

**MINUTES OF THE BOARD OF TRUSTEES OF THE CINCINNATI AND  
HAMILTON COUNTY PUBLIC LIBRARY**

Date: December 14, 2021

Meeting: Regular

Place: Deer Park Branch Library

**REGULAR MEETING**

***CALL TO ORDER***

**ROLL CALL**

Trustees Present: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen, Mr. Olson and Ms. Redden

Trustees Absent: Ms. Clemons

Present: Paula Brehm-Heeger, Molly DeFosse, Brett Bonfield, Staci Dennison, Kyla Hardin, Holbrook Sample, and Beth Yoke

***PUBLIC COMMENTS***

None

***ACTION ITEMS***

Mr. Hendon moved the following:

- **Confirm the following change order to modify the Main Library Skylight GMP for Turner Construction:**

Contractor	Trade Contract	Number	Purpose	Amount
Turner Construction	GMP	#1	Additional stair beam	\$ 115,677.00

- **Authorize the Eva Jane Romaine Coombe Director to modify the current agreement with Turner Construction via GMP amendment for the Main Library South Plaza and Mezzanine Demolition – GMP inclusive of CMR fee and CMR contingency equal to or less than \$5,200,000 with an overall project budget of \$5,550,000.**

The elevator replacement work is ongoing and is on schedule to be completed in April 2022. The north plaza work is almost complete with the exception of the wall along Prior Alley. The skylight installation is expected to be complete by the end of December.

As the interior design has progressed, it was determined that the installation of a beam would be necessary to support the social stair. The most logical course is to install the beam during the skylight work while the crane and the “dance floor” are in place.

- **Confirm the following change orders to modify the Walnut Hills GMP for Megen Construction:**

Megen Construction	GMP	#12	Required retaining wall from lower level door in original building	\$ 43,362.10
Megen Construction	GMP	#13	Rework on fire supression system for erroneous flow test	\$ 59,952.02

The walls on the addition are almost complete. The structural steel is being installed. We continue to work with Megen Construction to minimize necessary change orders. The Library recently learned of an issue related to the sprinkler system. The system was designed based on what is now considered as erroneous flow test results. In order to accommodate the accurate flow test results, the piping in the current design is being upsized to function properly. In addition, a previously identified issue related to the need for a new retaining wall exiting the current building has been identified. The project remains within the overall budget.

- **Authorize the Eva Jane Romaine Coombe Director to modify the current agreement with Megen Construction via GMP amendment for the Madisonville Branch Lease Buildout – GMP inclusive of CMR fee and CMR contingency equal to or less than \$2,300,000 with an overall project budget of \$3,300,000.**

The Library is expected to take possession of the shell in early January so that the construction can begin. Megen Construction is finalizing the GMP and it is expected to be presented at the Board meeting for approval.

#### FMP Status of Capital Projects

We have made excellent progress in the second full year of the FMP and through the third year of the additional levy funding.

The Energy Retrofit Project (2020), the Price Hill Branch replacement (2021), and the Deer Park Branch replacement (2021) have all been completed. The Walnut Hills Branch replacement is under construction and the Madisonville Branch replacement construction is expected to begin in early 2022.

At the Main Library, the north plaza renovation, elevator replacement project, and skylight replacement project will all be completed in late 2021 or early 2022. The demolition of the south plaza and mezzanine will begin in early 2022 with the interior renovations of the south building beginning as soon as the site is ready upon completion of the demolition.

We plan to bundle the next planned projects, the Forest Park Branch relocation/replacement (dependent upon land procurement), West End Branch renovation, and Symmes Township Branch parking expansion and renovation as one package.

- **For the calendar year 2022, authorize the Eva Jane Romaine Coombe Director to publish bid requests and enter into agreements with the lowest responsible bidders for projects with a construction estimate of less than \$1,500,000 that will involve design professionals with fees of less than \$50,000.**

This is a continuation of the authorization from 2021 and will keep projects on track and not hindered by the timing of Board meetings. All bids will be reviewed with the Chair of the Facilities Finance and Audit Committee and be reported at the next Board meeting.

In 2022, we will begin ongoing maintenance work at Avondale, Pleasant Ridge and Corryville. We will also work on a Green Township Branch refresh.

- **Approve the following advertisement for requests for Statement of Qualification for the design professional for 2022-2027 Branch Replacements and Renovations.**

## NOTICE OF REQUEST FOR QUALIFICATIONS

### 2022 – 2027 BRANCH REPLACEMENTS AND RENOVATIONS

The Cincinnati and Hamilton County Public Library is requesting statements of qualifications pursuant to Ohio Revised Code Sections 153.65-153.71, from firms to provide design services for 2022-2027 Branch Replacements and Renovations under a term agreement with individual phases to be authorized via a task order system. The Library will determine in its sole discretion whether to award future phases to the Architect under the term agreement.

