

The Chillicothe and Ross County Public Library
Board of Trustees
March 9, 2023

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

Absent: 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 4:31 p.m. by Tamra Lowe, President.

PUBLIC COMMENT

Gen. Fin. "C"
Resolution 10-23

CONSENT AGENDA

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

That the minutes of the February 8, 2023 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 February be received and filed for audit and,

That the bills listed under date of March 9, 2023 be approved for payment

The roll being called, the vote resulted as follows:

T. Lowe	Y	A. Hirsch	in @4:36	C. Adams	Y
S. Congrove	Y	L. Graves	Y	R. Simmons Jones	Y

Feb. Financial Report

Clerk's Balance February 1, 2023		\$5,087,449.96
February Receipts	+	\$303,446.65
Total		\$5,390,896.61
February Expenditures	-	\$383,064.66
Ledger Balance February 28, 2023		\$5,007,831.95
Outstanding Checks	+	\$28,188.73
Total		\$5,036,020.68
Petty Cash	-	\$520.00
Doris T. Culp Fund - Stock	-	\$10,500.00
Anne R. Schlegel Fund - KNB CD	-	\$10,000.00
Kingston Money Market	-	\$242,579.84

Star Ohio	-	\$4,416,901.49
UBS/LPL LCNB CD	-	\$235,000.00
Cr Card Not Posted	-	\$34.30
Checking Balance		<u>\$120,485.05</u>

Approval of Bills March 8, 2023

BP Oil	Vehicle Fuel	\$419.80
Chillicothe City Schools	2022 & 2023 Mt. Logan Lease	\$20.00
Centerpoint	Large Print Books	\$243.30
Charter/Spectrum	Zane Village Bookhive Internet	\$84.98
Century Link/Lumen	South Salem Telephone	\$6.23
Frontier	South Salem Telephone	\$122.72
Gordon Flesch	Copier Use	\$201.22
Pike Natural Gas	Richmond Dale Svc	\$92.56
Quill	Office Supplies	\$315.17
Rumpke	Trash Svc Main, R Dale, F Fort, Kingston	\$480.27
Sky Roofing	Repair Annex Roof Puncture	\$727.22
USI	Supplies	\$184.68
Chillicothe & Ross Co Pub Library	Gross Payroll 02/17/2023	\$80,480.91
Internal Revenue Service	Library's Share of Medicare	\$1,108.28
OPERS	Library's Share of OPERS	\$22,532.56
Amazon Business	Supplies, Books, Beyond Books Items	\$3,638.32
Charter/Spectrum	Clarksburg Book Hive Internet	\$84.98
CJ Stephens	HRA Reimbursement	\$2,464.34
Gordon Flesch	Copier Use	\$405.82
Johnson-Laux Construction Co.	Annex Renovations - Architect/Eng. Pay App #1	\$29,249.90
Kelly Smith	SCO HR Council Lunch Meetings Reimbursement	\$30.00
Kim Lawhorn	Mileage	\$13.10
Kimberly Wagner	Mileage	\$42.25
KNB Credit Card	Supplies, Software	\$2,158.71
Library Works	Employee Webinar Registration	\$25.00
Lowe's	Facilities/Maintenance Supplies	\$732.82
Michael Jones	HRA Reimbursement	\$3,411.14
American Electric Power	Main, Annex, Maint, R Dale Svc	\$2,182.06
Anthem	Library's Share of Medical Insurance	\$30,478.21
Bainbridge Comm Center	Paxton Rent & Share of Electricity	\$1,576.77
Captain Steamer	Clean Tile at Main	\$436.80
Columbia Gas	Kingston & Annex/Main Svc	\$1,063.25
CJ Stephens	HRA Reimbursement	\$402.18
Delta Dental	Library's Share of Dental Insurance	\$1,268.72
Midwest Tape	February Hoopla Flex Digital Book Order	\$3,265.51
Overdrive	February ODL Digital Book Order	\$3,292.22
SEBO	Group Term Life Insurance	\$193.05
South Central OH HR Chapter	K Smith Lunch Meeting Attendance for 2023	\$90.00

