

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

DRAFT 2

I Call to Order by President

Mr. Wright, President, called the meeting to order at 1:01 p.m.

II Opening Exercise

III Roll Call

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

Mr. Michael Huff, Mr. Bill Jones, Mrs. Eleanor Stewart, and Mr. Keith Wright.

Those absent: Mrs. Kristin Bramblett, Mrs. Deborah Houser, and Mr. Richard Szopinski

Also present were: Mr. Travis Bautz, Library Director; Mrs. Emily Foote, Fiscal Officer; Ms. Cari Hillman, Community Engagement Director; Mr. Noah Howells, Innovation Pointe Supervisor; Mrs. Brielle Maynor, Public Services Director; and Ms. Kathy Stengel, HR Director.

IV Adoption of Agenda

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

“Aye” Huff, Jones, Stewart, Wright

“Nay” None

Motion Approved 23-70

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Huff motioned, seconded by Mrs. Stewart, to approve the minutes of the regular board meeting of October 18, 2023, as presented.

“Aye” Huff, Stewart, Wright

“Nay” None

“Abstain” Jones

Motion Approved 23-71

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Mrs. Foote reviewed the October 2023 financial report. Mrs. Foote reported that the Finance Audit Committee will meet before the December board meeting to review the 2024 budget and then bring the appropriation to the board; that 2023 has been a conservative year and that if the construction bid for the Liberty project is as anticipated, cash reserves would be at a years’ worth of expenses after the project is completed. Mr. Jones motioned, seconded by Mrs. Stewart, to approve the Financial Statement, Investments, and Donations report for October 2023 as presented by Mrs. Foote.

Mr. Bautz added that he and Mrs. Foote learned a lot at a ballot issue workshop they attended through the Ohio Library Council.

“Aye” Huff, Jones, Stewart, Wright

“Nay” None

Motion Approved 23-72

(Report on file in Fiscal Officer’s office)

VIII Director’s Report

Innovation Pointe Update:

Mr. Bautz introduced Innovation Pointe supervisor, Mr. Howells, who reviewed the makerspace statistics of year-to-date door count of 2,837; the in-person machine usage, of which the laser cutter is the most popular; there have been a total of 2,398 year to date express jobs done for patrons; and since programming began in June there have been 32 total programs with 501 in attendance. Mr. Howells also distributed several makerspace items that staff have made for the makerspace display area. Mr. Bautz added that plans to create a makerspace at the Middletown building are underway for 2024 and will include some of the common machines at Innovation Pointe and include a sound and recording studio.

Monthly Statistical Report:

Mr. Bautz reviewed the monthly October statistics. Circulation was down 4% overall; Liberty was even; LOW was up by 90%; Middletown was down by 19%; Monroe was up by 16%; Trenton was down by 19%; and West Chester was down by 10%. Print was down by 6%; AV was down by 17%; digital items were up by 15%; patron visits were up by 16%; there were 221 programs with 6,638 attendees; PC usage was up by 9%; Wi-Fi usage was down by 9%, due in part to the Wi-Fi being down several times at West Chester; there were 895 room bookings; 75 passport applications were processed; 3,611 items were added and 3,534 items were removed; community engagement averaged 66 minutes of virtual programming watched per day, had 2,726 social media engagements for the month, and had 10,451 social media followers; there were 648 new cards registered for the month; and the call center had 1,496 calls for the month, totaling 3,967 minutes. The board discussed how the library website has the actual operating and holiday hours, whereas Google just has the general hours.

Project Updates:

Mr. Bautz reported that there was a construction meeting this morning and the site prep is almost done; the mounds on the east side have a fence on it and trees have been planted which, for the most part, will obscure the library from the adjacent homeowners. The parking lot is roughed in; the construction trailer is being removed; the concrete water intake for fire suppression was being waterproofed; the sewer lines are done; the water tap-in will occur next week; and Duke will do all electric work during the construction phase. The architects held the pre-bid meeting for the construction phase yesterday and

approximately 12 were in attendance. DER Construction, who is doing the site work project, was at the meeting so they may have an interest in the next phase. The bids will be opened December 6th, and hopefully a bid will be brought to the board at the December 13th board meeting for discussion. The board discussed the glass component of the building and the 2024 schedule. Mr. Bautz remarked that DER has been very cognizant of the homeowners and the existing landscaping that needed to be removed when connecting to the county water lines.

