

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
West Chester Library, Community Room
Wednesday, February 15, 2023, 1:00 p.m.**

I Call to Order by Vice-President

Mrs. Bramblett, Vice-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. Richard Szopinski.

Those absent: Mr. Keith Wright

Also present were: Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Mrs. Brielle Maynor, Public Services Director; Mrs. Rebecca Rasnick, West Chester Branch Manager; Mrs. Deborah Slater, Fiscal Officer; and Ms. Kathy Stengel, Human Resources Director.

IV Adoption of Agenda

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

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

“Nay” None

Motion Approved 23-14

V Public Comment

There was no public comment.

VI Approval of Minutes

Mrs. Stewart motioned, seconded by Mr. Szopinski, to approve the minutes of the organizational board meeting of January 18, 2023, as presented.

“Aye” Bramblett, Huff, Stewart, Szopinski

“Nay” None

“Abstain” Houser, Jones

Motion Approved 23-15

Ms. Stengel reported that on the December 14, 2022 minutes, in Item VII regarding the Memorial Fund, the sub-title of that item should have the word resolution removed. Mr. Jones motioned, seconded by Mrs. Houser, to correct the sub-title of Memorial Fund Resolution in Item VII to Memorial Fund on the December 14, 2022 minutes.

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

“Nay” None

Motion Approved 23-16

VII Fiscal Officer's Report

Financial Report, Investments, and Donations:

Mrs. Slater reviewed the January 2023 financial report. She commented that the PLF was up by 6% from last year, so funding is doing very well. Mr. Bautz reported on the gifts to the library mentioning that the total should be \$50,053.45. The board discussed the investments, money market accounts, bank reconciliation, and the terminology of the investment portfolio and composition fund balance pages. The board would like to see the amount of the investments that are in each of the funds on the composition fund balance page. Mrs. Slater commented that she would change and improve the wording of the investments on the composition fund balance page. Mr. Jones motioned, seconded by Mr. Szopinski, to approve the Financial Statement, Investments, and Donations report for January 2023 as presented by Mrs. Slater.

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

"Nay" None

Motion Approved 23-17

(Report on file in Fiscal Officer's office)

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the monthly statistics. Circulation overall was up by 5% over this time last year; Liberty was up by 2%; LOW was up by 15%; Middletown was up by 6%; Monroe was up by 18%; Trenton was up by 6%; and West Chester was down by 2%. AV was down by 9%; print was up by 5%; digital was over 40,000 for the month for the first time in library history; patron visits were up by 24%; there were approximately over 300 programs with over 7,000 attendees; PC usage was up by 11%; Wi-Fi was up by 22%; meeting room usage was over 700 bookings with over 430 at West Chester which backs up the need for more meeting space at West Chester; there were over 120 passports accepted and processed; collection maintenance had over 4,000 new items and the book jobbers have cleared their backlog to us; community engagement had over 60 minutes of virtual programming with an average of 77 engagements, and there are over 9,600 social media followers; just under 900 new cards were registered for the month; and the call center was down compared to the same time last year.

Trenton Sidewalk Project:

Mr. Bautz reported that we had received a CDBG grant to connect Tamarind Square to the library through a sidewalk. We recently followed up with Tamarind Square who had been agreeable to the project, but they have now withdrawn their support for the sidewalk project. We have seen patrons cut across the grass from Tamarind to the library so a path will probably materialize on its own.

Credit Card Audit Report:

Mr. Bautz reported that every year a credit card audit must be undertaken. He presented a copy of the policy, a report of current employees who have signed the required Credit Card Policy document, thus allowing employee use of the credit cards; and former employees who had signed the Credit Card Policy document are on a separate list and will be retained and disposed of according to the Records Retention Schedule. A report on Library owned credit cards was also completed. This included an inventory and location of all Library owned credit cards and documentation on cancelled credit cards previously in use.

Liberty Update:

Mr. Bautz reported that a meeting was held with the architects, and they are continuing work on the finishes. Due to the weather, the geothermal drilling will be occurring soon. The timeline is still on track.

