

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Middletown Library, Board Room
Wednesday, October 18, 2023, 1:00 p.m.**

I Call to Order by President

Mr. Wright, President, called the meeting to order at 1:02 p.m.

II Opening Exercise

III Roll Call

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

Mrs. Kristin Bramblett, Mrs. Deborah Houser, Mr. Michael Huff, and Mr. Keith Wright.

Those absent: Mr. Bill Jones, Mrs. Eleanor Stewart, and Mr. Richard Szopinski

Also present were: Mrs. Amy Abernathy, Middletown Branch Manager; Mr. Travis Bautz, Library Director; Mrs. Nicole Condrey, City of Middletown Board Liaison; Mrs. Emily Foote, Fiscal Officer; Ms. Tasha Marcum, Sunrise Treatment Center Case Manager; Mr. Steve Mayhugh, Facilities Director; Mrs. Brielle Maynor, Public Services Director; Ms. Michelle Morand, Programming Supervisor; Ms. Kathy Stengel, HR Director; and Via, Mrs. Condrey's service dog.

IV Adoption of Agenda

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

"Aye" Bramblett, Houser, Huff, Wright

"Nay" None

Motion Approved 23-63

V Public Comment

Mrs. Condrey commented that the interstate project is progressing and will help the economic growth of the city and anticipate construction to begin next year. The Manchester building is still going through due diligence; The Very Merry Middletown project is on target; three seats on city council are open, including the mayor job since Mrs. Condrey is not running; some housing developments are moving forward but no updates; a long term sewage control project is occurring across the street from the city building which will result in a new park above the new sewage system that may include an amphitheater, pergola, and other features; a housing development by the BP station is set to begin soon; and the Sonny Hill Community Center project is moving forward and will include a gymnasium.

VI Approval of Minutes

Mr. Huff motioned, seconded by Mrs. Houser, to approve the minutes of the regular board meeting of September 20, 2023, as presented.

"Aye" Houser, Huff, Wright

"Nay" None

"Abstain" Bramblett

Motion Approved 23-64

VII Fiscal Officer's Report

Financial Report, Investments, and Donations:

Mrs. Foote reviewed the September 2023 financial report. Mrs. Bramblett motioned, seconded by Mr. Huff, to approve the Financial Statement, Investments, and Donations report for September 2023 as presented by Mrs. Foote.

"Aye" Bramblett, Houser, Huff, Wright

"Nay" None

Motion Approved 23-65

(Report on file in Fiscal Officer's office)

Resolution for Butler County Budget Commission

Mrs. Foote presented a resolution to the auditor's office that certifies that we will be receiving the levy amounts that were on the ballot. The board discussed that this is a new resolution required by the county to get the levy funds. Mrs. Bramblett motioned, seconded by Mrs. Houser, to approve the resolution accepting the amounts and rates as determined by the Butler County Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor, as presented. The board discussed this new annual county auditor requirement.

"Aye" Bramblett, Houser, Huff, Wright

"Nay" None

Motion Approved 23-66

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the monthly September statistics. Circulation was down 1% overall; Liberty was up by approximately 6%; LOW was even; Middletown was down by 11%; Monroe was up by 25%; Trenton was down by 11%; and West Chester was down by 5%. Print was even; AV was down by 14%; digital items were up by 10%; patron visits were up by 12%; there were 194 programs with 5,110 attendees; PC usage was up by 6%; Wi-Fi usage was up by 11%; there were 830 room bookings; 78 passport applications were processed; 3,322 items were added and 4,932 items were removed; community engagement averaged 51 minutes of virtual programming per day, had 2,708 social media engagements for the month, and had 10,400 social media followers; there were 675 new cards registered for the month; and the call center had 1,510 calls for the month, totaling 3,972 minutes. The board discussed the methodology to collect door counts.

Staff Day Presentation:

Mr. Bautz discussed the handout that detailed his presentation at the annual staff day which was held on October 9th at the West Chester branch. During his state of the library session, he spoke about MidPointe's history; levy; library trends; 1st Amendment audit basics; censorship basics; reconsideration requests; petitions; records requests; gave a review of the past year; and gave a review of the year ahead.

