

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
West Chester Library, Community Room AB
Wednesday, July 19, 2023, 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, Mr. Michael Huff, Mrs. Eleanor Stewart, and Mr. Keith Wright.

Those absent: Mrs. Deborah Houser, Mr. Bill Jones, and Mr. Richard Szopinski

Also present were: Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Ms. Terri Manney, Human Resources Assistant; Mrs. Rebecca Rasnick, West Chester Branch Manager; Ms. Emily Vance, Fiscal Officer.

IV Adoption of Agenda

Mrs. Bramblett motioned, seconded by Mrs. Stewart, to adopt the agenda as presented.

V Public Comment

There was no public comment.

VI Approval of Minutes

Mrs. Bramblett motioned, seconded by Mr. Huff, to approve the minutes of the regular board meeting of May 17, 2023, and the special meeting of June 2, 2023, as presented.

“Aye” Bramblett, Huff, Stewart, Wright

“Nay” None

Motion Approved 23-46

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Ms. Vance summarized the May 2023 financial report and reviewed the June 2023 financial report. Mrs. Stewart motioned, seconded by Mr. Huff, to approve the Financial Statement, Investments, and Donations report for May 2023 and June 2023 as presented by Ms. Vance.

“Aye” Bramblett, Huff, Stewart, Wright

“Nay” None

Motion Approved 23-47

(Report on file in Fiscal Officer’s office)

Ms. Vance added that she and Mr. Bautz went to the Middletown City Council meeting on July 5th and presented the Library's 2024 budget. The Mayor made positive comments about the library and added that she is confident in our finances.

Bank RFP:

Ms. Vance informed the board that she prepared a request for banking services. It has been 10 years since the last review and she wants to get proposals to make sure we have competitive interest rates and do our due diligence. Depending on quotes received, she may be bringing a contract to the next board meeting.

Cash Reserve Evaluation:

Ms. Vance reviewed a cash reserve evaluation document that was included in the board packet. This evaluation would help determine cash reserves to keep on hand, particularly once the Liberty project is completed. Evaluated expenditures for 2019 through 2024 section is an estimate of the expenses of the new Liberty branch on Yankee Road, so it includes operating expenses of our similarly situated branches. In surveying other Ohio libraries, their cash reserves vary from 3 months to one year. Ms. Vance reviewed a reserve determination for different time periods between 3 months and one year with and without our capital expenses and recommends having 9 months of cash reserves with capital which would be approximately \$7.5 million. The board discussed what they were comfortable in keeping as cash reserves; the current levy millage and valuations; current election environment; the ability to change the cash reserve level; and the rising cost estimates for the Liberty project. The board will review again and discuss at a future meeting.

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the monthly June statistics. Circulation was up slightly; Liberty was down by 3%; LOW was down by 13%; Middletown was down by 6%; Monroe was up by 18%; Trenton was down by 5%; and West Chester was down by 5%. Print was down by 5%; AV was down by 2%; digital items were up by 14%; patron visits were up by 2%; there were 296 programs with just under 8,000 attendees; PC usage was up by 8%; Wi-Fi usage was up by 1%; there were 960 room bookings; 113 passport applications were processed; 2,670 items were added and 3,442 items were removed; community engagement averaged 95 minutes of virtual programming per day and had 4,971 social media engagements for the month, and social media followers hit the 10,000 mark with 10,077 followers; there were 913 new cards registered for the month; and the call center had 1,607 calls for the month, which was 4,126 minutes.

Yankee Road / Liberty Project updates:

Mr. Bautz distributed a packet titled Advertisement for Bids and commented that we are actively advertising bid documents. We worked with the architect to develop a site development project separate from the construction that includes grading, gravel parking lot, site utilities, retention pond, drilled geothermal well, and a back barrier. We anticipate

that by having a building pad site completed before the construction, the project would be more appealing to construction only bidders. He reviewed the preliminary schedule, and the budget is \$1.3 million. Also, research was completed on the extra parcel; an evaluation was done; and we received an estimate of \$270,000 that could be gained by selling off the 1.5-acre parcel of land. That is not as much as we were hoping, but we have had inquiries about the parcel. Other options for the parcel include developing the parcel ourselves which would result in rental income. Since the bid opening is on August 11th, we are hoping to bring bids to the board at the August 16th meeting. After the August meeting, we will schedule a meeting with Liberty Township officials to help subsidize some of the building project.