VSP	Library's Share of Vision Insurance	\$706.17
Columbia Gas	Northside Svc	\$484.00
South Central Power	Frankfort & Kingston Svc	\$314.00
Chillicothe & Ross Co Pub Library	Gross Payroll 03/03/2023	\$80,368.76
Internal Revenue Service	Library's Share of Medicare 03/03 Payroll	\$1,106.49
Kingston National Bank	Monthly Checking Account Svc Charges	\$20.09
Clover/First Data	Monthly Merchant Services (Cr Crd Proc) Fees	\$52.40
AEP	Northside Svc	\$982.57
Bring the Farm to You LLC	Maple Sugaring Program 03/01	\$504.00
Baker & Taylor	Books	\$11,372.58
Chillicothe Municipal Utilities	Main, Annex, Maint, Northside Water & Sewer	\$651.30
Cengage	Large Print Books	\$1,795.62
Costume Specialists	Drop Off Fee for Costume Rental	\$35.00
Central Center Hardware	Maintenance Supplies	\$1.99
Chillicothe Gazette	South Salem Annual Subscription	\$653.05
Demco	Supplies	\$113.34
Findaway World	Playaways	\$3,303.44
4 Imprint	Printed Giveaway Bags for Outreach/Bee	\$444.38
Gordon Flesch	Copier Lease	\$340.76
Kapco	Supplies	\$277.70
Library Ideas	Vox Books	\$1,087.32
Midwest Tape	A/V	\$1,153.19
Ohio Library Council	Youth Services Conference Employee Registration	\$75.00
Quill	Supplies	\$161.50
Ross County Water Co	Richmond Dale Svc	\$26.12
Village of Frankfort	Frankfort Water/Sewer	\$30.00
Village of Kingston	Kingston Water/Sewer	\$46.22
		\$299,632.04

Director's Report

On Monday, February 27, we hosted a news crew from channel 6, ABC On Your Side, from Columbus. They are doing a story about housing and homelessness and had learned about our warming station. Courtney Lewis did an excellent on-camera interview, along with the mayor and a patron who regularly uses the library. They returned to Chillicothe later in the week to interview Julie Bolen, Community Action Executive Director.

On Wednesday, March 1, several library staff attended the Ross County Continuum of Care meeting. The group is federally mandated (due to certain funding streams) and is working on housing issues. The library's interest, of course, is in regards to the warming station and what will happen after the end of April when it and the emergency shelter closes. There are a lot of moving pieces and complications, so there won't, unfortunately, be quick answers. I have recently received two new pieces of correspondence further complaining that "the library is no longer a place of solace and serenity" and "not a welcoming site anymore." The Ohio Library Council is continuing to monitor the budget process at the state house. By the time of Legislative Day in April, the budget will probably have moved to the senate

side. A lot of changes have been proposed that will have direct consequences to the PLF. I have had one brief conversation with Rep. Mark Johnson about the budget.

Landscaping Update (Annex): LMG resumed work on the outdoor reading/play area on March 1. They made a lot of progress during the sunny days. They're anticipating finishing the concrete work in April.

Annex renovation update: There is a contractor's walk through next week to look at the proposed changes. We should have more information soon about the budget and the calendar. We're hoping work will start in early May.

Request Amended Certificate: Changes in 2023 revenue estimates, primarily the PLF, have been received and are included in the permanent revenues and appropriations. An amended certificate of estimated resources is needed from the County Auditor showing the decrease of \$162,004 in the General Fund, reflecting total estimated revenue + carryover balances of \$7,134,630.89.