The source of funding is from the Building and Repair Fund budget of the Cincinnati and Hamilton County Public Library. The anticipated date for commencing design is February 2022 with the first task order to include a renovation of the West End Branch (project budget \$1,000,000), Symmes Township Branch Renovation and Parking

Expansion (project budget of \$4,000,000) and a new branch to replace an existing branch – location to be determined (project budget of \$12,000,000). Questions may be directed to, and Requests for Qualifications may be obtained by written request from Molly DeFosse, Chief Finance and Facilities Officer, at [capitalprojectsubmissions@cincinnati.library.org](mailto:capitalprojectsubmissions@cincinnati.library.org). Qualifications will be accepted until 4:00 p.m. local time, January 17, 2022.

As noted earlier, we plan to package the proposed Forest Park Branch replacement, West End Branch renovation, and Symmes Township Branch parking expansion and renovation together to improve efficiencies in working with the design professional and the construction manager. This will be a package that will allow us to add more projects under the same agreement at the Library's discretion through 2027.

- **Approve the Letter of Intent (Exhibit I) to exchange property with the City of Forest Park for the construction of a new Forest Park Branch Library.**

In ongoing discussions with the City of Forest Park, the Library has identified an alternate site for a new branch. The site is flat and in a commercial area next to the Post Office. Forest Park has plans for possible residential development adjacent to the site.

- **Authorize publication of the following notice in order to establish the list of annual Statements of Qualifications from all three types of professional services firms in order to hire an architect, surveyor, or engineer for a project with professional services fees of less than \$50,000.**

#### **Architect, Engineer or Surveyor Services**

The Board of Trustees of the Cincinnati and Hamilton County Public Library may employ an architect, engineer or surveyor in 2022 **for projects with estimated fees of less than \$50,000. There are not specific projects identified with this request for qualifications but the Library must have qualifications on hand in order to consider an architect, surveyor, or engineer for services or a project less than the threshold.**

Architects, engineers or surveyors interested in being considered should reply with a statement of qualifications no later than Friday, January 14, 2022. Statements of qualification should include information regarding the firm's history; education and experience of owners and key personnel; the technical expertise of the firm's staff for the services provided; previous library projects completed by the firm; the firm's experience and capabilities in cost estimating and construction administration and coordination; and client and contractor references. Proposals should be transmitted to Paula Brehm-Heeger, The Eva Jane Romaine Coombe Director, Third Floor Administrative Offices, Cincinnati and Hamilton County Public Library, 800 Vine Street, Cincinnati, Ohio 45202.

- Approve a 5-year lease renewal (Exhibit II) of the current Bond Hill Branch lease with the Cincinnati-Hamilton County Community Action Agency beginning January 1, 2022. The monthly rent shall increase 1% from \$12,561 per month to \$12,687 per month for the initial year of the term and each succeeding January (2023, 2024, 2025 & 2026) until expiration of this lease, the monthly lease payments shall increase by 1%.
- Approve revision of the permanent (trust) fund principal amounts based on donations received in 2021:

Fund	Principal 1/1/2021	2021 Donations	Principal 12/31/21
Abell	103,217.00	155.00	103,372.00
King	25,620.00	1,000.00	26,620.00

- Authorize for the following revisions to estimated resources and annual appropriations:

***Building and Repair Fund***

***Revenue***

Other Financing Sources - Transfers In	\$ 4,000,000.00
<i>Increase in resources</i>	<u>\$ 4,000,000.00</u>

***General Fund***

***Expenses***

Other Financing Uses - Transfers Out	\$ 4,000,000.00
<i>Increase in expenses</i>	<u>\$ 4,000,000.00</u>

As previously reported, PLF revenues are greater than originally estimated. Based on the overall FMP needs exceeding available funding and challenging market conditions, we are requesting a Transfer Out from the General Fund of \$4,000,000 offsetting the above-mentioned savings. Also, we are requesting an increase in the Building and Repair Fund in Transfers In in the amount of \$4,000,000.

- Authorize the transfer of funds from the General Fund to the Building and Repair Fund included in the above revisions of the 2021 Estimated Resources and Annual Appropriations.
- Authorize revision to General Fund and the CARES Act Grant Fund appropriations as needed from now until the end of the year in order to close out the funds for 2021. Any revisions made will be reported to the Board in February 2022.

- **Approve that all unencumbered funds be carried forward in the General Fund at 12/31/2021 in accordance with Ohio Revised Code Section 3375.40(L) states that a board of library trustees may “at the end of any fiscal year, unless doing so would be contrary to law, set aside any unencumbered surplus remaining in the general or any other fund of the free public library under its jurisdiction for any purpose, including creating or increasing a special building and repair fund, or for operating the library or acquiring equipment and supplies”.**

We are anticipating an unencumbered balance of approximately \$21 - 22 million to carry forward to 2022. This includes an operating contingency of \$1,750,000, representing the allowable 3% of the budget, and approximately \$19.25-20.25 million available for operations in 2022, which equates to slightly more than two months of operating expenses.

Mr. Olson seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(56-2021)**.

Ms. Allen recommended the following:

- **Approve 2022 staff merit increases, new pay structure, and the addition of a Parental Leave Policy as follows:**

#### 2022 MERIT INCREASES

Under our current compensation plan, staff are eligible to receive pay increases based on their performance reviews, which are completed each year between February and March. The 2022 budget includes a merit budget of 3%. Each manager is responsible for allocating the increases within their respective departments and branches and the amount allocated may vary as it is based on performance. To adequately recognize exceptional performance, we will again include an additional amount of .25% for Managers' discretion in recognizing exceptional performers. It is also recommended that staff who are currently at the maximum of their pay range, often referred to as red-circled, receive a one-time, lump-sum payment of up to 3.25% of their annual pay, based on performance, and that the Eva Jane Romaine Coombe Director be eligible for a merit increase that is up to the equivalent percentage budgeted for staff. The funding associated with this plan will be included in the budget outlined in the Facilities, Finance & Audit Report.

#### NEW PAY STRUCTURE

In January 2021, the Library began an extensive Compensation Review with the assistance of compensation consultant, Segal Group. The goals of the Compensation Review were to raise the starting wage of our entry-level positions and to ensure alignment of our classification

structure with the duties and responsibilities of our positions. The Compensation Review is now complete and approval is requested for the revised Pay Structure, shown in Exhibit I. Our current Pay Structure is shown in Exhibit II.

### PARENTAL LEAVE POLICY

A top organizational priority for 2021 has been to invest in staff and to recommend policies and practices that acknowledge and appreciate the needs of staff. In alignment with this effort, we are recommending the addition of a Paid Parental Leave Policy. The leave would provide for 4 weeks of paid leave at the staff member's approved weekly hours. This leave would be paid at 100% of a staff member's hourly pay rate and would be separate from any PTO or Sick Time. We are requesting approval of the proposed Paid Parental Leave Policy as shown in Exhibit III. The Parental Leave Guidelines are available in Exhibit IV.

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohnen, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. (57-2021).

## ***INFORMATIONAL ITEMS***

### **EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT**

Ms. Brehm-Heeger reported that:

- As part of our Main Library plaza renovation, we are working to transform the plaza area and engage public residents and visitors in outdoor programming with the Library as a destination in the urban core. As part of the larger renovation plan, an art installation will help create a strong anchoring presence, as a unique and iconic work on the public plaza that invites interaction and delight from audiences of all ages. We are working with local nonprofit organization ArtWorks to procure this public art with Artworks and the Library crafting an RFQ which served as a call to artists. One hundred and forty-four submissions were received and Artworks narrowed the field to 30. Library staff from Marketing, Public Safety and Facilities reviewed these 30, along with project Design professionals (the architects and landscape architects from the Main Library project). Community representatives from a handful of agencies that represent various cultural organizations and partners were invited to participate, too. Trustees Redden and Allen were also involved in the review. Artworks provided review results and the Design team, Molly DeFosse, the Library's Chief Finance and Facilities Officer, Liz Miller from Artworks and I did interviews with several artists and collectively selected the final three. These three are:

- Osman Akan, a Turkish American based in New York who focuses on modular artworks that incorporate reflective materials, natural light, and artificial light.
- Blessing Hancock, owner of Skyrim Studio in Tucson, AZ, whose art focuses on expressing site specificity and transforming that site through variations in light, shadow, and color.
- Jen Lewin, produces artwork which is tech-based and highly interactive, incorporating changes in light intensity and color, as well as orientation of pieces. Lewin's installation, *The Pool*, was featured in BLINK 2017's inaugural festival.

The proposals from the finalists will be submitted in mid-December, with the design finalized in February/March, 2022 and installation planned by the end of 2022.

- Government Relations Coordinator Elaine Fay and I attended the Cincinnati Chamber's Statehouse Reconnect event in Columbus on November 17. At the event, Elaine and I had the opportunity to hear from and talk with members of the General Assembly. We also attended a panel featuring former State Senator and Ohio's current Chancellor of Higher Education, Randy Gardner, who emphasized how important increased awareness about post-secondary education opportunities are for individuals and the overall health of our state's workforce in the coming years. Additional panels provided information about the latest developments on redistricting, economic development and broadband accessibility.
- I will be presenting 2021 highlights at the Board meeting in February but wanted to take this opportunity to thank our community, our staff and our Board of Trustees for their continued patience and support in navigating another challenging year. Please note that our Library remained open for in-person service, adding hours per week at several of our smaller branches (all but 2 locations are currently open at least 52 hours per week, up from 44 pre-pandemic and the remaining 2 locations will increase to 52 hours Jan 2022); drive-thru service at 3 locations; and adding service on Sundays by opening these and other drive-thrus.

## **FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT**

Mr. Hendon reported that:

- The Price Hill Branch project was recently recognized in the American Libraries magazine for "rebirth after disaster." The article noted the renovation and improvements made at the branch and included a photograph. Overall, there were 11 libraries noted in the showcase.



- The Deer Park Branch is set to open to the public on December 10. There will be several punch list items to complete. The front door on opening day will be a temporary solution until the permanent door is received and installed. We anticipate additional change orders as part of the completion. These, along with a summary of the overall project, will be reported in February 2022.
- We are working on the final closeout documentation and a few remaining punch list items for the Price Hill Branch Accessibility project. As previously reported, the Library has been named in a claim filed by Imbus Roofing on Jostin Construction. Recently, this claim has been stayed due to agreed upon arbitration by the two parties. The Hamilton County Prosecutor's Office continues to monitor the case on behalf of the Library.
- We are still working on the final closeout documentation with Geiler Company for the Energy Retrofit project. As noted in the last several Board reports, the Geiler Co. has filed a claim against the Library stating that the work performed was greater than the contracted scope. The Hamilton County Prosecuting Attorney's Office is representing the Library in this matter.

