

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
West Chester Library, Community Room
Wednesday, February 21, 2024, 1:00 p.m.**

I Call to Order by President

Mrs. Stewart, 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. Andrew Dunn, Mr. Tim Essex, Mr. Bill Jones, Mr. Jay Marlow, and Mrs. Eleanor Stewart.

Those absent were: Mr. Michael Huff

Also present were: Mr. Travis Bautz, Library Director; Mrs. Emily Foote, Fiscal Officer; Ms. Cari Hillman, Community Engagement Director; Mrs. Brielle Maynor, Public Services Director; Mrs. Rebecca Rasnick, West Chester Branch Manager, and Ms. Kathy Stengel, Human Resources Director.

IV Oaths of Office

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

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

Mrs. Deborah Houser arrived at 1:03 pm.

V Board Roster / Committee Assignments

Mrs. Stewart commented that the roster shows each board member's contact information and the committee they agreed to serve on. Mr. Bautz asked if there were any changes and that the roster includes when each trustee was appointed and their term expiration date.

VI Adoption of Agenda

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

"Aye" Dunn, Essex, Houser, Jones, Marlow, Stewart

"Nay" None

Motion Approved 24-13

VII Public Comment

There was no public comment.

VIII Middletown City Liaison Update

Mr. Bautz commented that that the new city liaison is Mr. Zach Farrell. There will be a separate agenda line item each month for the liaison to give an update.

IX Approval of Minutes

Mrs. Houser motioned, seconded by Mr. Dunn, to approve the minutes of the organizational board meeting held on January 17, 2024, as presented.

“Aye” Dunn, Esses, Houser, Jones, Marlow, Stewart

“Nay” None

Motion Approved 24-14

X Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Mrs. Foote reviewed the January 2024 financial report explaining each page of the report for the new trustees. Mr. Bautz reviewed the donations the Library received in January 2024. The board discussed the donations and maximizing investment interest. Mr. Jones motioned, seconded by Mrs. Houser, to approve the Financial Statement, Investments, and Donations report for January 2024 as presented by Mrs. Foote.

“Aye” Dunn, Essex, Houser, Jones, Marlow, Stewart

“Nay” None

Motion Approved 24-15

(Report on file in Fiscal Officer’s office)

Year-End Financial Report 2023:

Mrs. Foote reported that this report is submitted to the state auditor on an annual basis. The report in the packet is a summary of the state report and includes a financial summary and statement notes. When the report is submitted to the state, it triggers the bi-annual audit.

Audit Update:

Mrs. Foote reported that the audit began two weeks ago. Requested information has been sent to the auditors. Audits are anticipated to take 6 – 8 months to complete.

XI Director’s Report

Monthly Statistical Report:

Mr. Bautz reviewed the year-end statistics. Circulation overall was up by 15% over February 2023 circulation; Liberty was up by 7%; LOW was up by 29%; Middletown was down by 1%; Monroe was up by 6%; Trenton was up by 15%; and West Chester was up by 3%. AV was up by 10%; print was up by 2%; digital items broke 50,000 for the first time and had a 25% increase over this time last year; patron visits were up by 2%; there were 233 program’s offered, with 6,101 in attendance; PC usage was up by 11%; Wi-Fi was down by 9%; meeting room usage was 827; there were 114 passports processed for the month; 2,373 items were added and 3,245 items were removed; community engagement averaged 91 minutes of virtual programming watched per day, had 1,870 social media engagements for the month, and had 10,595 social media followers; there were 906 new patron registrations for the month, and the call center had 1,796 calls totaling 4,357 minutes. Mr. Bautz reported that Mr. