

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Liberty Library, Sabin Hall
Wednesday, September 20, 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. Deborah Houser, Mr. Michael Huff, Mrs. Eleanor Stewart and Mr. Keith Wright.

Those absent: Mrs. Kristen Bramblett, Mr. Bill Jones and Mr. Richard Szopinski

Also present were: Ms. Jamie Aubin, Liberty Branch Manager; Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Mr. Steve Mayhugh, Facilities Director; Mrs. Brielle Maynor, Public Services Director; Mr. Mike Raulston, Guest; Ms. Kathy Stengel, HR Director; Ms. Emily Vance, Fiscal Officer.

IV Adoption of Agenda

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

“Aye” Houser, Huff, Stewart, Wright

“Nay” None

Motion Approved 23-57

V Public Comment

Mr. Raulston commented that he is interested in the property parcel on Yankee Road and that is why he is attending the board meeting.

VI Approval of Minutes

Mrs. Houser motioned, seconded by Mr. Huff, to approve the minutes of the regular board meeting of August 16, 2023, as presented.

“Aye” Houser, Huff, Wright

“Nay” None

“Abstain” Stewart

Motion Approved 23-58

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Ms. Vance reviewed the August 2023 financial report. Mrs. Stewart motioned, seconded by Mrs. Houser, to approve the Financial Statement, Investments, and Donations report for August 2023 as presented by Ms. Vance.

Ms. Vance reported that the Request for Proposal from First Financial was very competitive and had better interest rates and fee structures with no contract than the other proposals received. So, the Library will be changing banks from Fifth Third to First Financial. The board discussed the recent local 37% property tax increases and Ms. Vance commented that it would only affect new properties.

“Aye” Houser, Huff, Stewart, Wright

“Nay” None

Motion Approved 23-59

(Report on file in Fiscal Officer’s office)

VIII Director’s Report

Monthly Statistical Report:

Mr. Bautz reviewed the monthly August statistics. Circulation was up 2% overall; Liberty was up by 6%; LOW was even; Middletown was down by 5%; Monroe was up by 12%; Trenton was down by 12%; and West Chester was down by 3%. Print was down by 3%; AV was up by 1%; digital items were up by 10%; patron visits were up by 10%; there were 182 programs with just under 3,750 attendees; PC usage was up by 5%; Wi-Fi usage was up by 14%; there were 973 room bookings; 115 passport applications were processed; 3,823 items were added and 4,026 items were removed; community engagement averaged 50 minutes of virtual programming per day and had 3,959 social media engagements for the month, and had 10,349 social media followers; there were 1,407 new cards registered for the month; and the call center had 1,646 calls for the month, totaling 2,761 minutes. The board discussed the calls that the call center handles daily.

Staffing Update:

Mr. Bautz discussed the staffing handouts and explained how our staffing complements at each branch are strategically determined by looking at shelving metrics, time off metrics, off desk metrics for branch activities not completed at the customer service desk, and passive programs. A new position, Patron Services Lead, was recently created to assist the branch associates, give one-on-one customer assistance, assist with branch projects, and it creates an entry level career path. Programming was also centralized and moved to Community Engagement for efficiency, which gives the branches more time for customer service. We reevaluate the data at least every 6 months.

Yankee Road / Liberty Project updates:

Mr. Bautz reported that a meeting was held with the contractor today, the site work is progressing, the landscaping mound along the back of the property has been created and there is a lot of remaining topsoil which the township may take away. Mr. Mayhugh added that the preliminary work has been completed, the permits have been received, the property is being leveled and graded; the chain link fence has been removed since the landscaping mounds have been created and when the trees are planted on top of the mounds it will look very nice; and that November 23rd is the targeted completion date. The only change order to date has been a credit.

Policy Manual Update:

Mr. Bautz discussed the American Library Association (ALA) new leadership and how it has resonated with the public. He reviewed the recommended changes to MidPointe's Collection Development Policy in the board handout. Mrs. Houser motioned, seconded by Mrs. Stewart, to approve the changes to the Collection Development Policy as presented.

"Aye" Houser, Huff, Stewart, Wright

"Nay" None

Motion Approved 23-60

IX Public Services Report:

Mrs. Maynor gave the August Public Services Report. She reported that there were 39 patrons who utilized the case management services and the counselor will attend the October board meeting; we are still speaking with vendors regarding interpretation services; and several staff members are attending the Ohio Library Council's annual convention in Cincinnati. At Liberty, continue to see high use of the hold lockers; and Liberty Center is completing additional apartments and retail spaces and expects to see more foot traffic. At LOW, 19 items were borrowed from the Wayne Township holds lockers; services for the blind and print disabled are being explored; the delivery and transit vans have received maintenance; and school visits are underway for the new school year. At Middletown there were 131 participants in the 1st Middletown City Schools Personalized Learning Day of the school year. At Monroe, new shelving was installed, and the branch manager was invited to an upcoming meeting of a management advisory group that is working on filling the city manager role. At Trenton, the branch is preparing to host the Trenton Community and business Association breakfast next month. At West Chester, work has been completed to rearrange the collection and office furniture has been moved for the staffing changes; repairs to the chiller and movable wall in the community room have been completed; and the makerspace completed 305 Express vinyl and 3D print jobs.