Gen. Fin. "A"
Resolution 11-23

REQUEST AMENDED CERTIFICATE FROM COUNTY AUDITOR

C. Adams moved and A. Hirsch seconded the adoption of the following resolution. That the Chief Fiscal Officer be authorized to request an amended certificate from the County Auditor reflecting an estimated net decrease of \$162,004 in General Fund revenues.

The roll being called, the vote resulted as follows:

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

2023 Permanent Appropriations: There are a few changes to line items, primarily based on new costs for projects that have been in the planning stages. The changes were shared with the Budget Committee via email.

Gen. Fin. "A"
Resolution 12-23

Approve Permanent Appropriations 2023

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

BE IT RESOLVED by the Board of Library Trustees of the Chillicothe and Ross County Public Library, Ross County, Ohio that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year, ending December 31st, 2023, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

GENERAL FUND - 1000

Salaries & Benefits

100 - Salaries

\$ 2,152,000.00

200 - Employee Fringe Benefits	\$ 1,043,500.00	
Total Salaries & Benefits		\$ 3,195,500.00
Purchased & Contracted Services		
300 - Purchased & Contracted Services		\$ 1,238,350.00
Library Materials & Information		
410 - Library Materials & Information		\$ 537,200.00
Supplies		
450 - Supplies		\$ 148,450.00
Other (Dues/Memberships/Taxes & Assess/Refunds & Reimb)		
500 - Other		\$ 12,650.00
Capital Outlay		
700 - Capital Outlay		\$ 341,000.00
Other Financing Uses		
910 - Transfers Out	\$ 1,447,480.89	
930 - Contingencies	\$ 214,000.00	
Total Other Financing Uses		\$ 1,661,480.89
TOTAL GENERAL FUND - 1000		\$ 7,134,630.89

BUILDING FUND - 4001

Building Fund		
300 - Purchased & Contracted Services	\$ 50,000.00	
700 - Capital Outlay	\$ 2,946,166.96	
TOTAL BUILDING FUND - 4001		\$ 2,996,166.96

DORIS T. CULP MEMORIAL FUND - 4501

Library Materials & Information		
411 - Books & Pamphlets		\$ 4,101.40
TOTAL DORIS T. CULP MEMORIAL FUND - 4501		\$ 4,101.40

ANNE R. SCHLEGEL MEMORIAL FUND - 4502

Library Materials & Information		
411 - Books & Pamphlets		\$ 765.92

TOTAL ANNE R. SCHLEGEL MEMORIAL FUND -
4502

\$ 765.92

GRAND TOTAL ALL FUNDS \$ 10,135,665.17

The roll being called, the vote resulted as follows:

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

Update Public Services Policy 1.5—Meeting Rooms: When we changed website software last year, we had to tweak the process for reserving meeting rooms online. During that process, we identified a few areas that needed clarification. The only significant change is that the policy will now allow private individual meetings for virtual doctor’s appointments and other interviews. This is already happening in our telehealth room, but it was specified in the policy.

Pols. “A”

Resolution 13-23

Update Public Services Policy 1.5

A Hirsch moved and C. Adams seconded the motion to end executive session.

That the changes to the Public Services policy be accepted as presented effective March 8, 2023.

The roll being called, the vote resulted as follows:

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

Public Service Policy 1.5—DRAFT

(proposed additions highlighted, presented 3/8/2023)

Library meeting rooms are available to groups or organizations which have a cultural, educational, civic, social, political, religious, professional, or other community-oriented focus. Community meetings shall be open to the public. No admission may be charged and no items or services may be sold (excluding library program materials).

Meeting rooms are available for individual use for persons volunteering as tutors as part of a non-profit program, and for individuals seeking a quiet space for study, research, job interviews, and social service meetings. A telehealth room with privacy curtains is also available for individual use at the Main Library and Northside Branch.

Meeting rooms are not available to non-library groups or individuals for the promotion or sales of services or products, fundraising, conducting classes for profit, or private social functions (birthday parties, baby showers, family reunions, graduation party, memorial services, etc.).

