

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Trenton Library, Community Room
Wednesday, December 14, 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. Bill Jones, Mrs. Eleanor Stewart, Mr. Richard Szopinski and Mr. Keith Wright.

Those absent: Mr. Michael Huff

Also present were: Mr. Travis Bautz, Library Director; Ms. Ally Doliboa, Programming Supervisor; Ms. Cari Hillman, Community Engagement Director; Mrs. Brielle Maynor, Public Services Director; Mrs. Deborah Slater, Fiscal Officer; Ms. Kathy Stengel, Human Resources Director; and Ms. Emily Vance, Deputy Fiscal Officer.

IV Adoption of Agenda

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

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

“Nay” None

Motion Approved 22-73

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Jones motioned, seconded by Mr. Szopinski, to approve the minutes of the regular board meeting of November 16, 2022, as presented.

“Aye” Bramblett, Jones, Stewart, Szopinski, Wright

“Nay” None

“Abstain” Houser

Motion Approved 22-74

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Mrs. Slater reviewed the November 2022 financial report. Mr. Szopinski motioned, seconded by Mr. Jones, to approve the Financial Statement, Investments, and Donations report for November 2022 as presented by Mrs. Slater.

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

“Nay” None

Motion Approved 22-75

(Report on file in Fiscal Officer's office)

2023 Appropriations

Mrs. Slater reviewed the distributed Costs for Liberty Branch sheet of expenditures. She mentioned that the Liberty project will affect the appropriations for two years, half in 2023 and the other half in 2024. To date, there has been \$1,221,071 spent in land acquisition and development costs; total construction costs are budgeted at \$9,126,150; for a grand total of \$10,347,221. The board discussed the remaining architect fees with a budget for 2023 of \$287,114 and budget for 2024 of \$287,113; the construction costs with a budget for 2023 of \$4,180,575 and budget for 2024 of \$4,180,575. The amount due to the Liberty project, which is in the 2023 appropriation, is \$4,467,689 and the amount for 2024 is \$4,467,688. Mrs. Slater then reviewed the 2023 appropriation documents, reporting that the general fund totals \$9,931,653; the capital improvement fund totals \$5,257,689; and the Rothwell fund totals \$1,000 for a grand total of \$15,190,342 for 2023. She then reviewed the Revenue vs Expenditures through 2027 sheet which shows projected expenditures and revenue through 2027 with a projected total fund balance of \$2,399,686 at the end of 2027. The finance committee members discussed that the difference in the budget from 2022 and 2024 are the expenses from the Liberty project and that in 2025 the levy would be up for renewal; and that reserves would represent a half years operating budget which would probably be the minimum of what the library would want to have. Mrs. Slater added that regarding the levy, there is a bill currently in the state house to eliminate the special election in August, so if it passes, there will only be two times to pass a levy within a year. Mr. Bautz added that going forward, the board should set a standard for an amount to keep as a balance. The board discussed the maintenance plan expenditures; Middletown HVAC repairs; and levy renewals. Mr. Jones motioned, seconded by Mrs. Stewart, to approve the annual appropriation as presented.

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

"Nay" None

Motion Approved 22-76

Memorial Fund Resolution

Mr. Bautz discussed the Memorial Fund, the Douglas J Bean Progress Fund, and the fund for the library foundation adding that the Memorial Fund has become somewhat redundant. Mrs. Slater added that the general fund has restrictive and unrestricted revenue areas and recommended that the board eliminate the memorial fund and move those funds into the general fund. The board discussed that the general fund does spend dollars to support the library's mission and the practice of having separate funds is more of an internal housekeeping detail that is no longer needed, especially due to having the foundation. Mrs. Bramblett motioned, seconded by Mrs. Stewart, to eliminate the memorial fund and transfer the funds in that account to the general fund.

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

"Nay" None

Motion Approved 22-77

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the November statistics. Circulation overall was up by 20%; Liberty was flat; LOW was down by 12% and they are taking a hard look at that service point to increase circulation; Middletown was up by 20%; Monroe was up by 110%; Trenton was up by 26%; and West Chester was up by 14%. AV was up by 22%; print was up by 13%; digital was up by 15%; patron visits were up by 40%; there were approximately 300 programs with 6,000 in attendance; PC usage was up by 25%; Wi-Fi was up by 13%; there were over 650 meeting rooms reserved; 73 passports were accepted and processed and Liberty will begin offering passport service in January; community engagement had over 63 minutes per day of virtual programming with an average of 126 engagements per day; close to 600 new cards were registered; and the call center had over 1400 calls.