IX Public Services Report:

Mrs. Maynor reported that AARP is providing tax return service at our Middletown and West Chester locations and several staff members will be attending the West Chester Liberty Chamber Alliance February luncheon featuring speakers from Butler Tech, Cincinnati State, the Lakota schools, and the Miami Regional schools. At Liberty, 636 items were borrowed from the holds lockers; and over 700 people visited during the Take Your Child to the Library Day. At LOW, 9 items were borrowed from the Wayne Township lockers in December; a new publicity campaign for homebound services has begun; the Lobby Stop pop-up library service is now hosting 7 facilities and anticipate additional facilities to request the service. At Middletown, the branch had to close for 2 days due to a lack of heat in the public areas of the building due to mechanical issues. We opened back up with limited services in the Community Room. Access Counseling Service had assigned us a new case manager which did not work out well, so the service has been suspended at this time; the Shoes 4 the Shoeless event was well attended, and a once-a-month story time visit to the Early Learning Center through the Kiwanis Club are continuing. At Monroe, staff completed their 2023 annual recertification for passports; and the Family Friday programming has been highly successful. At Trenton, a visit was made to the Edgewood High School open house; and the sidewalk project with Tamarind Square has been halted. Mrs. Rasnick reported that at West Chester, the new PC stations have been popular; the makerspace is being expanded into the previous computer lab; they have doubled their outreach programming to more than 3 per month; the Edge Teen Center has seen an increase at their after school events with over 80 students each day school is in session; the student issues have been slowly decreasing over the past five years and staff are developing relationships with the students which has been helping.

X Community Engagement Report

Ms. Hillman reported that the library had 1,843 minutes of virtual programming watched in January with 2,400 engagements. February's eNewsletter to patrons had an open rate of 35.01%, which is a new high. Programming and promotions included a new special

collection, a toy library; a weekly lunch event at Trenton will begin in March with meals provided by Central Connections in Middletown. We are looking to begin this lunch event also at Monroe. The Spring Programming Guide is available in both print and digital formats. The makerspace will be included in a featured article in the April issue of the West Chester + Liberty Lifestyle magazine. The 2022 Annual Report will be completed and available by the end of the month. Community events and partnerships include the Lakota Schools' ELL Global Issues & Action Convention in April; library programming will return to the West Chester IKEA in April; February's Black History Month presentation will be held at the West Chester Library on February 27th; and the library is a Gold Level sponsor of EDGE Teen Center's "Give Teens the Edge" fundraiser on March 4th.

XI Human Resources Report

Staffing and HR Updates:

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

Approve the promotion of Tabitha Hill, effective 2/5/2023; non-exempt; from full time library associate to full time public services supervisor; at pay level five.

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

"Nay" None

Motion Approved 23-18

Ms. Stengel reported that turnover for January was 5.3191%. As of January 2023, we had 1 hire and 5 terminations. We have six openings and are actively recruiting.

Fiscal Officer Posting:

Mrs. Bramblett asked for a motion regarding the hiring of a Fiscal Officer. Mr. Jones motioned, seconded by Mr. Szopinski, to authorize the library director, Travis Bautz, to offer Emily Vance, the Fiscal Officer position at a bi-weekly pay rate of \$3,698.40, annualized at \$96,158.40, contingent upon completion of any requirements by the State of Ohio, and with a start date of no later than March 15, 2023.

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

"Nay" None

Motion Approved 23-19

XII Board Comments

Mr. Jones commented that his family used the services of the makerspace to make a canvas photo banner; the cost was very reasonable; and the staff was great to work with. Mr. Jones congratulated Ms. Vance on the Fiscal Officer offer and anticipates a smooth transition when Mrs. Slater retires.

Mrs. Bramblett commented that she ordered several 3D fidget spinners from the makerspace for Christmas gifts, and they were very appreciated.

Mrs. Houser commented that their personalized learning day is scheduled on February 21st and the Middletown branch has several activities planned for their visit.

XIII Adjournment

Mrs. Bramblett adjourned the meeting at 2:02 p.m.
23-20

President

Secretary