Yankee Road / Liberty Project updates:

Mr. Bautz reported that they met with the contractors this morning. There were several change orders, two were credits, and four additional expenses. Two of the expenses were for zoning or code changes and the other two for differing site conditions due to the abundance of topsoil on the site. Mr. Mayhugh shared photos of the site with the machinery; the topsoil mound that will be redistributed; the berm that separates the residences from the library property; the geothermal trucks and bore flags that indicate the drillings; a storm drain; and the retention pond. Mrs. Bramblett motioned, seconded by Mrs. Houser to increase the sitework construction contract with DER Development in the amount of \$38,000 for additional work due to zoning codes and differing conditions.

“Aye” Bramblett, Houser, Huff, Wright

“Nay” None

Motion Approved 23-67

IX Public Services Report:

Mrs. Maynor introduced Ms. Marcum who shared that the types of services she has been referring patrons to have increased and has assisted patrons to find resources for help with employment, utilities, housing, legal, and treatment centers. Mrs. Maynor reported that the Shoes 4 the Shoeless events have resumed, and a meeting was held with Lakota and police leadership to give them an update on after-school behavior. At Liberty, 538 items were borrowed from the holds lockers; and passport services have been suspended due to staffing changes. At LOW, six items were borrowed from the Wayne Township holds lockers; and an additional lobby stop has been added to the vehicle schedule. Mrs. Abernathy reported that there has been a line to use Ms. Marcum’s services; the painting is almost complete; new lighting has been installed in the children’s area; the children’s and adult shelving is being moved so there is space between the two collections. At Monroe, the access door of the exterior book drop was repaired. At Trenton, passport services have been suspended due to staffing changes; the concrete work has been completed; the permit for the shed installation was approved; and the branch sign off Edgewood Drive was repaired. At West Chester, new creative play items were displayed in the children’s area; the recurring light fixture issues in the Board Room were repaired; and the makerspace completed 238 Express vinyl and 3D print jobs.

X Community Engagement Report

Ms. Morand gave the report since Ms. Hillman is attending a conference and reported that in September, the Library had 1,527 minutes of virtual programming watched with 2,708 engagements. A new calendar/scheduling software platform is being explored to improve appointment booking in the makerspace. The weekly senior lunch programs serve approximately 100 patrons a week. The winter system-wide programming has been finalized and marketing is being created. MidPointe staff saw 751 people at the Liberty Township Fall Festival. The “Make and Take” programming series with IKEA is concluding in December. The Library sponsored the Family Promise “Keeping the Promise” Gala. Women Enriching Lives voted to donate \$20,000 to the MidPointe Library Foundation in

support of early literacy initiatives. Upcoming fall events include the Great Pumpkin Fest in West Chester on October 14th; Hocus Pocus in Middletown on October 15th; Truck or Treat at Texas Roadhouse in West Chester on October 17th; the Middletown Family Fall Festival on October 28th; and the Trenton Trunk or Treat on October 28th.

XI Human Resources Report

Staffing and HR Updates:

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

Approve the employment of Heather Rolfert, effective 9/17/2023, non-exempt, part time, Trenton; library associate; public services at pay level one;

Approve the employment of Sara Rice, effective 9/24/2023; non-exempt; part time; Middletown; shelver; public services; at pay level zero;

Approve the promotion of Jennifer Walker; effective 10/1/2023; non-exempt; part time to full time; Liberty; library associate to patron services lead; public services; at pay level three;

Approve the hours change of Kai Deleon-Mendez; effective 9/18/2023; non-exempt; part time; Middletown; library associate; public services; at the same pay level;

Accept the resignation of Kiara Rolon; effective 9/30/2023; non-exempt; part time; Liberty; library associate; public services; and

Approve the staffing change of Tamara Menninger; effective 9/3/2023; non-exempt; full time; Trenton; library specialist to patron services lead; public services; at the same pay level.

“Aye” Houser, Huff, Stewart, Wright

“Nay” None

Motion Approved 23-68

Ms. Stengel reported that turnover for September was 1.0526% and is 22.0227% year to date. As of September 2023, we have had 20 hires and 21 terminations for the year.

XII Board Comments

Mr. Huff asked about the records requests and book content issues. The board discussed book content, our policies, and how we review items.

XIII Adjournment

Mr. Wright adjourned the meeting at 1:58 p.m.

23-69

President

Secretary