

**Minutes of the Regular Meeting of the  
MidPointe Library System Board of Trustees  
Trenton Branch, Community Room  
Wednesday, August 17, 2022, 1:00 p.m.**

**I Call to Order by President**

Mr. Wright, President, called the meeting to order at 1:08 p.m.

**II Opening Exercise**

**III Roll Call**

The roll was called, and the following members were present:

Mrs. Deborah Houser, Mr. Michael Huff, Mr. Bill Jones, Mrs. Eleanor Stewart, Mr. Richard Szopinski, and Mr. Keith Wright.

Those absent: Mrs. Kristen Bramblett

Also present were: Mr. Travis Bautz, Library Director; Mrs. Nicole Condrey, City of Middletown Board Liaison; Via, Condrey service dog; Ms. Cari Hillman, Community Engagement Director; Mrs. Brielle Maynor, Public Services Director; Mrs. Jennifer Riley-Johnson, Trenton Branch Manager; Mrs. Deborah Slater, Fiscal Officer; and Ms. Kathy Stengel, Human Resources Director.

**IV Adoption of Agenda**

Mr. Szopinski motioned, seconded by Mr. Huff, to approve the agenda as presented.

“Aye” Houser, Huff, Jones, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 22-51

**V Public Comment**

Mrs. Condrey commented that city council is moving forward with the Towne Mall development with an ice hockey project. This will be a multi-faceted development, with hotel, residential, restaurants, and entertainment. They are working with area developers on this project. A housing complex has been approved near I-75 with a gated apartment community. Downtown development is continuing, and the Sonny Hill Community Center will be revitalized and will include preschool programming and a new Speedway was approved near Manchester.

**VI Approval of Minutes**

Mr. Szopinski motioned, seconded by Mrs. Stewart, to approve the minutes of the regular board meeting of July 20, 2022.

“Aye” Houser, Huff, Jones, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 22-52

## **VII Fiscal Officer's Report**

Financial Report, Investments, and Donations:

Mrs. Slater reported that the audit was completed and was a perfect audit. It was a team effort of all the library departments to achieve this. There were some management comments that included: 1. To make sure that the year-end report upload goes all the way through and is received, and 2. There should have been an extra step of recording for the CARES Act money. Mrs. Slater added that no post audit conference is needed with the auditors and that the next audit will be in two years. Mr. Bautz added that the finance department works with the auditors with the accounting changes they request, which can change from year to year even with the same group of auditors.

Mrs. Slater reviewed the July 2022 financial report noting that the revenue figures include the PLF which had an increase of 6.1%. Mr. Szopinski motioned, seconded by Mrs. Stewart, to approve the Financial Statement, Investments, and Donations for July 2022 as presented by Mrs. Slater.

"Aye" Houser, Huff, Jones, Stewart, Szopinski, Wright

"Nay" None

Motion Approved 22-53

(Report on file in Fiscal Officer's office)

## **VIII Director's Report**

Monthly Statistical Report:

Mr. Bautz reviewed the July statistics. Circulation overall was up 8%, Liberty was up 17%; LOW was up by 42%; Monroe was up by 148%; Middletown was down by 2%; Trenton was up by 24%; and West Chester was up by 3%. Print circulation has been increasing and was up by 14%; AV is trending down; digital circulation was up by 13% and we have a new digital platform called Kanopy, which has been added to the statistics reporting, and will have around 80% of unique content. Patron visits were up by 18%; there were 250 programs with over 7300 attendees; PC usage was up by 11%; Wi-Fi usage was up by 25%; there were over 550 meeting rooms reserved for the month; 71 passports were accepted; and collection maintenance is still having ongoing supply issues with vendors but had a huge number of deliveries in July; community engagement had nearly 2500 minutes of virtual programming a day watched; with over 8000 social media engagements and nearly 9200 social media followers. Over 700 new patrons were registered, and the call center had over 1800 calls received with an average call duration of 2.5 minutes.

Mr. Bautz reported that the makerspace plans at Middletown are ongoing and we are working with an architect who is creating potential floorplans to add a makerspace.

Mr. Bautz reported that the Liberty project is moving along, and they meet every other week with the architects. He reviewed the latest architect drawings that show the inside floorplans and parking lot plans which are being tweaked. The interior space is not set in stone and is a work in progress. The space includes a sensory space in the children's area; the collections are set up clockwise, with the children's area on the left, then the young adult area nearer the middle, then adult area on the right of the building which gives a nice flow. The children's area will have a programming space and an outdoor fenced space; PC's will be scattered throughout the building; there will be one service desk and it will be

