

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Middletown Library, Board Room
Wednesday, October 19, 2022, 1:00 p.m.**

I Call to Order by President

Mr. Wright, President, called the meeting to order at 1:00 p.m.

II Opening Exercise

III Roll Call

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

Mrs. Kristen Bramblett, Mrs. Deborah Houser, Mr. Michael Huff, Mr. Bill Jones, Mrs. Eleanor Stewart, and Mr. Keith Wright.

Those absent: Mr. Richard Szopinski

Also present were: Mrs. Amy Abernathy, Middletown Branch Manager; Mr. Travis Bautz Library Director; Mrs. Nichole Condrey, City of Middletown Board Liaison; Ms. Cari Hillman, Community Engagement Director; Mrs. Deborah Slater, Fiscal Officer; and Ms. Kathy Stengel, Human Resources Director.

IV Adoption of Agenda

Mr. Jones motioned, seconded by Mrs. Stewart, to approve the agenda as presented.

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

“Nay” None

Motion Approved 22-62

V Public Comment

Mrs. Condrey reported that a contract was passed by the City to remove the remaining items in the Manchester Inn building; the city is collaborating with a developer to work on a comprehensive plan for the downtown area; and the City has received bids for housing projects. The board inquired about a recent meeting about the homeless in the area. Mrs. Condrey responded that there were residents in the community who had safety concerns, because the woods were recently cleared out and the homeless moved into a more populous area. She added that the City is committed to get help for people that want help, but those who break the law will be arrested; and that there are private entities that want to provide help and services to the homeless. She mentioned a community service program the City is starting which would allow citizens who can't pay fines and fees to pay through volunteer service.

VI Approval of Minutes

Mr. Huff motioned, seconded by Mrs. Bramblett, to approve the minutes of the regular board meeting of September 21, 2022 as presented.

“Aye” Bramblett, Houser, Huff, Jones, Stewart

“Nay” None

“Abstain” Wright

Motion Approved 22-63

VII Fiscal Officer's Report

Financial Report, Investments, and Donations:

Mrs. Slater reported that she sent board members an electronic copy of the final audit and is happy to review it or answer any questions any board member may have. She reported that a Bureau of Workers Compensation audit will begin on Monday; and that she and Mr. Bautz are beginning work on the 2023 budget and appropriation and will bring that to the finance audit committee next month or to the December meeting. She added that she will be transferring approximately \$2 - \$3 million from the General Fund to the Capital Improvement Fund which will round out the remaining of the needed money for the Liberty branch project. Mrs. Slater reviewed the September 2022 financial report noting that the PLF is trending up by approximately 11.50%. The board discussed how the various revenue funds, such as the general fund and memorial fund, are used for operating expenses or a specific use designated when the fund was setup, such as the Rothwell Fund; the overseeing of the library's various investment funds which occurs in accordance with Ohio Revised Code; and the outstanding warrants which are actually outstanding vendor checks that have not yet been cashed yet. Mrs. Stewart motioned, seconded by Mr. Jones, to approve the Financial Statement, Investments, and Donations report for September 2022 as presented by Mrs. Slater.

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

"Nay" None

Motion Approved 22-63

(Report on file in Fiscal Officer's office)

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the September statistics. Circulation overall was up by 16%; Liberty was up by 6%; LOW was up by 24% and they have a new mission that was established this fall to visit every elementary school in our service area once a month. Subsequently, they will no longer visit the day cares and preschools so the individual branches will visit those every week. Middletown circulation was up 13%; Monroe was up 124%; Trenton was up 19%; and West Chester was up 7%. Print circulation and AV was up 12%; digital was up 15%; patron visits were up 37%; there were over 300 programs with over 5,000 attendees; PC usage up 17%; Wi-Fi usage was up 31%; there were nearly 700 meeting rooms reserved; over 80 passports were accepted and processed; collection maintenance had over 5,000 items added, and in looking at the net for the last 12 months, there were more items added than deleted from the collection; community engagement had 103 minutes watched per day with an average of 175 engagements per day; over 1,000 new cards were registered; and the call center had over 1400 calls for the month.

Project Updates

Mr. Bautz reported that regarding Liberty, the team will meet with the architect later in the afternoon. The facilities committee met with the architect team two weeks ago for a presentation and analysis to discuss the HVAC options before moving forward with the design. The committee chose the geothermal HVAC option as the best choice as the

ongoing maintenance and cost of operating the system is favorable. The board discussed the neighborhood concerns about the securing of the construction privacy fence screening; that we have approximately 220,000 patrons/cards while our service area has approximately 180,000 residents, so we know we have quite a few patrons that live out of our service area and enjoy our services which are available to any resident within Ohio; Ms. Hillman added that when a minor turns 18 they receive an email informing them of all of our services that are now available to them since they are an adult and that they can get an adult library card; and we also have new partnerships with Ohio Means Jobs and some hospitals to have eCards available to their clients and visitors.