### **HUMAN RESOURCES COMMITTEE REPORT**

Ms. Allen reported that:

- In an effort to review the past year's performance of the Eva Jane Romaine Coombe Director as it pertains to organizational priorities as well as core competencies that lead to fulfilling the Mission and Vision of the Library, an established formal annual review process of the Director, facilitated by the Board of Trustees and Human Resource Director, Kyla Hardin, was conducted. This review was also used to help set strategic priorities and initiative for 2022.
- On November 14, 2021, we hired our first Diversity, Equity, Inclusion and Culture Director, Dr. Ashli Dees. Dr. Dees' background in diversity, equity and inclusion (DEI) and organizational culture comes from her extensive education and committee work at Cincinnati Children's Hospital Medical Center, which included:
  - Overseeing their Social Services Division Diversity and Inclusion Steering Committee, including designing and delivering anti-bias and anti-discrimination trainings
  - Overseeing their Adolescent and Transition Medicine Culture Committee
  - Service on the African-American Professional Advisory Council
  - Service on the Human Trafficking Work Group
  - Service on the Trauma-Informed Work Group

In the upcoming months, we look forward to aligning the leadership of Dr. Dees with the work and recommendations of our DEI consultant, Jen Ingram and Calibrated Lens.

- The United Way and Community Shares annual campaigns ended October 21. The final numbers received from United Way and Community Shares are:
  - United Way \$1,224.00
  - Community Shares \$2,516.00
- We are in the process of planning our ninth annual Staff Recognition Program that was postponed from last month. Our goal is to hold this as an in-person event in February. More details will be shared as the date and location are confirmed.

### **OPERATIONS COMMITTEE REPORT**

Ms. Kohnen introduced Natalie Fields.

Deer Park Branch Manager, Natalie Fields talked about the 25,000 square foot Next Generation Deer Park Branch Library, which opened last week and is the culmination of decades of service by Library branch staff to the community. Service started in 1950 when the Deer Park Branch opened in a newly constructed Deer Park High School as a joint investment between the Deer Park community and the Cincinnati & Hamilton County Public Library. That relationship remained strong and continued as the branch moved from the High School to the Dillon Vale Shopping Center. In 2019, Deer Park and the surrounding communities had the largest attendance of all the community listening sessions hosted by the Library as part of its Facility Master Plan process.

Ms. Kohnen reported that:

- As part of our ongoing commitment to customers, we have revised the title and duties of the social worker position and re-posted it as a Resource Navigator. This position will focus on engaging directly with our most vulnerable customers and working in partnership with community agencies. The Resource Navigator will work with Human Resources in assessing staff needs and suggesting appropriate training.
- Over the next few months, the Northside Branch Library will host an art exhibit as part of the Nancy & David Wolf Holocaust & Humanity Center's Cincy Upstander Project. The Project displays images of people who model character strength by standing up for others and their rights.

- The Library was notified, via a letter from the Ohio Civil Rights Commission dated October 13, 2021, that we are a Respondent in Derrick Blassingame v. Main Library, Public Library of Cincinnati and Hamilton County. The Library worked with the Hamilton County Prosecuting Attorney's Office, which filed a response on November 9, 2021.

## **STRATEGY COMMITTEE REPORT**

Mr. Harding reported that:

- The Library's current Strategic Plan was published in 2017. Given the many changes in the Library, the community, and beyond since that time, it is necessary to undergo a new round of strategic planning to develop a new plan that addresses the evolving needs of our community. The intent is to begin the process in the second quarter of 2022 and complete it by the end of the third quarter. Robust staff and community engagement will inform the process, and will leverage the successful practices developed during the creation of the Facility Master Plan. A scope of work and timeline are currently in development. This new plan will focus and guide the work of the Library over the next several years, and incorporate other key initiatives such as our diversity, equity and inclusion work and our Facility Master Plan implementation.
- Demand continues to be strong for COVID-19 test kits, which are being offered through our seven drive-thru locations. The Ohio Department of Health is transitioning our shipments of kits to primarily over-the-counter (OTC) kits in lieu of the proctored kits, due to data collected that overwhelmingly shows the proctoring portion of the current kits are going unused. We expect to begin offering the OTC kits in January at all drive-thru locations while continuing to offer a limited amount of proctored kits through our drive-thru at the downtown Main Library. Between April and November of this year, the Library has distributed 71,000 kits to the community.
- The Library has also continued to serve as a vaccination site in neighborhoods with lower vaccination rates. Since August, Hamilton County Public Health has vaccinated 245 individuals at clinics hosted at select branch libraries.
- The Marketing Department is putting together plans for a public awareness campaign in early 2022, with a goal of increasing the number of visitors to our 41 locations. By leveraging a mix of digital, print and television messages, the Library will be able to reach individuals throughout the county.
- The Library is transitioning to more robust tools to manage customer information and engage customers. A group of staff researched several vendors and determined that

Patron Point and Gale Analytics would allow us better email communications and significantly more robust demographic tools. The analytics tool will allow us to learn more about our customers as well as county residents who are not yet customers, which will help staff make more informed decisions across a variety of CHPL projects. One of the first planned customer emails will be to share out a survey to customers who have not returned to Library use since the onset of the pandemic to determine what, if anything, would bring them back.

