

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Middletown Library, Community Room
Wednesday, May 17, 2023, 1:00 p.m.**

I Call to Order by Vice-President

Mr. Wright, President, called the meeting to order at 1:04 p.m.

II Opening Exercise

III Roll Call

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

Mrs. Kristen Bramblett, Mr. Michael Huff, Mr. Bill Jones, Mrs. Eleanor Stewart, Mr. Richard Szopinski, and Mr. Keith Wright.

Those absent: Mrs. Deborah Houser

Also present were: Mr. Travis Bautz, Library Director; Ms. Rebeka Brate, LOW Branch Manager; Mr. John Fabelo, LWC, Inc; Ms. Cari Hillman, Community Engagement Director; Mrs. Karen Jones, Deputy Fiscal Officer; Mrs. Brielle Maynor, Public Services Director; Ms. Kathy Stengel, Human Resources Director; Ms. Emily Vance, Fiscal Officer.

IV Adoption of Agenda

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

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

“Nay” None

Motion Approved 23-37

V Public Comment

Mr. Wright introduced architect Mr. Fabelo who reviewed the Liberty project schedule; the opinion of costs & bid summary; value engineering summary; opinion of costs revised; plan options; and exterior comparisons. He noted that the received bid was over the \$7.8 million budget or \$330 per square foot and that the bidder used an estimate for the glass component because they could not get a glazing quote due to the labor shortage to install the glass. Several company representatives were at the bid opening and wanted to bid, but they could not get a quote for the glass, so they did not bid. Market differences between the Cincinnati and Dayton markets were also a factor in the lack of bids and contributed to recent local \$530 sq ft bids, which is higher than our budget of \$400 sq ft. The architects looked at how design changes could address labor shortages and costs for future bidders. By changing the footprint of the building from over 21,000 sq ft to 19,800 sq ft, and reducing or changing various design elements, the sq ft cost could be reduced by approximately \$40 per sq ft to \$420 sq ft, which is closer to the budget. The architects could have the new revised drawings ready for a July bid. The new budget with the design changes would be \$422 sq ft, or \$8,351,000. Including a construction contingency of 5% would result in an estimated project cost of \$8,718,000. The board discussed comparisons of recent library projects; bid timing strategies; changes to the budget; future library growth; interior finishes; other local building construction projects; construction labor challenges; and architect suggested glass design changes.

Mr. Fabelo was excused at 1:37 pm.

VI Approval of Minutes

Mrs. Stewart motioned, seconded by Mr. Szopinski, to approve the minutes of the regular board meeting of April 19, 2023 as presented.

“Aye” Huff, Stewart, Szopinski, Wright

“Nay” None

“Abstain” Bramblett, Jones

Motion Approved 23-38

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Ms. Vance reviewed the April 2023 financial report. She commented that the PLF has averaged above 4% year to date, and that since state income tax receipts have been less than usual, she expects a decrease of 17% next month. Mr. Huff motioned, seconded by Mrs. Stewart, to approve the Financial Statement, Investments, and Donations report for April 2023 as presented by Ms. Vance.

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

“Nay” None

Motion Approved 23-39

(Report on file in Fiscal Officer’s office)

Deputy Fiscal Officer:

Ms. Vance commented that since last month the board approved the job title change for Mrs. Jones, she needs to be sworn in. Ms. Vance gave the oath of office to Mrs. Jones as Deputy Fiscal Officer of the Midpointe Library System. Mrs. Jones was excused at 1:44 pm.

VIII Director’s Report

Monthly Statistical Report:

Mr. Bautz reviewed the monthly statistics. Circulation was up by 5% overall; Liberty was down by 7%; LOW was down by 4%; Middletown was down by 4%; Monroe was up by 24%; Trenton was up by 2%; and West Chester was up by 2%. Print was up by 2%; AV was down by 5% and due to AV trending down overall for several years, and not purchasing any new items in the past three years, we will sunset approximately 1/3 of the audio book collection and 1/2 of the CD collection in 2023, and, if circulation continues to decline, will sunset the remaining of those collections by the end of 2024; digital was up by 15%; patron visits were up by 18%; there were 351 programs with approximately 7,000 attendees; PC usage was up by 4%; Wi-Fi usage was up by 11%; there were 965 room bookings; 115 passport applications were processed; 3,140 items were added and 2,872 items were removed; community engagement averaged 42 minutes of virtual programming per day and had 2,751 social media engagements for the month; there were just over 700 new cards registered for the month; and the call center had 1,660 calls for the month, which was just over 4,000 minutes. The board discussed how the collection floats so some branches may have more items than others.

EV Charging Option - Middletown:

Mr. Bautz reported that he was asked to see what the cost would be to add electric vehicle charging stations at the branches. A recent quote for Middletown was for \$38,000, which included meter replacement, and new conduit across the road. The installation cost depends on the length of the conduit lines to run the power to the parking lots, so other branches would not cost as much. Once installed, the monthly electricity cost would be minimal. He will continue to look at EV charging options.

