

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

Date: June 8, 2021

Meeting: Regular

Place: Virtual

REGULAR MEETING

CALL TO ORDER

ROLL CALL

Trustees Present: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, 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

Ms. Redden read a comment from Felicity Tao of the Greater Cincinnati Chinese Cultural Exchange Association who expressed how pleased the Association was with the Library's partnership, professionalism, and the kindness staff showed them when purchasing books to enlighten and educate the community on the Asian American Pacific Islander experience.

ACTION ITEMS

Mr. Hendon moved the following:

- Approve revision of the 2021 annual appropriations as outlined below.

In support of the branch refresh at Anderson, the ATLA organization recommends that the Library Board appropriate \$14,000 from the Anderson Non-Expendable Trust Fund to help offset the cost of the Anderson Branch Library project, specifically for expenses related to the new “Quiet Room.”

***Anderson Library Fund
Expenses***

Capital Outlay - increase by	\$	14,000.00
<i>Increase in expenses</i>	\$	14,000.00

Mrs. LaMacchia seconded.

Voting for the motion by a roll call vote: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(21-2021)**.

Mr. Hendon moved the following:

- Waive the post audit meeting given that the audit is almost complete and Library staff is working to complete the Comprehensive Annual Financial Report. Currently, the auditors expect to issue a clean opinion and clean GAGAS opinion and there are no management letter comments. The auditors will still send out a draft opinion/GAGAS opinion to each board member with the option to request a meeting within 5 days of receiving the email.

Mrs. LaMacchia seconded.

Voting for the motion by a roll call vote: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(22-2021)**.

Mr. Hendon moved the following:

- Confirm the following change orders for the Walnut Hills Branch Accessibility project:

Contractor	Trade Contract	Number	Purpose	Amount
Megen Construction	GMP	#2	Removal of buried foundations	\$ 87,332.49
Megen Construction	GMP	#3	Removal of buried foundations	\$ 130,998.74
Megen Construction	GMP	#4	Correct lower level slab elevations	\$ 30,392.58

Demolition of the existing building is complete and excavation for the addition is underway. As anticipated, foundations and other debris has been uncovered, resulting in change orders to remove the impacted soil, with the potential for additional changes to bring in more soil. Based

on the type of construction of the original Walnut Hills building, we have also discovered uneven flooring in the basement. This means that additional floor leveling is needed.

These dollars are accounted for in the owner contingency, and we are still within the overall \$12.3 million project budget.

Mrs. LaMacchia seconded.

Voting for the motion by a roll call vote: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(23-2021)**.

Mr. Hendon moved the following:

- Confirm purchase orders related to the Northside Emergency Repair project.

Northside Emergency Repair Cost

Northside Branch Library purchase orders

Imbus Roofing Co	Roof repair	\$ 33,043.00
American Façade Restoration	Masonry repair	\$ 32,200.00
Enviroworx Services Inc	Abatement	\$ 9,225.00
Flannery Painting Inc.	Interior painting	\$ 10,300.00
Valley Interior Systems Inc	Interior plaster repair	\$ 19,227.00
		<u>\$ 103,995.00</u>
Owner contingency		<u>\$ 25,000.00</u>
Exepcted Repair cost		<u><u>\$ 128,995.00</u></u>

At the April 20, 2021 meeting, the Board waived public bidding for urgent necessity for repairs needed at the Northside Branch. Work is expected to be completed by late June and the branch will open shortly thereafter.

Mrs. LaMacchia seconded.

Voting for the motion by a roll call vote: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(24-2021)**.

Mr. Hendon moved the following:

- Approve adopting the Construction Manager at Risk construction delivery model for the Ongoing Maintenance Repairs 2021 – 2023 Project.
- Authorize Molly DeFosse to Coordinate and form the Construction Manager at Risk Evaluation Committee. The committee is as follows:
 - Molly DeFosse, Coordinator
 - Greg Olson, Trustee – Advisor Role
 - Paula Brehm-Heeger
 - Jeff Gerrein
 - Kathy Taylor
 - Angela Peterson
 - Ronnie Ross
- Authorize the bid below and authorize the committee to review the statements of qualifications, select the top three firms, interview the top three as part of the second step of the process where proposals for pricing and technical qualifications are submitted, and make a final recommendation to the Board in August 2021.