- Congratulatory packets have been sent to Cincinnati Mayor-Elect Aftab Pureval and the 9 city council members who were elected or re-elected in November.
- One hundred percent of Ohio library ballot issues were approved in November's general election. Successful issues included 13 renewals, one additional/new, and one renewal with an increase. The average voter approval rating was 67%.
- As part of the implementation of the Facility Master Plan, we are planning several community information sessions for early 2022 for our Design Projects that are in-progress, including the downtown Main Library and Madisonville. As plans progress for our West End and Symmes locations, we anticipate hosting community information sessions in those communities later in 2022.
- As part of a recent rollout of a customer experience framework that aligns with the principles in the Facility Master Plan as well as our brand identity, branch visits are continuing through the end of the year to engage staff with the framework to build understanding and alignment across CHPL.
- The Adult Learning Center has announced its slate of winter programs and will continue its popular Career 101 and Life 101 series. Attendance during our fall classes exceeded 1,400 for September, October and November. Twenty-eight virtual winter classes are being offered through the ALC, including:
  - Dressing Professionally on a Budget
  - Drawing Birds in the Style of Charley Harper
  - Graphic Novel Club for English Language Learners
- The Winter Checkout Challenge, which challenges adults to use Library resources to learn a new skill or explore a new hobby, will launch in January and run through February.

- Youth Services Librarians met recently for a full day planning retreat to prepare for 2022, with a focus on early literacy, school success and preparing teens for life after high school, including career exploration, workforce readiness and life skills.

### **TECHNOLOGY COMMITTEE REPORT**

Mr. Olson reported that:

- Over the Summer of 2021, employment trends seen on a national level were also seen by our Library, particularly in Grade 1 positions. The Sorting and Materials Retrieval (SMRT) Department, which has one of the Library's largest staff, had 17 unfilled openings. During the pandemic, SMRT has not had a significant reduction in their workload, as customers have continued to place holds on materials at a demanding rate. Additionally, SMRT represents one of the most diverse staff populations in the Library. To meet the demands of the work, and to ensure support for equity in staffing, the Library decided to fulfill its pledge to increase the starting wages of Grade 1 (the grade of most SMRT staff) to \$13.00/hour. The next week, there were increased candidate pools for the open SMRT positions leading to filling several very quickly. The increase in starting pay was separate from the Compensation Review, which will make the positions even more attractive to potential candidates and fortify our efforts toward diversity, equity and inclusion as an institution.
- Vacant Delivery Driver positions also follow the national trend. There are currently two positions open with limited candidates in the applicant pool. The lack of drivers means that some of the essential functions of the Library, such as getting materials requested by customers to their desired pick-up locations, is inhibited. The Compensation Review will improve what the Library will offer as starting pay for the driver positions, and we will take a close look to see if that is successful. To increase the delivery drivers' capacity in the short term, we are engaging with a courier service to assist with the abundance of donated materials we receive at our branch locations.
- In early 2020, IT implemented software called Ironscales to help scrutinize suspicious emails to protect against phishing, the most prevalent cybercrime that year. In early 2022, we will roll out further phishing training through Ironscales for all staff to help protect against this constant threat.

### **DEVELOPMENT COMMITTEE REPORT**

Ms. Kohnen reported that:

- The Library has been the grateful recipient of several gifts since October, including two sizeable bequest distributions.
- Since October, The Library Foundation has been the grateful recipient of several significant gifts as follows: Gilman Family Fund, Stern Family Charitable Fund, the Pichler Fund, The Dennis B. and Patricia L. Worthen Fund and Helen M. Meyer. Additionally, the H.B. E.W. and F.R. Luther Charitable Foundation has renewed its support for the Discover Summer program. Several additional applications for funding have been submitted and are being reviewed.
- The Foundation’s annual end-of-year giving campaign is well underway. More than 48% of CHPL staff participated in the staff portion of the campaign. The public campaign started with 28,000+ mailers being sent to households across the county in November, followed up with customer emails and a blog to encourage participation during Giving Tuesday. Preliminary results show strong, early growth in the number of donations received (up 38% in November). Full results will be available in late January 2022.

