

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

I Call to Order by Vice-President

Mrs. Bramblett, Vice-President, called the meeting to order at 1:06 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. Jennifer Riley-Johnson, Trenton Branch Manager; Ms. Heather Rippl, City of Trenton Planning and Zoning Assistant; and Mrs. Deborah Slater, Fiscal Officer; Ms. Kathy Stengel, Human Resources Director; Ms. Emily Vance, Deputy Fiscal Officer.

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 23-21

V Public Comment

There was no public comment.

VI Approval of Minutes

Mrs. Stewart motioned, seconded by Mr. Huff, to approve the minutes of the special board meeting of February 15, 2023, as presented.

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

“Nay” None

Motion Approved 23-22

Mrs. Stewart motioned, seconded by Mrs. Houser, to approve the minutes of the regular board meeting of February 15, 2023, as presented.

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

“Nay” None

Motion Approved 23-23

VII Fiscal Officer's Report

Financial Report, Investments, and Donations:

Mrs. Slater reviewed the February 2023 financial report. Mrs. Slater commented that page nine of the report has a new section at the bottom titled Total Investments By Fund which shows the amount that is invested in each fund. The board discussed the investment philosophy; expenses and revenue; and how donations and gifts are distributed into the various funds. Mr. Bautz commented that, in February, the library foundation received \$1,300 in donations. Mr. Szopinski motioned, seconded by Mr. Jones, to approve the Financial Statement, Investments, and Donations report for February 2023 as presented by Mrs. Slater.

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

"Nay" None

Motion Approved 23-24

(Report on file in Fiscal Officer's office)

VIII Fiscal Officer Transition

Timeline:

Mr. Bautz reviewed the timeline and process for the Fiscal Officer transition due to Mrs. Slater's retirement.

Certification:

Mrs. Slater reviewed the Certificate of Transition from Outgoing Fiscal Officer

Bond:

Ms. Vance discussed the Public Official Bond that shows the bonding of the new Fiscal Officer.

Hiring of Fiscal Officer:

Mrs. Bramblett opened the floor for discussion regarding the hiring of Emily Vance as Fiscal Officer. There was none. Mr. Jones motioned, seconded by Mr. Szopinski, to hire Emily Vance as Fiscal Officer, for the time period of March 15, 2023, until the 2024 organizational meeting and to serve at the discretion of the board. A full time bi-weekly salary of \$3,698.40 began on February 19, 2023 during the transition period.

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

"Nay" None

Motion Approved 23-25

Oath of Office, Fiscal Officer:

Mrs. Slater gave the oath of office to Ms. Vance as Fiscal Officer of the MidPointe Library System.

IX Fiscal Officer (Vance) – Investment Policy

Ms. Vance reported that the Investment and Depository Policy has been modified with minor changes due to updates to Chapter 135 of the O.R.C. The policy gives investing authority to the fiscal officer, describes objectives and guidelines for compliance with any laws that are in effect in the State of Ohio, as well as ensures compliance with the investment policy contents. The board discussed financial and operational policy updates. Mr. Jones motioned, seconded by Mr. Huff, to approve the Investment and Depository Policy as presented.

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

“Nay” None

Motion Approved 23-26

X Director’s Report

Monthly Statistical Report:

Mr. Bautz reviewed the monthly statistics. Circulation overall was up by 6% overall; Liberty was up by 4%; LOW was up by 20%; Middletown was down by 20% which was attributable to being closed for 2 days and limited services for 2 weeks due to having no heat in the public areas of the building; Monroe was up by 26%; Trenton was up by 19%; and West Chester was up by 7%. Books had a 9% increase; AV was down by 9%; digital was up by 12%; patron visits were up by 23%; there were approximately 370 programs with 8,100 attendees; PC usage was up by 16%; Wi-Fi was up by 34%; there were 862 room bookings which is very high; there were 163 passports accepted and processed; collection maintenance was even; community engagement had over 55 minutes of virtual programming per day with an average of 82 engagements per day; we are very close to having 10,000 social medial followers; there were over 500 new cards registered for the month; and the call center had just under 2,000 calls for the month.

Liberty Update:

Mr. Bautz commented that the full set of plans are available in the back of the room; they are very close to finishing prepping for advertising the public bidding on March 18th, and the bid opening is April 14th at Middletown where the bids will be recorded. The next board meeting is April 19th where the bids can be presented at the meeting; possibly select a bid; have a legal review of the bid contract completed; and then potentially execute the contract at the May meeting. Groundbreaking could be late May, with a target of the project completion in the fall of 2024. The board discussed the project timeline and cost estimates. Mr. Bautz discussed the project packet, which included an ariel view of the building; the detailed landscaping plans that include native plantings; views of the entrance, driveway, and pull up book return; the carpet plan; different images of the front of the building; and sign options on the brick front. The board discussed potentially high bids and the 10% rejection threshold; the bid review; and the bid packet that was prepared by the architect.

Foundation Update:

Mr. Bautz reported that MidPointe received \$1,300 in donations last month that were a result of the first mailer that was sent out.