NOTICE OF REQUEST FOR QUALIFICATIONS
FOR CONSTRUCTION MANAGER AT RISK

The Cincinnati and Hamilton County Public Library is requesting statements of qualifications pursuant to Ohio Revised Code Section 9.33, et seq., from firms to provide construction manager at risk services for its ONGOING MAINTENANCE REPAIRS 2021- 2023 Project. The project may include multiple phases during the time period, authorized via a task order system under a term agreement. The Library will determine in its sole discretion whether to award work under the term agreement. Phase 1 of the project will include work at Avondale Branch, Pleasant Ridge Branch and the Corryville Branch and the work will include waterproofing, tuckpointing, and interior plaster repair and painting. The preliminary budget for Phase 1 is \$1.5M with an anticipated budget of \$4M over the term of the project. 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.org. Qualifications will be accepted until 12:00 p.m. local time, July 9, 2021.

- Approve the following advertisement for a design professional:

NOTICE OF REQUEST FOR QUALIFICATIONS
ONGOING MAINTENANCE REPAIRS 2021-2023

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 Ongoing Maintenance Repair projects between 2021 and 2023 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 August 2021 starting with Phase 1 which will include work at Avondale Branch, Pleasant Ridge Branch and the Corryville Branch and the work will include waterproofing, tuckpointing, and interior plaster repair and painting. The preliminary budget for Phase 1 is \$1.5M with an anticipated budget of \$4M over the term of the project. 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. Qualifications will be accepted until 4:00 p.m. local time, July 7, 2021.

The planning for the FMP included funding for ongoing maintenance and lifecycle replacements. In hopes to get ahead of some of the urgent issues, the Facilities team is working to compile the most critical issues. In the interest of time, we are proposing hiring a CMR so that we can obtain individual Guaranteed Maximum Price (GMP) proposals as project scopes are identified and any necessary design work is completed. The GMP's will be presented to the Board for approval as they are developed, and we expect several GMP packages between 2021-2023.

Mrs. LaMacchia seconded.

Voting for the motion by a roll call vote: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. **(25-2021)**.

INFORMATIONAL ITEMS

EVA JANE ROMAINE COOMBE DIRECTOR'S REPORT

Ms. Brehm-Heeger reported that:

- On May 4, Ohioans approved all nine public library issues on local ballots around the state. This included eight renewals and one renewal with an increase. The levies passed by wide margins with the average voter approval rate of 81%.
- Earlier this month the Ohio Senate unveiled their version of the state operating budget, Sub. House Bill (HB) 110 which does add language to the budget bill to maintain the Public Library Fund at 1.70%. We deeply appreciate the Senate taking action to make Ohio's Public Libraries a priority. The Senate Finance Committee will hold several hearings followed by an omnibus amendment for any additional changes before a full

vote by the Senate on or about June 10. Once passed by the Senate, the bill will then be discussed in a conference committee where leaders from both chambers will reconcile the differences between the two versions.

- We continue to assess service provision as the pandemic situation evolves and in June added back pre-pandemic evening hours at our largest locations. Following the July 4th holiday week, we will restore remaining locations to pre-pandemic hours and add two hours per week at our neighborhood branches as well as open our drive-thrus for service on Sundays at locations that had not previously offered any Sunday service. The addition of drive-thru only hours on Sunday is in response to the popularity of this service delivery method we witnessed during the pandemic, and it appears to be an enduring trend. While there is a staffing cost for this service, it is not nearly as significant as adding full Sunday service to locations. We will assess the demand for drive-thru only Sunday hours as we (hopefully) continue to move beyond pandemic times.
- This spring has been a very active time for media attention around our Library. Community partnerships receiving media attention included the partnerships with community, city and county health care providers to offer COVID-19 testing and vaccine options at our library locations. This included an extensive visit on May 7 by Governor DeWine to our newly renovated and expanded Price Hill Branch during a pop-up vaccination clinic. He was joined by Cincinnati Health Commissioner Melba Moore and Hamilton County Commissioner Alicia Reece for a press conference where they spoke about coordinated efforts between the state, city, and county to ensure anyone who wants to be vaccinated in the region has the opportunity to receive one.

On the partnership front, area schools, in particular Cincinnati Public Schools, participation in expanding their students access to our Library's eBook collection via the SORA program received local media mention, as did our partnerships with the Cincinnati Museum Center and FC Cincinnati (West End Courtyard Technology project) in the national publication *Computers in Libraries* who invited me to write an article on our partnerships designed to close the digital divide.

Several news outlets, including The Cincinnati Enquirer, have run articles and segments about the Library's potential loss of state funding and local media continues to express interest in the new Price Hill Branch as well as the renovation and expansion we are doing on the Walnut Hills Branch.

FACILITIES AND FINANCE AND AUDIT COMMITTEE REPORT

Mr. Hendon reported that:

- The Library is continuing to work on the land acquisition for the future Forest Park Branch. Working with our realtor and legal counsel, we have submitted an initial letter of intent (LOI) to purchase the land across the street from the Library which will be submitted for Board approval, pending negotiated terms. The property had previously been a recreation facility which included a swimming pool. The pool was demolished and the debris was buried on the property. Based on this and the topography of the property, we expect there to be some site challenges which is being considered as a component of the LOI. We plan to employ the Construction Manager at Risk delivery model on this project and are seeking Board approval for this process with the final decision. We will advertise for a design professional (previously approved by the Board in April 2021) once we have a better position on the property and adjust the due date accordingly.
- As part of the Main Library project, the Board approved the maximum GMP for the Skylight Replacement at the February 2021 Board Meeting inclusive of CMR fee and CMR contingency equal to or less than \$2,580,000 with the total project estimate of \$3.1 million. The actual GMP is \$2,359,102, and the project budget remains at \$3,100,000 in order to maintain a conservative owner contingency.

The elevator and skylight projects are expected to start in the next 30 days. During the summer, we plan to continue south building service in the 1950s building as well as service in the north building. In anticipation of the disruption and scaffolding, we intend to keep activity in the 1980s building to a minimum. We will monitor the impact on service along with the schedule of work and provide a report in August. We consider ourselves fortunate to have the two buildings which will provide us with the opportunity to maintain continuity of service.

The design team is continuing work on schematic design for the overall project. We are currently planning for two early bid packages with the following timelines:

North Plaza	
Cost estimate and design review	7/9/2021
GMP approved	8/10/2021
Construction	8/15/2021-11/15/2021
Demo South Plaza and Mezzanine	
Cost estimate	9/3/2021
GMP approved	10/12/2021
Construction	11/19/2021

We continue to investigate the options for relocation of the book fountain. The fountain is actually a tiled built-in structure, so it is not easily moved from the current location. The Library is considering several options and evaluating the best location to move it.

- We are still working on the final closeout documentation with a few punch list items remaining for the Price Hill Branch Accessibility project. We recently received lien notices from two subcontractors of Jostin Construction and are working with the Hamilton County Prosecutor's Office to prepare the appropriate responses in accordance with the Ohio Revised Code.
- The Anderson Branch Refresh project is on schedule with completion expected in mid-June.
- Although the Energy Retrofit project is complete, we are still working through closeout documentation, punch list items and an open change order with one contractor. As noted in the April 2021 Board report, the Library received a request from a contractor to meet about some concerns they had related to the project. We met with them virtually on April 8, 2021. In response to their request, we have initiated a change order review with JS Held and on April 14, 2021, we received a formal request for mediation from a law firm on behalf of the contractor. The results of the review by JS Held substantiated the position of the engineer on the project that there was no basis for a change order. The Hamilton County Prosecuting Attorney's Office is preparing a response to the formal mediation request, and the Library is sending the contractor a letter summarizing these items.
- During the pandemic, the need for usable outdoor space has become a priority for continuity of quality Library service. We are fortunate that a generous donor has made a recurring donation to the Foundation to benefit the Mariemont Branch. With the anticipated proceeds as a funding source, the Library is finalizing the design to put a glass roof over the exterior courtyard at Mariemont. This project will also include an accessibility ramp. The project will be bid in June with work commencing shortly thereafter. The project is expected to be completed at the end of 2021. The contract is expected to be confirmed at the August 2021 Board meeting.

HUMAN RESOURCES COMMITTEE REPORT

Ms. Allen introduced Michelle Matthews.

Human Resources Manager, Michelle Matthews spoke about the Library's Diversity, Equity and Inclusion (DEI) work and her role in guiding the organization through the safest possible return to service during the pandemic.