***CONSENT AGENDA ITEMS***

Ms. Allen moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held October 12, 2021
- Monthly Financial Reports – for the periods ending October 31, 2021 and November 30, 2021
- Marketing Board Report – October 2021 and November 2021
- Contributions, Gifts, and Donations – October 1, 2021 – November 30, 2021

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000			
October 1, 2020 - November 30, 2021			
Date	Donor	Description	Amount
10/5/2021	Anonymous	Support for the Library (designated for capital projects)	200,000.00
10/11/2021	Friends of the Public Library	Support for Programs	30,000.00
10/27/2021	Library Foundation - Tom Jones	Support for North Plaza Project	100,000.00
11/8/2021	Library Foundation - Seasingood Grant	Support for Digitization Project	24,721.00
11/19/2021	Hugo Trust	Support for the Library (designated for capital projects)	20,000.00
11/19/2021	Anonymous	Support for the Library (designated for capital projects)	56,054.77

- Personnel Change Report reflects changes through November 27, 2021

<b>Personnel Report</b>						
<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Huffman, Melody A	Shelver	Covedale Branch	0.30	01	09/19/2021
Appointment	Colesanti, Ellen N	Library Customer Adviser	Anderson Branch	0.60	04	09/19/2021
Appointment	Gordon, Ebony	Public Safety Manager	Public Safety	1.00	10	09/19/2021
Appointment	Tippett, Chelsea M	Shelver	Norwood Branch	0.30	01	09/19/2021
Appointment	Hopkins, Amy E	Page	Sorting & Materials Retrieval	1.00	01	09/19/2021
Appointment	Strauss, Arielle J	Shelver	Hyde Park Branch	0.30	01	09/19/2021
Appointment	Sprague, Lauren L	Library Customer Adviser	Delhi Township Branch	0.50	04	09/19/2021
Appointment	Maycock, Kyle J	Library Customer Adviser	St Bernard Branch	0.50	04	09/19/2021
Appointment	Watkins, Porsha R	Library Customer Adviser	Norwood Branch	0.50	04	09/19/2021
Appointment	Hart, Colleen W	Library Customer Adviser	College Hill Branch	0.50	04	09/19/2021
Appointment	Sanchez, Agustin L	Library Customer Adviser	Clifton Branch	0.50	04	09/19/2021
Appointment	Billheimer, Laura J	Shelver	Sorting & Materials Retrieval	1.00	01	10/03/2021
Appointment	Manjarrez, Natalie M	Page	Sorting & Materials Retrieval	1.00	01	10/03/2021
Appointment	Armstrong, Joseph M	Content Specialist	Marketing	1.00	07	10/03/2021
Appointment	Rivera-Garcia, Nicole M	Library Customer Adviser	Elmwood Place Branch	0.60	04	10/03/2021
Appointment	Buckley, Pieper D	Library Customer Adviser	Clifton Branch	0.50	04	10/03/2021
Appointment	Eck, Carmen V	Library Customer Adviser	Elmwood Place Branch	0.60	04	10/03/2021
Appointment	Briggs, Natalie M	Shelver	Westwood Branch	0.30	01	10/03/2021
Appointment	Moon, Anna L	Library Customer Adviser	Price Hill Branch	0.60	04	10/03/2021
Appointment	Coffey, Kathleen M	Library Customer Adviser	Popular Library	0.50	04	10/17/2021
Appointment	Scheponick, Marie T	Library Customer Adviser	Reading Branch	0.50	04	10/17/2021
Appointment	Martin, Emma N	Homework Help & Enrichment Assistant	Harrison Branch	0.30	01	10/17/2021

**Personnel Report**

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Barnes, Terrianna T	Library Customer Adviser	Popular Library	0.60	04	10/17/2021
Appointment	Cunningham, Rhani I	Homework Help & Enrichment Assistant	Madisonville Branch	0.30	01	10/17/2021
Appointment	Donnermeyer, Natalie A	Shelver	Sorting & Materials Retrieval	0.50	01	10/17/2021
Appointment	Adams, Emily E	Shelver	Loveland Branch	0.30	01	10/31/2021
Appointment	Nash, Leslie C	Shelver	Loveland Branch	0.30	01	10/17/2021
Appointment	Jansing, Elisabeth K	Shelver	Sorting & Materials Retrieval	0.60	01	10/31/2021
Appointment	Jones, Jody J	Library Customer Adviser	Norwood Branch	0.50	04	10/31/2021
Appointment	Jones, Molly A	Library Customer Adviser	Delhi Township Branch	0.50	04	10/31/2021
Appointment	Steltenkamp, Meagan E	Shelver	Madeira Branch	0.30	01	10/31/2021
Appointment	Ursatchi-Dodd, Britt K	Library Customer Adviser	Clifton Branch	0.50	04	10/31/2021
Appointment	Thomas, Ella L	Monitor Mentor	Bond Hill Branch	0.375	07	10/31/2021
Appointment	Jenkins, Kenneth T	Monitor Mentor	Norwood Branch	0.375	07	10/31/2021
Appointment	Cochran, Joshua G	Shelver	Sorting & Materials Retrieval	0.50	01	10/31/2021
Appointment	Beck, Clark E	Monitor Mentor	West End Branch	0.375	07	11/14/2021
Appointment	Dees, Ashli D	Diversity, Equity, Inclusion and Culture Director	Director's Office	1.00	13	11/14/2021
Appointment	Clark, Danielle M	Library Customer Adviser	Clifton Branch	0.50	04	11/14/2021
Appointment	Myers, Irilla P	Public Safety Specialist	Public Safety	1.00	05	11/14/2021
Appointment	Porter, Ashlyn S	Library Customer Adviser	Covedale Branch	0.50	04	11/14/2021
Appointment	Dean, Susan A	Customer Service Substitute	Service	0.725		11/14/2021
Appointment	Dia, Aminata I	Homework Help & Enrichment Assistant	Forest Park Branch	0.30	01	11/14/2021
Appointment	Woolums, Justin T	Library Customer Adviser	Hyde Park Branch	0.50	04	11/14/2021
Appointment	Francis, Amber	Library Customer Adviser	Mt. Washington Branch	0.50	04	11/14/2021
Appointment	Sall, Nailah P	Shelver	Deer Park Branch	0.30	01	11/14/2021