positioned so there will be good line of sight and all wings of the building can be seen; and the copiers and self-checks will be near the service desk. In the vestibule, there will be hold lockers and the space will be designed so it can be open with whatever hours we decide; a regular book return slot will be off the vestibule and an automated return system will be inside the building but not attached to the book return, so repairs don't affect materials being returned. The teen area is multi-purpose with high top tables and chairs; study rooms are near the teen area; family-type single restrooms will be in the children's area and near the front door; the adult section will have a lot of wall shelving that will be taller than 60" and the floor shelving will be regular shelf height for good line of sight for staff; the manager's office will not be in the back, but on the floor so they will be accessible to patrons; the staff entrance, work space and deliveries will be in the back. Most of the tall windows are on the children's side of the building which will have high ceilings and lower ceilings in the other areas. The proposed timeline is on target; additional soil testing has been completed; the construction project will use 4 acres and will allow for 2 acres on the south end of the property to be vacant for future usage. Mrs. Slater added that the property tax exemption has been obtained from the state. The board discussed the research behind the colors and space allocation. The architects have done a best practice analysis and our collection to seating to technology ratio does fit best practices. We are adding our own touches such as a seasonal display area.

#### **IX Public Services Report:**

Mrs. Maynor reported that several staff members attended an online active shooter training presented by the SWON Libraries consortium; tornado shelter signage is being hung in all buildings; and she will be the coordinator of the Ohio Library Council Adult Services Division Action Council in 2024. At Liberty, 1664 items were borrowed from the hold lockers; passport training for new employees has been completed and services will resume in September or October. At LOW there were 5 items borrowed from the Wayne Township lockers; they have finalized the schedule for bookmobile visits to the schools; and the first new lobby stop service was at Chesterwood Village on August 12<sup>th</sup>. At Middletown, the summer food service ended on August 5<sup>th</sup> with over 200 meals distributed over the summer. At Monroe, a local resident author wrote and published a book which was added to the collection. Trenton branch manager, Mrs. Jennifer Riley-Johnson, reported that outside programming was held for the first time since the pandemic began; there were over 120 meals distributed during the summer food service and the Children's Hunger Alliance donated the excess food to the Shakespurr food pantry shelf at the branch; they are doing school visits to prepare for school to open; staff getting recertified for passport services; and the Touch a Truck event was last week at the branch with over 350 attending and the makerspace brought a 3D printer for a demonstration which was very well attended. At West Chester, 179 attendees enjoyed an end of the summer reading party program; the new vending machines are installed and being used; all of the weekly passport appointments have been booked up every week; a number of staff have been cleared to become exam proctors so that service will be offered more frequently; and the EDGE Teen Center will be at the branch after each school day, and in conjunction with the library, is increasing programming. The makerspace completed 151 Express 3D and vinyl print jobs.

**X Community Engagement Report**

Ms. Hillman reported that the library had 2,498 minutes of virtual programming watched in July with 8,038 engagements. They are beginning to scale back the weekly recorded programs to every other week to focus more on providing in-person programming. The Fall 2022 Programming Guide is available online and in print. The back-to-school eCards and the new video streaming platform, Kanopy, are being promoted within the community. Community events and partnerships include the Middletown Historical Society with an interactive display made by the makerspace; we are participating at the Port Middletown Arts and Music Festival on September 10<sup>th</sup>; the bookmobile will be at the Liberty Township Fall Festival on September 24<sup>th</sup>; we will attend the Great Pumpkin Fest in Keehner Park on October 8<sup>th</sup>; the Liberty Community Advisory Committee's successful "Stuff the Bus" event culminated in the distribution of over 800 filled backpacks to local children; and the annual Women Enriching Lives Luncheon, a fundraiser for Dolly Parton's Imagination Library of Ohio, will be held on October 1<sup>st</sup>. The Summer Reading Program exceeded expectations and had 10,190 participants and plans are already underway for the 2023 program which will follow the Collaborative Summer Library program theme of "All Together Now," which will focus on kindness, friendship, and unity.

**XI Human Resources**

Mr. Jones motioned, seconded by Mr. Szopinski, to approve the following personnel changes as presented by Ms. Stengel:

Staffing Updates:

Approve the employment of Rachel Rose; effective 8/7/2022; part time; non-exempt; West Chester; library associate; public services; at pay level one;

Accept the resignation of Cora Kehr; effective 7/30/2022, part time; non-exempt; Middletown; library associate; public services; and

Accept the resignation of Melissa Sheppard; effective 8/5/2022; part time; non-exempt; West Chester; library associate; public services.

"Aye" Houser, Huff, Jones, Stewart, Szopinski, Wright

"Nay" None

Motion Approved 22-54

Ms. Stengel reported that turnover for July was 1.0870% and is 13.1799% for the year, with a total of 12 hires and 12 voluntary terminations year-to-date. There are currently six openings, and we are actively recruiting.

**XII Board Comments**

The board discussed the video of Middletown which is being prepared by community engagement. Mrs. Condrey commented that the Oakland neighborhood is being considered as a historic district which could kickstart more development in that area. Mrs. Houser complimented staff member Ally Doliboa for a dynamite program she prepared at the last minute for the Personalized Learning Day at Middletown schools.

**XIII Adjournment**

Mr. Wright adjourned the meeting at 1:56 p.m.  
22-55

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President

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Secretary