XI Public Services Report:

Mrs. Maynor reported that since the counseling services through Access Counseling Services has ended, other service providers are being contacted to restart this service. Inquiries have been made to have our locations recognized as Safe Place destinations for youth in crisis, and a vendor for translation services is being explored. Several staff members attended the Chamber of Commerce March luncheon. At Liberty, 501 items were borrowed from the hold lockers; a monthly bilingual story time that has been offered since January is popular; the branch manager shared MidPointe's 2022 Annual Report and information about the new branch with the Liberty Township trustees at their March 7th meeting and met with a representative of the Americorps Foster Grandparent Program regarding library services. At LOW, 14 items were borrowed from the Wayne Township lockers in February; plans are underway to expand the Lobby Stop pop-up library service to accommodate evening requests; the bookmobile's summer public stops that were discontinued due to Covid will resume this summer and the Village of Seven Mile has specifically requested a stop in their area; the branch manager will share MidPointe's 2022 Annual Report at the Madison Township trustees' meeting on March 15th and at the Wayne Township trustees' meeting on March 20th. At Middletown, 63 students attended the branch activities offered for their Personal Learning Day; the branch manager met with a representative of the Americorps Foster Grandparent Program regarding library services and will be sharing MidPointe's 2022 Annual Report at the April 18th Middletown City Council meeting; and 628 students received books and new shoes at various elementary schools at the Shoes 4 the Shoeless events. At Monroe, planning is underway with the city for expansion of the senior lunch program to the city's community room; the branch manager has met with school personnel about delivering students' requested library materials to the high school office since they no longer have a school media center and he shared MidPointe's 2022 Annual Report at the Monroe City Council meeting on March 14. Trenton branch manager, Mrs. Riley-Johnson reported that she shared the 2022 Annual Report at the Trenton City Council meeting on March 2nd, and she will be sharing it with the Seven Mile Council on April 10th; they are partnering with the City of Trenton with their Earth Day event; and will be at the Trenton Spring Fest on June 3rd along with the bookmobile. At West Chester, the branch manager spoke with over 200 people about library services at the Lakota Summer Fun Fair and shared MidPointe's 2022 Annual Report with the West Chester Township trustees on February 28th; the makerspace construction is ongoing and the new study rooms have been completed; and several staff members met with the police department and school personnel regarding after school visitors and attended a fundraiser for Edge Teen Center.

XII Community Engagement Report

Ms. Hillman reported that the library had 1,549 minutes of virtual programming watched in February with 2,284 engagements. A new page, "MidPointe Library Liberty Updates" has been added to the MidPointe website to update the public with the building progress. The 2022 Annual Report is now available in both print and digital format; the weekly Lunch and Leisure for Seniors program has begun in Trenton; MidPointe's annual Shred Day will be

on May 16th at West Chester and May 20th at Middletown; and the new early literacy kit delivery program, Starting Pointe, launched on March 1st with nearly twenty children enrolled on the first day. Community events and partnerships include the Madison Springfest and the Lakota West Bank's Upbeat Club "Jazz 'N Cakes" events; a partnership with West Chester Township to produce a series of videos for West Chester TV; a partnership with the West Chester Symphony for an event on March 11th; and MidPointe is hosting a Cincinnati Enquirer reporter every Friday in April for a "mobile newsroom" event.

XIII Human Resources Report

Staffing and HR Updates:

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

Accept the resignation of Salem Holden, effective 2/23/2023; West Chester; library associate;

Accept the resignation of Autumn Griffie, effective 3/1/2023; Liberty; library associate;

Approve the status change from part time to full time of Alexceunna Krewson, effective 2/19/2023, non-exempt; West Chester; library associate; at the same pay rate;

Approve the status change from part time to full time of Katie Feldkamp; effective 2/19/2023; non-exempt; West Chester; library associate; at the same pay rate;

Approve the transfer of Debbie Carroll; effective 2/19/2023, non-exempt; from LOW to Monroe; librarian, at the same pay rate;

Approve the job title change of Deborah Slater; effective 3/15/2023; exempt; Middletown; Fiscal Officer to Assistant Fiscal Officer; at the same pay rate.

Mr. Jones was excused at 1:54 pm.

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

"Nay" None

Motion Approved 23-27

Ms. Stengel reported that turnover for February was 1.0526%. As of February 2023, MidPointe has one new hire and six terminations. We have six openings and are actively recruiting.

Mr. Jones returned at 1:59 pm.

XIV Board Comments

Mr. Bautz presented Deborah Slater with a small gift recognizing her retirement from the Library. Mrs. Bramblett thanked Mrs. Slater for her years of service and congratulated Ms. Vance on her hiring as the new Fiscal Officer. Mrs. Slater commented that she appreciates everyone, that her time at the library has been truly great, and all the trustees have been so good to work with. Mr. Jones commented that it was nice that the transition was smooth and seamless. Mrs. Houser wished Mrs. Slater well on her retirement and was glad to have a good succession plan.

XV Adjournment

Mrs. Bramblett adjourned the meeting at 2:03 p.m.
23-28

President

Secretary