Ms. Allen reported that:

- Preparation for the 2022 renewal of medical and voluntary benefits has begun. Similar to last year, a Benefits Task Force of staff members will be formed to offer transparency, understanding, and effective communication around this renewal process.

Ms. Redden reported that:

- As mentioned in the April Board Report, a Compensation Review, led by compensation consultant, Segal Group, continues as a part of a coordinated Investing in Staff initiative. After conducting a market survey with peer competitors to serve as a benchmark and collecting Job Description Questionnaires from staff, Segal is currently in the process of drafting a proposed classification structure. Weekly meetings between the Compensation Review Work Group and Segal continue as considerations around this new structure are discussed. Once a framework for the classification structure has been established, Segal will begin to construct a proposed salary structure to discuss with the team. The project continues to progress and is on schedule to deliver final recommendations in Fall 2021.

DEVELOPMENT COMMITTEE REPORT

Ms. Kohnen reported that:

- The Library's Development Office has been the grateful recipient of several gifts since February including significant gifts from the family of Rosan Roudabush for the Symmes Township Branch Library. Trustees from the David and Ann N. Early Foundation are excited by and committed to the Library's plans for the Mariemont Branch Library and a new enclosed patio space. The annual funding provided by the Foundation will support the improvements for this project.
- Several applications for funding have been submitted by the Library Foundation and are being reviewed. Two applications of note would support new initiatives for the Library, the creation of a TechMobile (i.e., a new mobile TechCenter styled service point that would go to library deserts in our community) and Connected Learning Laboratory for youth and teens at the Deer Park Branch Library.

- At their recent board meeting, the Friends approved annual support for the Library at levels consistent with the past two years, despite the financial challenges presented by the pandemic. The Friends also updated their Code of Regulations to include term limits and other organizational governance best practices and welcomed a new slate of officers.

Donate Days at Branches return in June and July from 9 a.m. to noon, with the following locations hosting these events:

- Madeira Branch, June 6th
 - Forest Park Branch, June 12th
 - Deer Park Branch, June 28th
 - Green Township Branch, July 24th
- The Anderson Township Library Association has enthusiastically supported using proceeds from the Library's non-expendable fund to support the Anderson Branch refresh. The new "Quiet Room" will be named the Anderson Township Library Association Quiet Room" in recognition of their financial support for the branch. After a successful late summer sale in 2020, ATLA will again host an outdoor sale at Burger Farm and Garden Center on August 7th and 8th.

OPERATIONS COMMITTEE REPORT

Ms. Kohnen reported that:

- A committee of Library staff has been studying the Library's suspension of fines for overdue materials during the pandemic to see if the effort is meeting the intended goals, which include:
 - Expedite and improve customer service;
 - Reduce stress on customers;
 - Address inequities;
 - Reinforce the Library as a dynamic force in the community.

Preliminary results indicate success in all four areas, with customers generally appreciative of the service and more likely to return long-overdue items. Frontline public service staff are pleased with the improved customer interactions and are now able to use their time more efficiently. The staff committee has verified that suspension of fines for overdue materials appears to be an increasing trend among our peers, both geographically and among systems with similar budgets and service areas. A formal recommendation will be provided for the August 2021 Board meeting.

- As described in the February 2021 Board Report, our Library began a partnership with the United Way to provide Free Tax Preparation for the 2020 tax year, building upon the Library's longstanding relationship with AARP, which is also a United Way partner. At the four branches where we initiated an in-person volunteer partnership with the United Way, volunteers assisted over 420 taxpayers, helped them secure over \$615,000 in refunds, and saved them approximately \$84,000 in tax preparation fees. We also continued our partnership with AARP at the Main Library, offered enhanced tax coaching at Bond Hill, North Central, St. Bernard, and Westwood, and offered free, web-based filing software at every Library location, along with general telephone assistance through our Virtual Information Center.
- The Avondale Branch will partner with the University of Cincinnati's History Department and The Center for the City in a community-engaged public history planning process. The project, led by UC History Professor Anne Delano Steinert, will enable Avondale residents to preserve and share their local history. Dr. Steinert has received a grant to fund this process and will be working with Avondale Branch Library staff and residents to capture the unique and rich history of the Avondale community.