Public Policy Manual Change:

Mr. Bautz commented that when the school across the street from the West Chester Library is dismissed, that close to 200 students come into the library, mostly due to no transportation to their homes, and they stay until they are picked up by their parents. This has resulted in safety problems and behavior issues, such as fights and having to identify those involved, and challenges with the increased noise, which has resulted in having to hire two police officers to monitor the increased number of people on library property for safety and security purposes. He and Mrs. Maynor met with Lakota school superintendent, Dr. Lolli, and the township administrator to inform them of the after-school difficulties at the Library. Dr. Lolli proposed to allow students to stay on school grounds so parents can pick up their student at the school; to provide a supplemental contract teacher to be at the library door along with one police officer to help us with the students; as well as to distribute a limited number of passes to students for after-school library entry if they are not with a parent or caregiver. EDGE Teen Center will also have student passes for their planned daily after-school programs. We will need to collaborate with other schools that have students bussed to the library. Mr. Bautz presented changes to the Patron Behavior, Safety, and Security section of the manual in the rules of conduct and unattended child paragraphs. The board discussed potential responsibilities of having a teacher on-site; that the police are supportive of this measure; that the student to staff ratio is not advisable during after school hours; that we have had patron complaints during the after school time period; that the new procedures will start the Monday after Thanksgiving; that we will probably need to make some adjustments to the new procedures; and these procedures will help with determining when we are at occupancy. Mrs. Stewart motioned, seconded by Mr. Huff, to approve the changes to the Public Policy Manual changes as presented.

“Aye” Huff, Jones, Stewart, Wright

“Nay” None

Motion Approved 23-73

IX Public Services Report:

Mrs. Maynor reported that the case manager services have been suspended due to the manager being out on leave. The annual online database renewals have been set up by our collection services director. At Liberty, 479 items were borrowed from the holds lockers; and passport services will resume after the newest hire finished initial training. At LOW, nine items were borrowed from the Wayne Township holds lockers; and bookmobile driver training will be scheduled with a new driving instruction vendor. At Middletown, approximately 140 students visited during the November 7th Personalized Learning Day

event; collections are being shifted due to shelving rearrangements; the wall at the back of the youth department has been removed; the painting in the public areas has been completed; and the garage heaters have been replaced. At Monroe, the Monroe Historical Society visited; and Ohio Living has done general fall exterior maintenance. At Trenton, passport services resumed on November 13th; a new bench was placed under the cherry tree; the flagpole light will be repaired when parts arrive; and the Trenton Community and Business Association luncheon was held in the community room. At West Chester, the exterior painting was completed, and the interior painting will take place early next year; collections were shifted due to shelving rearrangements with the video games and board games moved to the front of the building; additional seating has been added to the quiet study room; and the makerspace completed 267 Express vinyl and 3D print jobs.

X Community Engagement Report

Ms. Hillman reported that in October, the Library had 2,039 minutes of virtual programming watched with 2,726 engagements. The 2023/24 Winter Programming Guide is available in both print and digital format. The Butler County Education Service Center will be including the Library's "Starting Pointe" promotional materials in all of their programs for families with children aged birth to three. The partnership with Lakota West High School to present American Sign Language storytimes had a very successful launch on October 25th and will continue through the winter. The partnership with Cincinnati Childrens Hospital to present in-Library programming called "Cinci Children's Chats" has been revived. The Library will be supplying families staying at the new Cincinnati Children's Proton Therapy Extended-Stay Apartments with information on our eLibrary and eCards. The Library donated bags to Lakota's Heritage Early Childhood School for their student literacy night. Upcoming holiday events include Liberty Center's "Lights Up" parade on November 18th and their "Santa Storytime" on December 8th; Middletown's Santa Parade on November 25th and the Butler County Warbirds Cookies with Santa on December 3rd.

XI Human Resources Report

Staffing and HR Updates:

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

Approve the employment of Kevin Sequeira; effective 10/15/2023; non-exempt, part time; Trenton; library associate; public services; at pay level one;

Approve the employment of Ana Diaz; effective 10/15/2023; non-exempt, part time; Liberty; library associate; public services; at pay level one;

Approve the employment of Jeanna Yowell; effective 10/29/2023; non-exempt, part time; Liberty; library associate; public services; at pay level one;

Approve the employment of Abigail Stamper; effective 11/5/2023; non-exempt, full time; LOW; library associate; public services; at pay level two;

Accept the resignation of Melanie Singleton; effective 10/30/2023; non-exempt, part time; Liberty; library associate; public services;

Accept the resignation of Sara Rice; effective 11/4/2023; non-exempt, part time; Middletown; shelver; public services; and

Approve the termination of Mary Geers; effective 11/3/2023; non-exempt, full time; Middletown; programmer; community engagement.

