

**Minutes of the Annual Organizational Meeting of the  
MidPointe Library System Board of Trustees  
Middletown Library, Community Room  
Wednesday, January 17, 2024, 1:10 p.m.**

**I Call to Order by President**

Mrs. Stewart, President Pro Tem, called the meeting to order at 1:10 p.m.

**II Opening Exercise**

**III Roll Call**

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

Mr. Andrew Dunn, Mrs. Deborah Houser, Mr. Michael Huff, Mr. Bill Jones, and Mrs. Eleanor Stewart.

Also present were: Mrs. Amy Abernathy, Middletown Branch Manager; Mr. Travis Bautz, Library Director; Mrs. Emily Foote, Fiscal Officer; Ms. Cari Hillman, Community Engagement Director; Mrs. Karen Jones, Deputy Fiscal Officer; Mrs. Brielle Maynor, Public Services Director; and Ms. Kathy Stengel, Human Resources Director.

**IV 2024 Board**

Election of Officers, Oath of Office:

Mrs. Stewart, President Pro Tem, opened the floor for nominations for President of the Board. Mr. Jones nominated Mrs. Stewart for President. Mrs. Houser seconded the nomination. There being no further nominations, the nominations were closed, and Mrs. Stewart assumed the office of President of the Board of Library Trustees.

“Aye” Dunn, Houser, Huff, Jones

“Nay” None

“Abstain” Stewart

Motion Approved 24-01

Mrs. Foote, Fiscal Officer, gave the oath of office to Mrs. Stewart as President of the MidPointe System Board of Trustees.

Mrs. Stewart opened the nominations for Vice-President of the Board. Mrs. Stewart nominated Mr. Jones for Vice-President. Mrs. Houser seconded the nomination. There being no further nominations, the nominations were closed, and Mr. Jones assumed the office of Vice-President of the Board of Library Trustees.

“Aye” Dunn, Houser, Huff, Stewart

“Nay” None

“Abstain” Jones

Motion Approved 24-02

Mrs. Foote, Fiscal Officer, gave the oath of office to Mr. Jones as Vice President of the MidPointe Library System Board of Trustees.

Mrs. Stewart opened the nominations for Secretary of the Board. Mrs. Stewart nominated Mr. Huff for Secretary. Mrs. Houser seconded the nomination. There being no further nominations, the nominations were closed, and Mr. Huff assumed the office of Secretary of the Board of Library Trustees.

“Aye” Dunn, Houser, Jones, Stewart

“Nay” None

“Abstain” Huff

Motion Approved 24-03

Mrs. Foote, Fiscal Officer, gave the oath of office to Mr. Huff as Secretary of the MidPointe Library System Board of Trustees.

New Trustees, Oath of Office

Mr. Andrew Dunn was appointed on January 16, 2024, by the Middletown City Commission to serve on the Board of Library Trustees for a four-year term. This four-year term will expire December 31, 2027.

Mrs. Foote, Fiscal Officer, gave the oath of office to Mr. Dunn as Trustee of the MidPointe Library System Board of Trustees.

Mr. Tim Essex was appointed on January 16, 2024, by the Middletown City Commission to serve on the Board of Library Trustees for a four-year term. This four-year term will expire December 31, 2027.

Mr. Jay Marlow was appointed on January 16, 2024 by the Middletown City Commission to serve on the Board of Library Trustees for a four-year term. This four-year term will expire December 31, 2027.

Board Meeting Calendar:

Mr. Bautz mentioned that a draft of the 2024 Board Calendar was in the board packet. Mr. Bautz added that there are no changes and that for 2024, each meeting is scheduled at different branch locations on the third Wednesday of each month because there were no holiday conflicts. Mrs. Houser motioned, seconded by Mr. Jones, to accept the 2024 board calendar.

“Aye” Dunn, Houser, Huff, Jones, Stewart

“Nay” None

Motion Approved 24-04

Board Committees:

Mr. Bautz reported that there are openings on the Facilities, Finance/Audit, and HR committees. He recommended that committee assignments be filled at the February or March meeting due to the three new trustees being recently appointed. The board agreed.

**V Adoption of Agenda**

Mrs. Houser motioned, seconded by Mr. Dunn, to approve the agenda as presented.

“Aye” Dunn, Houser, Huff, Jones, Stewart

“Nay” None

Motion Approved 24-05

**VI Public Comment**

There was no public comment.

**VII Approval of Minutes**

Mrs. Houser motioned, seconded by Mr. Huff, to approve the minutes of the regular board meeting of December 13, 2023, as presented.

“Aye” Houser, Huff, Stewart

“Nay” None

“Abstain” Dunn, Jones

Motion Approved 24-06

**VIII Hiring of the Fiscal Officer**

Mrs. Stewart stated that the next agenda item is the re-hiring of the Fiscal Officer. In accordance with O.R.C. 3375.32, the Fiscal Officer is appointed by the Board of Trustees for a one-year term from organizational meeting to organizational meeting and serves at the discretion of the board. The employment is governed by the policies of the library as adopted by the Board of Trustees. Mrs. Stewart asked if there was any discussion regarding re-hiring Emily Foote as Fiscal Officer. There was none. Mr. Jones motioned, seconded by Mrs. Houser, to re-hire Emily Foote as the Fiscal Officer for the time period of the 2024 organizational meeting until the 2025 organizational meeting at a full-time bi-weekly salary of \$3,972.00, annualized for 2024 at \$103,272.00.

“Aye” Dunn, Houser, Huff, Jones, Stewart

“Nay” None

Motion Approved 24-07

Oath of Office, Fiscal Officer:

Mrs. Stewart gave the oath of office to Mrs. Foote as Fiscal Officer of the MidPointe Library System.

Oath of Office, Deputy Fiscal Officer:

Mrs. Foote, Fiscal Officer, gave the oath of office to Mrs. Jones as Deputy Fiscal Officer of the MidPointe Library System.

Mrs. Jones was excused at 1:25pm.

**IX Fiscal Officer's Report**

Financial Report, Investments, and Donations:

Mrs. Foote reviewed the December 2023 financial report explaining each page of the report for the new trustee. The board discussed the investments and Mrs. Foote's investment strategy. Mr. Huff motioned, seconded by Mrs. Houser, to approve the Financial Statement, Investments, and Donations report for December 2023 as presented by Mrs. Foote.

"Aye" Dunn, Houser, Huff, Jones, Stewart

"Nay" None

Motion Approved 24-08

(Report on file in Fiscal Officer's office)

Resolution for Tax Advances from Butler County:

Mrs. Foote presented a resolution that asks the Butler County Auditor to advance property tax revenues. She commented that this is an annual resolution so the library can receive levy revenue advances throughout the year. Mrs. Stewart read the resolution. Mr. Jones motioned, seconded by Mr. Dunn, to approve the resolution to advance property tax revenues from the Butler County Auditor.

"Aye" Dunn, Houser, Huff, Jones, Stewart

"Nay" None

Motion Approved 24-09

Resolution for the Appreciation and Acknowledgment of Staff, Volunteers, and Citizens:

Mrs. Foote discussed the purpose for the annual resolution. The board discussed that the budget of \$160,000 will be used for the resolution purposes including the summer reading program and the annual staff development day. Mrs. Stewart read the resolution. Mr. Dunn motioned, seconded by Mrs. Houser, to approve the Resolution Approving Expenditures for Appreciation of Staff, Volunteers, and Citizens as presented. A copy of the resolution is made a part of these minutes.

"Aye" Dunn, Houser, Huff, Jones, Stewart

"Nay" None

Motion Approved 24-10

Mrs. Foote commented that she is working on the year-end financial report that is due to the auditor of state by the end of February. She will bring the report to the board when it is completed.

**X Director's Report**

Monthly Statistical Report:

Mr. Bautz reviewed the year-end statistics. Circulation overall was up by 2% over 2022 circulation; Liberty was slightly down; LOW was up by 33%; Middletown was down by 7%; Monroe was up by 17%; Trenton was down by 3%; and West Chester was down by 2%. AV was down by 70% since 2012; print was slightly up; digital was up by 14%, a 1,000% increase since 2012; there were 8,976 new cards registered for the year; patron visits were up by 14%; program's offered were up by 12%; program attendance was up by 15%; PC usage was up by 7%; Wi-Fi was up over the past year; and meeting room usage increased by 45%.