STRATEGY COMMITTEE REPORT

Mrs. LaMacchia reported that:

- This spring we developed partnerships with the City of Cincinnati Health Department and Hamilton County Public Health to provide equitable access to free, walk-up vaccination sites. Since May 2021, our health partners have provided 159 vaccinations at five branches, often providing a choice of J&J or Pfizer. We have 10 additional branch libraries scheduled to provide walk-up vaccinations across the county through August 2021.
- A Madisonville Community Feedback session was held virtually on May 18. Community members met with representatives from CHPL and GBBN Architects for an update and overview of the project so far, and also gathered customer feedback in advance of design work beginning. Another session was held virtually on May 25 with local small business owners for an informal conversation to explore how the new branch could best support small businesses. The event was co-hosted by the Madisonville Business Chamber. Dot surveys are also being used to learn about community members' needs.

Additionally, work with staff and leadership of the Main Library is taking place throughout June to discuss planned renovations and makeovers of the 1st floor South building. The Library is also engaging community and local stakeholders and experts in

planning and management of outdoor spaces for input about our Main Library Plaza redesign. This includes an upcoming visit from the Champlin/Group4/MKSK team on-site later this week.

- Adult Education Classes: 39 virtual classes will be offered during the summer with topics ranging from English Level Two to classes on Career Development. Examples include:
 - I Need a Resume
 - Parenting for the 21st Century
 - Summer Blooms of Cincinnati
 - New Collar Jobs
 - Organize your Life with Apps

- Every Child Ready to Read Summer Series: Eight virtual *Every Child Ready to Read* sessions that target children (birth to five years old) and parents/caregivers. Sessions will cover early literacy skills along with basic math and science concepts.

- On April 30, City Council Member Steve Goodin and Congress Member Steve Chabot joined us for a tour of the Price Hill Branch. During Congress Member Chabot's visit, Paula Brehm-Heeger spoke to him about the [Build America's Libraries Act](#).

- Discover Summer 2021 launched on June 1 and is aimed at youth ages 0 through 18.
 - The Library has partnered with 12 other local organizations to develop summer learning booklets.
 - June 1-July 31, every youth 18 and under who visits a library branch may receive a summer booklet, a free book, a take & make activity, and an early literacy calendar for PreK families.
 - Youth who finish 5 activities from their booklet may return to the Library to enter a grand prize drawing at their branch.
 - Meals for youth will be provided at select locations.

- Discover Summer is made possible through the support of our donors, including the Friends of the Library and the Library Foundation.

- In addition to Discover Summer, Library staff are offering a variety of programs for all ages both in-person and online. Key highlights include:
 - In Person Memory Cafes for Adults, June 8 and July 13 at the Harrison Branch, June 21 at the Green Township Branch
 - Virtual Graphic Novel Book Club for Kids, June 23, 4:30 p.m.
 - In Person InsideOut: An Affirming Epiphany for LGBTQIA+ Adults and Teens, June 26, 2 p.m. at the Price Hill Branch

- Virtual Word Play Games for Tweens, July 6, 3 p.m.
 - Outdoor Teen Chef, July 22, 1 p.m. at the Madisonville Branch
- Downtown Cincinnati will celebrate the grand re-opening of Court Street on June 10 from 4 – 9 p.m. The Library has activities planned to tie into this celebration. Staff members will staff tables on Vine Street featuring various activities, such as a dot survey to get community feedback about what they'd like to see in a re-envisioned Vine Street Plaza, and the chance to make some LED cicada buttons.
 - The [Marketing report](#) (also in the Consent Agenda items.)

TECHNOLOGY COMMITTEE REPORT

Mr. Olson reported that:

- The cybersecurity project we announced in February 2021 focused on implementing multifactor authentication for Office 365 across all staff computers, has been completed. Multifactor authentication is an effective means of keeping login and account information safe by requiring more than a username and password. Over 80% of hacking-related breaches are caused by stolen or weak passwords.
- As part of ongoing cybersecurity efforts, and to keep up with the latest Microsoft features, our Computer Services Department completed a project to upgrade every computer in the Library to the latest version of Windows 10. After several months of testing to ensure compatibility, the upgrade was deployed across all 42 locations from March through May. Despite challenges with remote staff computers, over 2,300 computers were upgraded successfully.
- On March 17th, after robust testing, Computer Services implemented a new program, PatchMyPC. This tool integrates into our existing Microsoft Configuration Manager and allows us to automatically update almost all of the third-party applications used by the Library, such as Zoom, Firefox, and Adobe Reader, across all workstations. For example, if Google were to release a new version of Chrome that fixes a security vulnerability on Tuesday, the entire library system would have it installed by Wednesday evening.
- On Monday June 1, Outreach Services returned to personalized door-to-door delivery of library materials to long-term care facilities after a year of simply delivering books, DVDs and CDs to lobbies. Residents and staff of these facilities are thrilled with the return of this service. The Outreach staff interacted directly with 78 residents at 7 facilities on June 1, including Twin Lakes, the Seasons, and Montgomery Care.

CONSENT AGENDA ITEMS

Mrs. LaMacchia moved the Board approve the consent agenda as follows:

- Minutes of the Regular Meeting held April 20, 2021.
- Monthly Financial Reports – for the periods ending April 30, 2021 and May 31, 2021.
- Marketing Board Report – April 2021 and May 2021.
- Contributions, Gifts, and Donations – April 1, 2021 – May 31, 2021

CONTRIBUTIONS, GIFTS, AND DONATIONS RECEIVED GREATER THAN \$1000			
April 1, 2020 - May 31, 2021			
44295	Library Foundation	Program Support - Westwood Branch	1,087.75
44314	Friends of the Public Library	Support for Programs	30,000.00
44342	Roudabush Residence Trust	Support for Symmes Branch in memory of Rosan Roudabush	2,500.00

- Personnel Change Report reflects changes through May 15, 2021.

Personnel Change 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	Gordon, Ryan J	Shelver	Price Hill Branch	0.30	01	03/21/2021
Appointment	Mays, Josie L	Shelver	Price Hill Branch	0.30	01	03/21/2021
Appointment	Nash, Anna M	Library Customer Adviser	Price Hill Branch	0.60	04	03/21/2021
Appointment	Wilson, Mishka M	Library Customer Adviser	Price Hill Branch	0.50	04	03/21/2021
Appointment	Carson, Deborah V	Customer Service Substitute	Service	0.725	04	04/04/2021
Appointment	Cheng, Andy L	Library Customer Adviser	Westwood Branch	0.50	04	04/04/2021
Appointment	Chittock, Sharon G	Library Customer Adviser	Clifton Branch	0.50	04	04/04/2021
Appointment	Jones, Yancey H	Monitor Mentor	College Hill Branch	0.375	07	04/04/2021
Appointment	Moore, Jennifer J	Library Customer Adviser	Miami Township Branch	0.50	04	04/04/2021
Appointment	Reitz, Isabelle O	Shelver	Madeira Branch	0.30	01	04/04/2021
Appointment	Swanger, Austin W	Customer Service Substitute	Service	0.725	04	04/04/2021
Appointment	Davidson, Joseph K	Library Customer Adviser	Anderson Branch	0.60	04	04/18/2021
Appointment	Ervin, Jeremy R	Library Customer Adviser	Anderson Branch	0.60	04	04/18/2021
Appointment	McGovney, Hannah M	Library Customer Adviser	Cheviot Branch	0.50	04	04/18/2021