**Personnel Report**

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Appointment	Miller, Rasheed B	Shelver	Bond Hill Branch	0.30	01	11/14/2021
Appointment	McDowell, Jamilah I	Customer Service Substitute	Service	1.00	04	11/14/2021
Appointment	Holloway, Sherrie S	Library Customer Adviser	Bond Hill Branch	0.50	04	10/17/2021
Appointment	Jones, Katrina G	Shelver	Oakley Branch	0.30	01	10/03/2021
Appointment	Rausch, Kailey S	Library Customer Adviser	Mt. Healthy Branch	1.00	04	10/03/2021
Appointment	Williams, Cara N	Library Customer Adviser	Madisonville Branch	0.60	04	10/17/2021
Appointment	Jones, Vanessa V	Sorter	Sorting & Materials Retrieval	1.00	01	10/17/2021
Appointment	Even, Jennifer L	Customer Service Substitute	Service	0.725	04	09/19/2021
Appointment	Anglim, Juliette M	Customer Service Substitute	Service	0.725	04	10/31/2021
Appointment	Malcom, Bruce E	Library Customer Specialist	College Hill Branch	1.00	05	09/19/2021
Change	Spnlen, Stephen M	Shelver	Sorting & Materials Retrieval	0.60	01	09/19/2021
Change	Cruder, Ciara L	Shelver	Sorting & Materials Retrieval	0.60	01	09/19/2021
Change	Bolt Dibari, Mary J	Line Assistant Physical Processing	Cataloging & Processing	1.00	02	10/03/2021
Change	Fultz, Alyssa M	Library Customer Adviser	St Bernard Branch	1.00	04	10/03/2021
Change	Rowen, Ella M	Library Customer Adviser	Covedale Branch	1.00	04	10/17/2021
Change	Jones, Yancey H	Monitor Mentor	College Hill Branch	0.50	07	10/17/2021
Change	McGovney, Hannah M	Library Customer Adviser	Popular Library	1.00	04	09/19/2021
Change	Mordigal, Susan B	Library Customer Adviser	Greenhills Branch	0.60	04	11/14/2021
Change	Davis, Scott W	Public Safety Team Leader	Public Safety	1.00	07	09/19/2021
Change	Ross, Ronald P	Maintenance Supervisor	Maintenance Services	1.00	07	09/19/2021
Change	Collett, Kevin D	Library Customer Adviser	Cheviot Branch	1.00	04	11/14/2021
Change	Jacobs, Allison R	Youth Librarian	Mt. Healthy Branch	1.00	07	11/14/2021
Change	Cox, Phyllis A	Youth Librarian	Loveland Branch	1.00	07	10/17/2021

**Personnel Report**

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Change	Healy, Pamela A	Branch Team Leader	Green Township Branch	1.00	08	09/19/2021
Change	Mallstrom, Diane M	Acquisitions Specialist	Materials Selection & Acq	1.00	05	09/19/2021
Change	Allan, Macy E	Library Customer Adviser	Pleasant Ridge Branch	1.00	04	10/03/2021
Demotion	McNabb, LeeAnn	Customer Service Substitute	Service	0.725	04	10/03/2021
Demotion	Glemaker, Jacob M	Copy Cataloger	Cataloging & Processing	1.00	05	10/03/2021
Departure	Custer, Grace A.	Shelver	North Central Branch	0.30	01	11/06/2021
Departure	Morris, Christina A.	Public Safety Specialist	Public Safety	1.00	05	09/19/2021
Departure	O'Connell, Ivy L.	Library Customer Adviser	Mt. Washington Branch	0.50	04	09/28/2021
Departure	Bell, Cleo E.	Library Customer Adviser	Popular Library	0.60	04	10/02/2021
Departure	Stiggers, Kira M.	Library Customer Adviser	Forest Park Branch	0.50	04	10/02/2021
Departure	Gardner, Kamryn S.	Shelver	Groesbeck Branch	0.30	01	10/30/2021
Departure	McGovney, Hannah M.	Library Customer Adviser	Popular Library	1.00	04	11/01/2021
Departure	Breidenbaugh, Margaret E.	Library Customer Adviser	Walnut Hills Branch	1.00	04	11/06/2021
Departure	Johnson, Arianna N.	Library Customer Adviser	Deer Park Branch	1.00	04	11/13/2021
Departure	Watkins, Porsha R.	Library Customer Adviser	Norwood Branch	0.50	04	09/25/2021
Departure	Nunn, Lisa	Library Customer Adviser	Sharonville Branch	0.50	04	10/02/2021
Departure	Coffey, Kathleen M.	Library Customer Adviser	Popular Library	0.50	04	10/19/2021
Departure	Thompson, Joseph M.	Truck Driver	Shipping & Receiving	1.00	03	10/23/2021
Departure	Skates, Adrianna J.	Page	Sorting & Materials Retrieval	1.00	01	10/29/2021
Departure	Cummings-Titus, Clarice	Homework Help & Enrichment Assistant	Bond Hill Branch	0.30	01	11/11/2021
Departure	Tippett, Chelsea M.	Shelver	Norwood Branch	0.30	01	11/22/2021
Departure	Stahl, Gregory M.	Public Safety Specialist	Public Safety	1.00	05	10/16/2021
Departure	Dennemann, Shannon L.	Shelver	Pleasant Ridge Branch	0.30	01	10/29/2021