X Community Engagement Report

Ms. Hillman reported that in August, the Library had 1,558 minutes of virtual programming watched with 3,959 engagements. A new mobile app will be rolled out this fall and feature increased functionality with the Library catalog. A new meal provider will soon be identified for the senior meal events at Trenton and Monroe. The Friends, Food and Fun senior program in West Chester has been garnering over 60 attendees a week. Regular weekly storytimes have returned to all branches. Community events & partnerships include participating in Middletown City Schools' Adopt-A-Class; the library is partnering with One Church Trenton and the City to host a Trunk or Treat in the Library parking lot on October 28th from 3:00 – 5:00 pm; MidPointe is partnering with ASL teachers and students at Lakota West High School to offer ASL storytimes at the West Chester branch. Upcoming events include the Liberty Township Fall Festival on September 23rd; the Barbershop Health Initiative Highlight Day on September 29th; The Great Pumpkin Fest in West Chester on October 14th; Hocus Pocus in Middletown on October 15th; the Middletown Family Fall Festival on October 28th; and the West Chester Health and Wellness Expo on November 1st.

XI Human Resources Report

Staffing and HR Updates:

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

Approve the employment of Annika Baldwin, effective 8/20/2023, non-exempt, full time, LOW, library associate, public services at pay level two;

Approve the employment of Melanie Singleton, effective 8/27/2023, non-exempt; part time; West Chester; shelver; public services; at pay level zero;

Approve the employment of Lena Edison; effective 8/27/2023; non-exempt; part time; West Chester; shelver; public services; at pay level zero;

Approve the employment of Justin Patterson; effective 9/5/2023; non-exempt; part time; West Chester; shelver; public services; at pay level zero;

Approve the promotion of Hilary Cuvar; effective 9/3/2023; non-exempt; full time; Middletown; from library associate to patron services lead; public services; at pay level three;

Approve the staffing change of Kim Jones; effective 9/3/2023; non-exempt; full time; Trenton; library specialist to programmer, eternal; public services to community engagement; same pay level;

Approve the staffing change of Lauren Turner; effective 9/3/2023; non-exempt; full time; West Chester; library specialist to programmer, external; public services to community engagement; at pay level four;

Approve the staffing change of Maeghan Keck; effective 9/3/2023; non-exempt; full time; Middletown to Trenton; library specialist to programmer, internal; library specialist to programmer, internal; public services to community engagement; at pay level four;

Approve the staffing change of Noel Dittmar Lesniak; effective 9/3/2023; non-exempt; full time; Liberty to West Chester; library specialist to programmer, internal; public services to community engagement; at the same pay level;

Approve the staffing change of Mary Geers; effective 9/3/2023; non-exempt; full time; Middletown; from librarian to programmer, internal; public services to community engagement; at the same pay level;

Approve the staffing change of Sharon Kolatalo; effective 9/3/2023; non-exempt; full time; West Chester; librarian to programmer, external; public services to community engagement; at the same pay level;

Approve the staffing change of Whitney Harper; effective 9/3/2023; non-exempt; full time; LOW to Monroe; librarian to patron services lead; public services; at the same pay level;

Approve the staffing change of Dianna Malott; effective 9/3/2023; non-exempt; full time; West Chester; library specialist to patron services lead; public services; at the same pay level;

Approve the staffing change of Holly Perry; effective 9/3/3023; non-exempt; part time; West Chester; library specialist to patron services lead; public services; at the same pay level;

Approve the staffing change of Barb Bruns-Mueller; effective 9/3/2023; non-exempt; full time; Middletown; library specialist to patron services lead; public services; at the same pay level;

Approve the status change of Charlie Claywell, effective 9/3/2023; non-exempt; from part time to full time; Trenton; library associate; public services; at the same pay level;

Approve the termination of seasonal employee Katie Monnin; effective 8/11/2023; non-exempt; seasonal part time; West Chester; seasonal shelver; public services;
Accept the resignation of Aaryn O'Dell; effective 8/18/2023; non-exempt; full time; Monroe; librarian; public services;
Accept the resignation of Wyatt Kunzelman; effective 8/22/2023; non-exempt; part time; West Chester; library associate; public services;
Accept the resignation of Ellen Turkelson; effective 8/25/2023; non-exempt; part time; Monroe; library associate; public services;
Accept the resignation of Lynn Shaw; effective 8/25/2023; non-exempt; part time; Trenton; library associate; public services; and
Accept the resignation of Caroline O'Connor; effective 8/23/2023; non-exempt; part time; West Chester; library associate; public services.

"Aye" Houser, Huff, Stewart, Wright

"Nay" None

Motion Approved 23-61

Ms. Stengel reported that turnover for August was 6.25% and is 20.9701% year to date. As of August 2023, we have had 18 hires and 19 terminations for the year.

XII Board Comments

Mrs. Houser commented that the Shoes For the Shoeless event at Amanda Elementary school was a big success and she thanked Mrs. Maynor for her involvement.

XIII Adjournment

Mr. Wright adjourned the meeting at 1:52 p.m.
23-62

President

Secretary