Personnel Change 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	O'Connell, Ivy L	Library Customer Adviser	Mt. Washington Branch	0.50	04	04/18/2021
Appointment	Pinson, William D	Shelver	Mt. Washington Branch	0.30	01	04/18/2021
Appointment	Willard, Stephen K	Library Customer Adviser	Price Hill Branch	0.50	04	04/18/2021
Appointment	Clemons, Bethany K	Library Customer Adviser	Blue Ash Branch	0.50	04	05/02/2021
Appointment	Edwards, Darryn M	Library Customer Adviser	Symmes Township Branch	1.00	04	05/02/2021
Appointment	Garbsch, Grace E	Shelver	Sorting & Materials Retrieval	0.60	01	05/02/2021
Appointment	Girdler, Haley R	Library Customer Adviser	Blue Ash Branch	0.60	04	05/02/2021
Appointment	Lovette, Korrin E	Page	Sorting & Materials Retrieval	1.00	01	05/02/2021
Appointment	McBride, Carol A	Library Customer Adviser	Monfort Heights Branch	0.50	04	05/02/2021
Appointment	Thomas, Julie R	Shelver	Madeira Branch	0.30	01	05/02/2021
Appointment	Custer, Grace A	Shelver	North Central Branch	0.30	01	05/13/2021
Appointment	Berry, Mary J	Library Customer Adviser	Wyoming Branch	0.50	04	03/21/2021
Appointment	Lowe, Uneek V	Monitor Mentor	Madisonville Branch	0.375	07	04/18/2021
Appointment	Froehle, Joseph A	HVAC Technician	HVAC Services	1.00	06	05/02/2021
Appointment	Heindel, Kim C	Shelver	Hyde Park Branch	0.30	01	05/02/2021
Appointment	Schultz, Juli L	Shelver	Sharonville Branch	0.30	01	05/02/2021
Appointment	Thomas, Jessica R	Shelver	Harrison Branch	0.30	01	05/02/2021
Change	Coleman, Mary E	Library Customer Adviser	Groesbeck Branch	0.60	04	03/21/2021
Change	Parrott, James	Library Customer Adviser	West End Branch	1.00	04	03/21/2021
Change	Randolph, Isabella J	Library Customer Adviser	Madeira Branch	1.00	04	03/21/2021
Change	Bour, Peter T	Library Customer Adviser	Forest Park Branch	1.00	04	04/04/2021
Change	Clark, Kelsey N	Library Customer Adviser	St Bernard Branch	1.00	04	04/18/2021
Change	Ellis, Ge'Ana L	Page	Sorting & Materials Retrieval	1.00	01	04/18/2021
Change	Williams, Sara N	Library Customer Adviser	Symmes Township Branch	1.00	04	04/18/2021
Change	Kneer, Andrew D	Library Customer Adviser	Clifton Branch	1.00	04	05/02/2021
Change	Jones, Janie L	Library Customer Adviser	North Central Branch	1.00	04	03/21/2021
Change	Eugair, Karen A	Youth Librarian	Pleasant Ridge Branch	1.00	07	04/04/2021
Change	Powers, James C	Youth Librarian	Norwood Branch	1.00	07	04/04/2021
Change	Drake, Tiffany N	Library Customer Adviser	Cheviot Branch	1.00	04	05/02/2021
Change	Ramsey, Julie A	Library Customer Adviser	Blue Ash Branch	1.00	04	05/02/2021
Departure	Stark, Piper G.	Shelver	Mt. Washington Branch	0.30	01	03/22/2021

Personnel Change 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	Williams, Joey K.	Library Customer Adviser	Oakley Branch	0.50	04	03/26/2021
Departure	Foster, Craig A.	Electrician	HVAC Services	1.00	06	03/26/2021
Departure	Beck, Tyler D.	HVAC Technician	HVAC Services	1.00	06	03/30/2021
Departure	Holloway, Sherrie S.	Library Customer Adviser	Bond Hill Branch	0.50	04	04/02/2021
Departure	Suesberry, Evelyn L.	Library Customer Adviser	College Hill Branch	0.50	04	04/02/2021
Departure	Nash, Anna M.	Library Customer Adviser	Price Hill Branch	0.60	04	04/10/2021
Departure	Hosch, Dominique	Library Customer Adviser	Corryville Branch	0.50	04	04/15/2021
Departure	Sheehy, Kelly L.	Content Specialist	Marketing	1.00	07	04/16/2021
Departure	Ludke, Michael T.	Library Customer Adviser	Cheviot Branch	1.00	04	04/20/2021
Departure	Edwards Jr, Vincent Q.	Library Customer Adviser	Popular Library	0.50	04	04/27/2021
Departure	Eltahir, Salma	Library Customer Adviser	Clifton Branch	0.50	04	05/15/2021
Departure	Lettner, Rachel T.	Shelver	Mariemont Branch	0.30	01	05/05/2021
Departure	Davis, Marcie J.	Shelver	Sorting & Materials Retrieval	0.50	01	03/23/2021
Departure	Williams, Cara M.	Teen Librarian	Cheviot Branch	1.00	07	04/19/2021
Departure	Thompson, Kimberly	Children's Librarian	Cheviot Branch	1.00	07	04/19/2021
Departure	Chastain, Matthew D.	PC Support Specialist	Information Technology	1.00	06	04/15/2021
Change	Bertke, Dorothy A	Page	Sorting & Materials Retrieval	1.00	01	05/02/2021
Departure	McCray, Babette	Shelver	College Hill Branch	0.30	01	05/02/2021
Promotion	Case, Jordan E	Library Customer Specialist	Miami Township Branch	1.00	05	03/21/2021
Promotion	Felsheim, Miriam J	Library Customer Specialist	West End Branch	1.00	05	03/21/2021
Promotion	Larue, Robin	Library Customer Specialist	Loveland Branch	1.00	05	03/21/2021
Promotion	Meineke, Danielle M	Library Customer Adviser	Madeira Branch	1.00	04	03/21/2021
Promotion	Napier, Zachary M	Library Customer Specialist	Pleasant Ridge Branch	1.00	05	03/21/2021
Promotion	Starr, Margaret E	Library Customer Specialist	Mariemont Branch	1.00	05	03/21/2021
Promotion	Trame, Mary	Resource Sharing Specialist	Sorting & Materials Retrieval	1.00	05	03/21/2021
Promotion	Donnermeyer, Molly E	Library Customer Specialist	Norwood Branch	1.00	05	04/04/2021