Special Collections / New Services Project:

Mr. Bautz discussed the New Collections / New Services Committee report in the board packet. He said that periodically front line staff convenes to brainstorm what other services or collections may interest our patrons and the committee then submits their ideas to the management team. Some ideas are very interesting, some expensive, and some are staff intensive, and some ideas are implemented. Some of the presented ideas were tabled and the ones that were approved included a study room management PC system, a mystery game collection, sensory kits, projectors & projection screens, and podcast kit. Mr. Bautz added that the committee did a great job with their creative suggestions.

IX Public Services Report:

Mrs. Rasnick gave the June Public Services Report in Mrs. Maynor's absence. She reported that the case management services with Sunrise Treatment Centers continues to be well utilized with 31 patrons connected with local services in July. Quotes for language interpretation services are being accepted. The diaper bank donation drive continues at all branches. All branches have had the pediatric pads for their AED units replaced. At Liberty, 565 items were borrowed from the holds lockers. At LOW, 21 items were borrowed from the Wayne Township holds lockers; the bookmobile is participating in various summer events; while vehicle usage is low, the vehicles are being taken in for maintenance; staff are working with collection services to prepare the youth materials for the next school year. At Middletown, materials are being shifted to prepare for removal of a partial interior wall; and staff attended a parent resource fair at the Robert "Sonny" Hill Community Center. At Monroe, passport applications dramatically increased for the month; the Movie Night kits continue to be popular; and a "first amendment auditor" visited the branch. At Trenton, the parking lot repairs have been completed. At West Chester, the makerspace completed 238 Express vinyl and 3D print jobs and have begun programming. During the school year, the EDGE teen center provided 195 teens with after school services and there was average daily attendance of 56 mostly sophomores and juniors from Lakota West. The farmers market, which is held in the parking lot, continues to be popular. Sensory & family friendly experiences will be added to the children's area of the Library.

X Community Engagement Report

Ms. Hillman reported that in June, the Library had 2,931 minutes of virtual programming watched with 4,971 engagements. The first 2023 Summer Reading Program social media prize post garnered 962 engagements. MidPointe now has 10,077 followers on social media! Since the inception of the Starting Pointe program, 60 early literacy boxes have been mailed out with overwhelmingly positive responses from parents. MidPointe Meals in Monroe launched on May 11th and welcomed over 100 seniors a week to this popular lunch program funded by the USDA and provided through a partnership with the Children’s Hunger Alliance. This program not only provides meals, but provides seniors with much needed companionship and friendship opportunities. Shred Day in May was very popular. Thanks to a donation, packed lunches are available on Shakespurr’s Shelf at the Trenton branch. Over 700 patrons attended the first summer reading program “special event” that featured juggler Professor Tony. Community events & partnerships include Fleetwood Gold performing at the Trenton Community Park on July 21st; branded golf balls, using the makerspaces new UV printer to apply the logo, were donated to the Chamber; Women Enriching Lives is partnering with the MidPointe Library Foundation to spearhead fundraisers and events for Library initiatives. Several staff members attended the International Public Library Fundraising Conference June 11-13 in Austin, Texas.

XI Human Resources Report

Staffing and HR Updates:

Mrs. Stewart motioned, seconded by Mrs. Bramblett, to approve the following personnel changes as presented by Ms. Manney:

Accept the employment of Roni Lathrop, effective 5/16/2023, non-exempt; part-time; West Chester; library associate; public services; at pay level one;

Accept the employment of Joe Heilman; effective 6/4/2023; non-exempt; full-time; West Chester; library associate, floater; public services; at pay level two;

Accept the employment of Andrew Burkett; effective 6/11/2023; seasonal; non-exempt; part-time; West Chester; seasonal shelver; public services; at pay level zero;

Accept the employment of Katie Monnin; effective 6/11/2023; seasonal; non-exempt; part-time; West Chester; seasonal shelver; public services; at pay level zero;

Accept the employment of Lorelie Jervis; effective 6/11/2023; seasonal; non-exempt; part-time; West Chester; seasonal shelver; public services; at pay level zero;

Accept the employment of Krista Dickman; effective 7/9/2023; non-exempt; part-time; Middletown; library associate; public services; at pay level one; and

Alicia Deleon-Mendez; effective 7/9/2023; non-exempt; part-time; Middletown; library associate; public services; at pay level one.

“Aye” Bramblett, Huff, Stewart, Wright

“Nay” None

Motion Approved 23-48

Ms. Manney reported that turnover for May was 0%, turnover for June was 2.9412%, and is 11.3643% year to date. As of June 2023, we have had 12 hires and 11 terminations for the year.

XII Board Comments

There were no board comments.

XIII Adjournment

Mr. Wright adjourned the meeting at 1:52 p.m.

23-49

President

Secretary