IX Public Services Report:

Mrs. Maynor reported that we have a new case manager, Mr. Shane Maxfield, from Access Counseling Services who provides patrons information about various service providers that can provide local assistance; she and Collection Services Director, Mr. Ryan Hutson, visited the Butler Tech media center to assist their newer staff members with library operations; during the Shoes 4 the Shoeless visit, 344 students received new shoes and books; and all locations will be hosting Toys For Tots. At Liberty, 175 items were borrowed from the hold lockers; and the branch manager attended the Ohio Library Council annual conference. At LOW, 2 items were borrowed from the Wayne Township lockers; and the branch manager attended the annual Association of Bookmobile and Outreach Services conference. Middletown branch manager, Mrs. Abernathy reported that they are busy with outreach; they collaborated with the Middletown schools giving a paraprofessional tour and are working with the high school intervention specialist to have a library field trip twice a month and for the students personal learning day; the cubicle call center project was completed so now all call center staff have workspace together; and the branch will be a drop off location for the middle school coat drive. At Monroe, the branch manager is now on the board of the Monroe Historical Society. At Trenton, the Trenton Community and Business Association has resumed their meetings which the branch manager will again attend; and we are exploring the possibility of having the Council on Aging/Meals on Wheels service at the branch. At West Chester, the branch manager attended the Ohio Library Council annual conference; the after-school students have generally responded well to the increased after school EDGE Teen Center and library programming that occurs every day, although student disputes still occur at times so the police officer presence helps; and the makerspace completed 124 Express 3D and vinyl print jobs and hosted a tour for staff from the Clark County Public Library.

X Community Engagement Report

Ms. Hillman reported that the library had 3,099 minutes of virtual programming watched in September with 5,236 engagements. The monthly eNewslettter consistently has an open rate of 32%, opened by nearly 23,000 patrons a month. A new calendar and meeting room reservation tool, Communico, is being introduced with an anticipated roll out in December. The Women Enriching Lives October luncheon raised \$30,000 for local early literacy efforts; the Library and bookmobile is participating in the first Middletown Fall Fest on October 29th; and the bookmobile is participating in the Middletown Santa Parade on November 26th. We received a positive patron comment on the Adena Elementary social media page and a positive Twitter posting.

XI Human Resources

Mrs. Bramblett motioned, seconded by Mr. Huff, to approve the following personnel changes as presented by Ms. Stengel:

Staffing Updates:

Approve the employment of Kaylee Raines; effective 9/25/2022; part time; non-exempt; West Chester, library associate, public services; at pay level one;

Approve the employment of Ta’Lonziay Dirr; effective 9/25/2022; part time; non-exempt; West Chester; library associate; public services; at pay level one;

Approve the employment of Jennie Walker; effective 10/2/2022; part time; non-exempt; Liberty; library associate; public services; at pay level one;

Approve the promotion of Hannah Williams; effective 10/16/2022; part time to full time; non-exempt; Trenton to West Chester; library associate to library specialist floater; public services; at pay level two;

Approve the transfer of Alexceunna Krewson; effective 10/16/2022; part time; non-exempt; from Trenton to West Chester; library associate; public services; at the same pay level one;

Accept the resignation of Kaylee Raines; effective 9/30/2022; part time; non-exempt; West Chester; library associate; public services; and

Accept the resignation of Jacob Crosen; effective 10/6/2022; full time; non-exempt; Middletown; library specialist; public services.

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

“Nay” None

Motion Approved 22-64

Ms. Stengel reported that a compensation review has been ongoing with a compensation analyst, and they are on target to make a recommendation at the November meeting; turnover for September was 2.1978% and 16.5220% for the year; and we have had a total of 15 hires and 15 terminations year-to-date. There are currently four openings, and we are actively recruiting. Ms. Stengel reported that Ohio has released the minimum wage for 2023, which will be \$10.10 effective January 1, 2023. Mr. Bautz added that the HR team hosted and facilitated a successful annual staff day on October 10th, held for the first time outside of our service area at the Oscar Event Center due to needing a large flexible space.

XII Board Comments

Mrs. Houser commented that the Middletown school district scheduled a last-minute tour of the Middletown Library for 35 of their literacy staff for a special trip to see the library facilities and services. This was a wonderful opportunity for the school staff to learn first-hand of the services that they can recommend to their students and their parents and was very appreciated. Another visit will be held in November for the student personal day tour.

XIII Adjournment

Mr. Wright adjourned the meeting at 1:48 p.m.
22-65

President

Secretary