Liberty Update:

Mr. Bautz reported that the architects had released an updated project timeline with the bid advertising to start in March; the bid opening on 4/5/2023; the board meeting is 4/19/2023 so the board can discuss the bids and make a potential approval; and the project should be completed mid-2024. The lease with Liberty Center ends 11/2024, so the timing on paper looks good. The board discussed the various timeframes for the different aspects of the project.

IX Public Services Report:

Mrs. Maynor reported that at Liberty, 348 items were borrowed from the hold lockers; and now that staff have passed their passport testing, they are training and shadowing at other branches to prepare to begin that service. At LOW, no items were borrowed from the Wayne Township hold lockers; and the bookmobile has been out with maintenance and repairs. At Middletown, over 50 students chose to visit the library during the Middletown City Schools Personalized Learning Day on November 8th. At Monroe, two seasonal programs had great attendance. At Trenton, staff have begun visiting the older grades at the schools and are seeing more students in the library after school. At West Chester, branch tours have been very popular; additional small study rooms will be installed where the periodical shelving used to be; and the makerspace completed 170 express 3D and vinyl prints.

X Community Engagement Report

Ms. Hillman reported that the library had 1,900 minutes of virtual programming watched in November with 3,768 engagements. The new calendar and meeting room reservation software was launched on December 1st. New promotional materials are being developed for the new Foundation. Bishop Fenwick yearbooks will soon be digitized. A toy library will be launched in January. Community events & partnerships include the Middletown Rotary Club on 12/6; the annual Live the Dream event on 1/16; 250 backpacks were donated for the annual "Christmas with a Cop" program organized by the Middletown Division of Police; staff will be attending the "Very Merry Takeover" event on 12/8; evening storytimes will return to IKEA in March; and a wintry Storywalk in downtown Middletown will be available through 1/16. Ms. Hillman introduced Ms. Doliboa

who reported that a \$50,000 LSTA grant was applied for and received. This grant will be used to support our early reading initiatives of creating and mailing a box for newborns that will include a board book; bib; a manipulative, such as a scarf or shaker; community and library information; as well as library programming information. The goal of the initiative is to reach 1/3 of the babies born in Butler County which would be approximately 800 families. We would be sending targeted text messages by zip codes. This initiative would complement the Dolly Parton Imagination Library and dovetail with the Ready campaign. The LSTA state officials mentioned that the partnerships that MidPointe has in the community were very impressive.

XI Human Resources

Staffing and HR Report:

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

Approve the employment of Charlie Claywell; effective 11/27/2022; part time; non-exempt; Trenton, library associate, public services, at pay level one;

Approve the employment of Maeghan Keck, effective 12/4/2022, full time; non-exempt; Middletown; library specialist, public services, at pay level three;

Approve the employment of John Elison, effective 1/1/2023; full time; non-exempt; Liberty; librarian; public services; at pay level four.

Ms. Stengel reported that turnover for November was 1,0989% and is 18.7198% year to date. As of November 2022, we have had 18 hires and 17 terminations. We have two openings and are actively recruiting.

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

“Nay” None

Motion Approved 22-78

Policy Change (EPSL):

Ms. Stengel recommended revising the policy to remove the specified amount of time to grant to employees, and to change the granting of time to be at the discretion of the Executive Director. Mrs. Bramblett motioned, seconded by Mr. Szopinski, to approve the Emergency Sick Leave Policy as presented.

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

“Nay” None

Motion Approved 22-79

Executive Session:

Mr. Jones motioned, seconded by Mrs. Stewart, to enter into executive session at 1:56 pm under the authority of O.R.C. 121-22 (g) (1) To consider the employment of a public employee or official, unless the public employee or official requests a public hearing.

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

“Nay” None

Motion Approved 22-80

The following were excused at 1:56 pm: Ms. Doliboa, Ms. Hillman, Mrs. Maynor, and Ms. Vance.

The board returned to regular session at 2:12 pm.

The following returned to the regular session at 2:12 pm: Ms. Hillman, Mrs. Maynor, and Ms. Vance.

Mr. Wright announced that the Fiscal Officer, Mrs. Slater, has given her intention to retire on March 15, 2023. He added that it is the intention of the board to immediately post this position internally within the Library.

XII Board Comments

Mr. Szopinski congratulated Mrs. Slater on her upcoming retirement and said her performance has been excellent.

Mr. Bautz commented that no board members will be cycling off the board until the end of 2023 when three members have terms expiring. He also commented that the lease for the garage that houses the bookmobile will be up for renewal in 2023.

Mrs. Stewart commented that staff make it easy to be a board member due to everyone’s efficiency.

Mrs. Houser thanked Ms. Doliboa and the library for the upcoming planned personalized learning day for Middletown students.

XIII Adjournment

Mr. Wright adjourned the meeting at 2:15 p.m.
22-81

President

Secretary