hours per week) asking what, if any, insurance they would be interested in if we made it available.

A handful responded that they would consider health insurance, but many indicated that they would be interested in dental and vision—neither are typically covered in a standard health insurance. Of all of our offerings, those are the most affordable. Kelly talked to SEBO, our broker, and it’s not a problem to offer just dental and vision, but not health insurance to part-time staff.

We’re proposing adding language to the policy that would allow us to offer dental and vision to all staff. It would, of course, be voluntary and not required. It would be for part-time staff only, not their dependents or spouses.

Currently, the library pays 80% of the premiums; we want to keep that percentage in place for 30+ hour employees and propose a 80/20 split for <30 hour employees. . If everyone who expressed interest added dental and vision insurance, it would increase the library’s monthly premium by less than \$400 (<\$5,000 annually).

Pers. "B"
Resolution 4-23

Update Insurance Policy to Include Vision & Dental Insurance for Part-Time Staff

T. Lowe moved and A. Hirsch seconded the adoption of the following resolution. That the changes to the Insurance policy be accepted as presented effective February 1, 2023.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
S. Congrove	Y	A. Hirsch	Y		

Adjourn 5:26 pm

Records Commission Meeting

The library’s Records Commission (ie, the Board) is required by the Ohio Revised Code to hold an annual meeting to review our records policy and retention schedule. There are no proposed changes to either this year.

Additionally, during this past audit, the auditor recommended that the board pass an annual resolution appointing the fiscal officer as the board representative concerning public records training. Fiscal officers are already required to take the training, so it would, in effect, be serving two purposes. Board members are, of course, still welcome to take the training themselves. The training includes important information about Ohio’s Sunshine Law and Open Meetings Act. If interested, let Cassie know and she’ll let you know when the next training is scheduled.

Board “D”
Resolution 5-23

Designate Fiscal Officer as Board’s Representative for Public Records Training

A Hirsch moved and R. Simmons Jones seconded the adoption of the following resolution. That the Board appoint Cassie Stout, Chief Fiscal Officer, as their designee to attend public records training approved by the attorney general as provided in section 109.43 of the Revised Code.

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	n/a	R. Simmons Jones	Y
S. Congrove	Y	A. Hirsch	Y		

**Chillicothe & Ross County Public Library
PUBLIC RECORDS POLICY**

Access to information concerning the conduct of the people’s business is a right of every person in this state. Records of the Chillicothe & Ross County Public Library that are not exempt from disclosure under the law are available for inspection and copying in accordance with the Ohio Public Records Act. Requests for records may be made during regular business hours to:

**Chillicothe & Ross County Public Library
Records Officer, (740) 702-4159
Main Library Annex, 146 S. Paint Street, Chillicothe, OH 45601**

You may view the records you have requested at all reasonable times during the regular business hours of the library. If you wish to view public records of the library, we will promptly make them available to you. If you wish to receive copies of records, we will

provide them within a reasonable period of time. “Prompt” and “reasonable” take into account the volume of records requested; the proximity of the location where the records are stored; and the necessity for any legal review of the records requested.

Once we have received your request, we will provide our response or acknowledge your request and provide you with: an estimate of when you should expect our response, an estimated cost (if copies have been requested), and the items that we expect may be exempt from disclosure. If at any time prior to completing our response, we believe our response will take longer than initially estimated (because of the volume of records requested, the proximity of location where the records are stored; or the complexity of the legal review); we will inform you of this change.

It is within your rights not to:

Disclose your identity to the library when you request records; (you may ask to be given a request number which we will use to track our communications with you and our response to your request);

Provide our office with a written request; and

Provide a reason why you have requested these records.

If any portion of your request for records must be denied because the records are exempt from disclosure under the law, we will inform you which records you have requested are not public by clearly marking the portion “redacted” or we will explain which portions of the record(s) have been redacted. In addition, we will provide you with the legal authority upon which we have relied.

Please note that if we have denied your request because is it overbroad, ambiguous, or doesn’t reasonably identify our records, we will provide you with information about how our records are maintained and if you wish, you may revise your request for the records.

A fee for copies of public records may be charged which covers the direct costs of duplication incurred by the library; currently this fee is \$.05 per page. In addition, actual cost of postage or other delivery may be charged. We may require payment of these fees prior to processing your request.

Feel free to ask our records officer any questions you may have about public records.
C&RCPL Public Records Policy updated 1/17/2018

Pols. “C”
Resolution 6-23

Records Policy & Records Retention Schedule

L. Graves moved and S. Congrove seconded the adoption of the following resolution. That the Board affirm the existing Records Policy (dated 01/17/2018) and Records Retention Schedule (dated 01/13/2022).

The roll being called, the vote resulted as follows:

T. Lowe	Y	L. Graves	Y	R. Simmons Jones	Y
S. Congrove	Y	A. Hirsch	Y		

Adjourn at 5:37p.m.

Angela Hirsch, Secretary

Tamra Lowe, Vice-President