Policy Manual Update – Passport Photos

Mr. Bautz commented that along with accepting passport applications, we took passport photos, but stopped due to Covid and the department of state photo requirements which were onerous. We need to change the policy to remove the reference to passport photos. Mr. Szopinski motioned, seconded by Mr. Jones, to approve the change to the passport section in the public policy manual, as presented.

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

“Nay” None

Motion Approved 23-40

Yankee Road / Liberty Project updates:

Ms. Vance distributed a Liberty cost analysis which details the original cost analysis and estimates; projected additional costs; and the projected the budget maximum using the revised figures provided by the architects. Analyzing the changes, at the maximum, there is a \$2.2 million difference in the costs from December 2022 until now. Adding the maximum costs to the Revenue vs Expenditure through 2027 spreadsheet gives the library a total fund balance of \$750,381 in 2027. The board discussed levy renewal millage; property taxes; geo thermal rebates; selling the remaining parcel of land; re-bid timing and acceptance; state of the economy; inflation and recessionary trends; property tax revenue; the amount spent so far on the project; and the establishment of reserve fund parameters; The board consensus was 5-1 to wait until November 2023 to bid out the project again; that administration should begin research into selling off the unused parcel of land, and to determine if there are other funds, such as township TIF money, that would be available to the Library.

IX Public Services Report:

Mrs. Maynor reported branch managers are assessing the need to retain the various plexiglass shields that are being used for Covid purposes at the service points in the branches. Staff attended the Ohio Library Council’s Legislative Day at the Ohio State House on April 26th. Discussions continue about resuming case management services for patrons. At Liberty; 439 items were borrowed from the holds lockers; and Queen City Comics provided supplies for Free Comic Book Day. LOW branch manager, Ms. Brate, reported that the regular bookmobile school visits have stopped for the summer, and they have been retrieving materials from the schools; they are preparing for summer programming; and the Lobby Stop service has eight stop locations and they visit two per

week. At Middletown, four institutions have expressed an interest in library visits; the Electric Vehicle Showcase was held on May 12th; and several staff members attended the Innovative Users Group conference in Phoenix. At Monroe, a new title office that does walk-in passports has opened in a nearby shopping plaza which has resulted in a decrease in passport applications at the branch. At Trenton, a puzzle exchange is starting up; the collections are being shifted; and the Trenton comprehensive planning will wrap up at the end of May. At West Chester, emergency safety procedure training is on-going; the community room refrigerator has been replaced; the Farmers Market return to the library parking lot beginning May 6th; the branch manager and a Spanish speaking Liberty staff member spoke with students and families at a Lakota Schools' English Language Learners event; and AARP assisted 293 clients with their taxes over 22 days, in our Community Room C.

X Community Engagement Report

Ms. Hillman reported that the Library had 1,317 minutes of virtual programming watched in April with 2,751 engagements. The initial 37 Starting Pointe early literacy boxes were mailed out during the first two months of the program. MidPointe Meals in Monroe, the latest senior lunch program, launches on May 11th. Promotions for the summer reading program will be rolling out this month and include billboards, digital ads, and an extensive in-Library campaign. Community events and partnerships include the West Chester Farmer's Market every Saturday through October in the library parking lot; West Chester TV created their first library promotional video; the first Make & Take with MidPointe at IKEA event had over 50 participants; monthly health screenings hosted by Premier Health will begin in Middletown and Monroe; a system-wide diaper drive during June and July will benefit the Sweet Cheeks organization; and the Library will once again be a "silver level" sponsor for the City of Middletown Independence Day fireworks on July 3rd.

XI Human Resources Report

Staffing and HR Updates:

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

Accept the employment of Noel Dittmar Lesniak, effective 5/9/2023; non-exempt; full-time; Liberty, library specialist, at pay level three;

Accept the employment of Karen Jones, effective 4/30/2023, non-exempt; full-time; Middletown; title change from library specialist to Deputy Fiscal Officer; at the same pay level;

Accept the employment of Barb Bruns-Mueller, effective 4/30/2023; non-exempt; full-time; West Chester to Middletown; library specialist floater to library specialist; at the same pay level.

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

"Nay" None

Motion Approved 23-41

Ms. Stengel reported that turnover for April was 1.0204% and year to date was 8.4231%. As of March 2023, MidPointe has had six new hires and eight terminations. We have four regular openings, six seasonal openings, and are actively recruiting. Due to the Covid public health emergency ending, we have modified our Covid guidance and removing most of the plexiglass shields.

XII Board Comments

There were no board comments.

XIII Adjournment

Mr. Wright adjourned the meeting at 2:48 p.m.
23-42

President

Secretary