**Personnel Report**

<u>ACTION</u>	<u>FULL NAME</u>	<u>JOB TITLE</u>	<u>AGENCY</u>	<u>FTE</u>	<u>GRADE</u>	<u>EFFECTIVE DATE</u>
Departure	Cheek, Heidi L.	Library Customer Adviser	Greenhills Branch	0.60	04	10/30/2021
Departure	Griffin, Michael B.	Shelver	Sorting & Materials Retrieval	0.50	01	11/11/2021
Departure	Kneer, Andrew D.	Library Customer Adviser	Clifton Branch	1.00	04	11/12/2021
Departure	Kuchera, Timothy L.	Maintenance Technician	Maintenance Services	1.00	05	11/26/2021
Departure	Olson, Nicolai	Page	Sorting & Materials Retrieval	1.00	01	11/26/2021
Departure	Jones, Lesley A.	Library Customer Adviser	Price Hill Branch	0.60	04	11/26/2021
Departure	Ruffin, Carissa L.	Shelver	Forest Park Branch	0.30	01	10/02/2021
Departure	Whalen, Jude S.	Shelver	Symmes Township Branch	0.30	01	11/03/2021
Departure	Allen, Olivia K.	Shelver	Green Township Branch	0.30	01	11/24/2021
Departure	Scribbin, Marc R.	Monitor Mentor	Avondale Branch	0.375	07	10/20/2021
Promotion	Fields, Natalie R	Senior Branch Manager	Deer Park Branch	1.00	10	10/03/2021
Promotion	Grote, Amy L	Library Customer Specialist	Sorting & Materials Retrieval	1.00	05	10/17/2021
Promotion	Jones, Ronisha R	Library Customer Specialist	Cheviot Branch	1.00	05	10/17/2021
Promotion	Jones, Janie L	Library Customer Specialist	North Central Branch	1.00	05	10/31/2021
Promotion	Nichting, Alyssa A	Youth Librarian	Westwood Branch	1.00	07	10/17/2021
Promotion	Hughes, Makaylah J	Library Customer Adviser	Cheviot Branch	0.50	04	10/31/2021
Promotion	Godbey, Joseph W	Maintenance Technician	Maintenance Services	1.00	05	10/03/2021
Promotion	Bois, Patrick A	Library Customer Adviser	Clifton Branch	0.50	04	09/19/2021
Retirement	Ficker, Mary R.	Copy Cataloger	Cataloging & Processing	1.00	05	09/30/2021

*9/19/2021-11/27/2021*

- Statistical Report for November 2021
- Statistical Highlights – Holds

- Investment Report (summary of invested balances) as of November 30, 2021

Cincinnati and Hamilton County Public Library					
<b>Investment Summary as of November 30, 2021</b>					
		Amount		Amount	
		As of 10/31/2021		As of 11/30/2021	
<b>Fifth Third Investment:</b>					
General Fund		\$7,000,000.00		\$7,000,000.00	
Building and Repair		\$16,243,000.00		\$16,243,000.00	
	<b>Total</b>	<b>\$23,243,000.00</b>		<b>\$23,243,000.00</b>	
<b>Fifth Third Operating Account:</b>					
General Fund		27,065,479.17		26,253,733.87	
Insurance Reserve		230,000.00		230,000.00	
Special Revenue Funds		1,045,446.32		1,152,790.14	
Building and Repair		28,199,405.83		26,676,031.38	
Permanent Trust Funds		1,349,265.30		1,325,266.56	
	<b>Total</b>	<b>\$57,889,596.62</b>		<b>\$55,637,821.95</b>	
<b>STAR Ohio:</b>					
Building and Repair		1,120,088.92		1,120,161.57	
	<b>Total</b>	<b>\$1,120,088.92</b>		<b>\$1,120,161.57</b>	
<b>U.S. Bank Managed Investments (Trust Funds):</b>					
	<b>Total</b>	<b>\$6,772,444.00</b>		<b>\$6,772,444.00</b>	
		<b>\$89,025,129.54</b>		<b>\$86,773,427.52</b>	

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Harding, Mr. Hendon, Ms. Kohlen, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. (58-2021).

The Regular Meeting was then adjourned.

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President

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Attest: Secretary