“Aye” Huff, Jones, Stewart, Wright

“Nay” None

Motion Approved 23-74

Ms. Stengel reported that turnover for October was 1.0417% and is 23.0644% year to date. As of October 2023, we have had 23 hires and 22 terminations for the year.

HR Subcommittee Report:

Ms. Stengel reported that the subcommittee met on October 25th to review the compensation process; the health insurance renewals; the survey summaries of projected 2024 salary increases; and the subcommittee members recommended using 3.50% as the base to prepare the merit grid. The subcommittee, with Mrs. Foote, met again on November 6th where the distributed compensation packet materials were reviewed in-depth, and Mrs. Foote advised that while cash reserves were being spent down, the library has cash and can support the salary recommendations. The subcommittee then discussed the performance of the Executive Library Director and Fiscal Officer. Ms. Stengel then reviewed the compensation packet that included a Summary of Projected 2024 Salary Increases; the Percentage of Total Operating Expenditures Spent on Personnel chart which showed that in 2022 the Library spent 56.75% of our operating expenditures on salaries and benefits, which was less than what was spent in 2021; the Productivity as Measured by Total Staff Expenditures chart which showed that the amount to circulate an item in 2022 was a little more than in 2021; the 2023 Performance Merit Grid for 2024 Increases which show increases based on performance would range from 0% to 4.00%, and the number of employees in each quartile of the matrix; the 2024 Pay Range Chart by minimums and maximums which was adjusted for each pay level due to market adjustments, the 2024 Pay Range Chart by quartiles, and the 2023 Pay Range Chart which was included for comparison; the Compensation Analysis of Employees Who Have Reached the Maximum of Pay Range which is an analysis of employees who would exceed their pay range when their performance adjustment was applied; and the Payroll Comparison & Future Estimate analysis which shows an estimated 2024 payroll when using current staffing compensation and adding the performance increases and market adjustments, as well as future payroll projections. After applying the merit grid and market adjustments, overall compensation would increase by approximately 7.17%. Ms. Stengel discussed having a market analysis done by the compensation analyst in the fall of 2024 and to get an analysis of the 50th percentile as well as the 43rd percentile.

Executive Session:

Mrs. Stewart motioned, seconded by Mr. Jones, to enter into executive session at 2:03 pm under the authority of O.R.C. 121-22 (g) (1) To consider the compensation of a public employee or official, unless the public employee or official requests a public hearing.

“Aye” Huff, Jones, Stewart, Wright

“Nay” None

Motion Approved 23-75

The following were excused at 2:03 pm: Mr. Bautz, Mrs. Foote, Ms. Hillman, Mr. Howells, and Mrs. Maynor.

The board returned to regular session at 2:30 pm.

The following returned to the regular session at 2:30 pm: Mr. Bautz, Mrs. Foote, Ms. Hillman, and Mrs. Maynor.

Compensation:

Mrs. Stewart motioned, seconded by Mr. Jones, to approve the recommended 2024 Performance Merit Increase Grid for 2024 Increases for all eligible employees, except for the Executive Director and Fiscal Officer; approve the recommended 2024 Pay Range Chart; approve the recommended lump sum increases for those employees whose performance increase would cause them to exceed the maximum of their 2024 pay range; that after considering the job performance of the Executive Director over the last year, the board is pleased to report that the Director highly exceeds the Board's expectations. As such, following the 2023 Performance Merit Grid for 2024 Increases, the board approves a 3.25% performance increase for the Library Executive Director. That, after considering the job performance of the Fiscal Officer since elected Fiscal Officer in March 2023, the board is pleased to report that the Fiscal Officer regularly exceeds the Board's expectations. As such, following the 2023 Performance Merit Grid for 2024 Increases, the board approves a 3.50% performance increase for the library Fiscal Officer; and approve the recommended employee salary adjustments for all employees or by an amount not to cause them to exceed the maximum of the 2024 pay ranges; and all to be effective on the first pay in January of 2024.

"Aye" Huff, Jones, Stewart, Wright

"Nay" None

Motion Approved 23-76

XII Board Comments

There were no board comments.

XIII Adjournment

Mr. Wright adjourned the meeting at 2:33 p.m.

23-77

President

Secretary