The following guidelines apply to all non-library meetings held on library premises:

Reservations must be made at least 24 hours in advance. In case of cancellation, the library requests notification by phone as soon as possible.

- Meeting rooms are only available for use during normal library hours.
- The person making the application is responsible for ensuring that no alcoholic beverages are allowed on the premises **and no type of tobacco use is permitted on any library property.**
- For safety reasons the stated capacity for each room must not be exceeded.
- Groups are responsible for arranging chairs, tables, and other equipment provided in the meeting rooms to meet their own needs. Following their use of the room, groups must return the room to its original state. Clean-up of the room by the group is required.
- The following disclaimer will be posted in the meeting room: “The library does not advocate or endorse the policies or purposes of any group or individual using the library meeting room. The library is not liable for injury to person or property arising out of use of the meeting room by an outside group or individual.”
- Meetings held in any meeting room must not disturb normal library operations. The Library reserves the right to stop meetings that are disruptive to normal library operations.
- Library meeting rooms may not be used for any activities prohibited by law.

CRCPL reserves the right to reject any reservation if it is determined that the organization has abused its past privileges, including but not limited to: violation of any of the preceding policy and procedures, vandalism, theft, failure to exit the building on time, and failure to appear for a scheduled meeting. The acceptance of library policy and procedures (electronically or in person) assigns responsibility for loss or damages to the room and loss or damage to any library property or equipment used during the meeting to the person submitting the application. The library reserves the right to prohibit any person, group or organization from using the library meeting space.

NOTE: The library’s use of meeting room space takes precedence over outside reservations. Occasionally, it may be necessary to cancel or move a meeting reservation if a specific space is needed by the library. Every effort will be made to give adequate notification to the organizer and/or organization affected and to find reasonable alternate accommodations.

Close Huntington location June 6 through June 15 for floor repair: During the December cold snap, the school has a water main break that resulted in a lot of damage to the building. The floor in the entry way outside the library is scheduled to be replaced in the beginning of June. Since there is only one door into the library, we will need to close during the repairs.

Prop. “E”
Resolution 14-23

Huntington Closed For Cleaning

C. Adams moved and A. Hirsch seconded the adoption of the following resolution. That at the request of Huntington School, the Huntington Branch be closed June 6th through June 15th for floor repair in the school.

The roll being called, the vote resulted as follows:

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

Move May regular meeting Kingston for an open house: The Kingston building has been open for a while, but now that the landscaping is completed, I’d like to formally have an open house. The last board meeting in Kingston was before we started construction

(pre-COVID), so this would be a bookend meeting for the community. By May, I'm hopeful that the weather will be consistently warmer and the plants will be green.

Board "D"
Resolution 15-23

May Board Meeting

S. Congrove moved and L. Graves seconded the motion to end executive session.

That the May Board meeting be moved to Kingston for a grand opening/open house at 4:30 on Wednesday, May 10, 2023.

The roll being called, the vote resulted as follows:

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

Pers. "A"
Resolution 16-23

Accept Mindy True's Resignation

A Hirsch moved and S. Congrove seconded the adoption of the following resolution.

That the resignation of Mindy True effective March 17, 2023 be accepted.

The roll being called, the vote resulted as follows:

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

Pers. "B"
Resolution 17-23

Enter Executive Session

A Hirsch moved and S. Congrove seconded the motion to enter executive session *to consider the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual, unless the employee, official, licensee, or regulated individual requests a public hearing by division (G)(1) of section [121.22](#) of the Revised Code.*

The roll being called, the vote resulted as follows:

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

Entered at 5:12 p.m.

Pers. "B"
Resolution 18-23

End Executive Session

C. Adams moved and A. Hirsch seconded the motion to end executive session.

That the board end executive session.

The roll being called, the vote resulted as follows:

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

Ended at 5:39 p.m.

Adjourn at 5:39 p.m.

Retha Simmons-Jones, Secretary

Tamra Lowe, President