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Promotion	Harworth, Claire O	Library Customer Specialist	Elmwood Place Branch	1.00	05	04/04/2021
Promotion	Onan, Charles P	Library Customer Specialist	Northside Branch	1.00	05	04/04/2021
Promotion	Saylor, Shelby E	Library Customer Specialist	Monfort Heights Branch	1.00	05	04/04/2021
Promotion	Zigelmier-Grosardt, Kourtney K	Library Customer Specialist	Harrison Branch	1.00	05	04/04/2021
Promotion	Grosardt, Marshall L	Library Customer Specialist	Mt. Healthy Branch	1.00	05	04/18/2021
Promotion	Mott, Samuelle A	Resource Sharing Adviser	Sorting & Materials Retrieval	1.00	04	04/18/2021
Promotion	Christian-Budd, Michael	Cataloging & Processing Manager	Cataloging & Processing	1.00	10	05/02/2021
Promotion	Gardiner, Julia	Library Customer Specialist	Clifton Branch	1.00	05	05/02/2021
Promotion	Harless, Clare E	Library Customer Specialist	Hyde Park Branch	1.00	05	05/02/2021
Promotion	Jariwala, Riya H	Library Customer Specialist	College Hill Branch	1.00	05	05/02/2021
Promotion	Winkle, Amanda J	Library Customer Specialist	Madeira Branch	1.00	05	05/02/2021
Retirement	Simon, Carolyn S.	Library Customer Adviser	Blue Ash Branch	1.00	04	04/30/2021
03/21/21-05/15/21						

- Statistical Report for May 2021.
- Statistical Highlight – Drive-Thru Service.
- Investment Report (summary of invested balances) as of May 31, 2021.

The Public Library of Cincinnati and Hamilton County
Investment Summary as of May 31, 2021

	<u>Amount</u> As of 04/30/2021	<u>Amount</u> As of 05/31/2021
Fifth Third Investment:		
General Fund	\$6,500,000.00	\$6,500,000.00
Building and Repair	\$13,245,000.00	\$13,245,000.00

	Total	\$19,745,000.00	\$19,745,000.00
Fifth Third Operating Account:			
General Fund		33,013,328.18	10,317,166.10
Insurance Reserve		230,000.00	230,000.00
Special Revenue Funds		1,226,514.01	1,100,493.34
Building and Repair		16,336,977.33	38,250,789.10
Permanent Trust Funds		1,404,230.65	1,396,128.85
	Total	\$52,211,050.17	\$51,294,577.39
STAR Ohio:			
Building and Repair		1,119,654.32	1,119,726.18
	Total	\$1,119,654.32	\$1,119,726.18
U.S. Bank Managed Investments (Trust Funds):			
	Total	\$6,772,444.00	\$6,772,444.00
		<u>\$79,848,148.49</u>	<u>\$78,931,747.57</u>

Mr. Hendon seconded.

Voting for the motion: Ms. Allen, Mr. Hendon, Ms. Kohnen, Mrs. LaMacchia, Mr. Olson and Ms. Redden ... 6 ayes. The motion carried. (26-2021).

The Regular Meeting was then adjourned.

President

Attest: Secretary