Liberty Project Update:

Mr. Bautz reported that an attorney reviewed the AIA architectural agreement, and the document was signed in 12/2023, so ground will be broken soon, with an anticipated completion of March 3, 2025. The lease for Liberty Center is up in November 2024, so we will see if that is renewed. The board discussed that whatever can be taken from the mall location to the new branch will be re-used.

**XI Public Services Report:**

Mrs. Maynor reported that at Liberty, 507 items were borrowed from the holds lockers in December; the branch participated in the first Liberty Center monthly appreciation event for mall walkers; and passport hours will be expanded soon. At LOW, four items were borrowed from the Wayne Township lockers; and bookmobile driving training will begin soon. Mrs. Abernathy reported that at Middletown, new windows have been installed in the back of the building; office space is being created within the available space; the Ohio Room contents have been re-located to another area within the library and the makerspace will be housed in that vacated space; and there are 3 open positions which have garnered a lot of applicant interest. Monroe and Trenton are chugging along. At West Chester, passport hours will be expanded; interior painting is underway; several lighting projects are underway throughout the building; office space and a nursing room have been created by moving supply room and back-office areas; and the makerspace completed 237 Express vinyl and 3D print jobs. The board discussed the after-school activities at West Chester that have been in place since the end of November 2023.

**XII Community Engagement Report**

Ms. Hillman reported that the library had 2,963 minutes of virtual programming watched in December with 2,258 engagements. The next Programming Guide, which is coming out for the spring programs and events, will have a fresh look when it is published in February. Our bilingual storytime returns to the slate of programming and will kick off at the Liberty branch. The large-scale branding graphics in the freshly painted community rooms through the system will be replaced soon. Planning for the popular Summer Reading Program is underway and the theme this year is "Adventure Begins at your Library." Ms. Hillman reported that the EDGE Teen Center year-end programming statistics for 2023 include 172 programs with over 13,000 attendees during the after-school events held in the West Chester community rooms. Upcoming community events and partnerships include the Middletown ELC Literacy Night on January 18<sup>th</sup>; which had to be rescheduled due to an

infrastructure issue; the Live the Dream: Our Declaration of Unity community march is on January 15<sup>th</sup>; the West Chester and Liberty branches are serving as donation stops for a non-perishable food drive connected with the Live the Dream event; and as part of the partnership with OhioMeansJobs, we are hosting “pop-up” events through the system through August.

**XIII Human Resources**

Staffing Updates:

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

Approve the employment change of Hannah Williams, effective 1/7/2024, non-exempt; full-time, from library associate floater to Liberty library associate; public services; at pay level one;

Approve the employment change of Jessica Burford, effective 12/10/2023; non-exempt; part time to full-time; West Chester; library associate; public services; at pay level one;

Approve the hours change of Roni Lathrop, effective 12/10/2023; part-time, from 20 to 24 regularly scheduled hours; non-exempt; West Chester; library associate; public services;

Approve the promotion of Noah Howells, effective 1/7/2023; from non-exempt to exempt; full-time; West Chester; from makerspace supervisor to makerspace manager; IT; at pay level six;

Approve the resignation of Kai Deleon-Mendez, effective 12/30/2023; part time; non-exempt; Middletown; library associate; public services; and

Correct a typo from the November 2023 minutes for Lindsey Coulter, effective date is 12/3/2023, not 12/2/2023.

“Aye” Dunn, Houser, Huff, Jones, Stewart

“Nay” None

Motion Approved 24-11

Ms. Stengel reported that turnover for December was 2.0408% and is 28.16664% for 2023. As of December 2023, we had 28 hires and 27 terminations. There are 3 openings that have been posted and we are accepting employment applications for those openings.

**XIV Board Comments**

There were no board comments.

**XV Adjournment**

Mrs. Stewart adjourned the meeting at 2:00 p.m.

24-12

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President

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Secretary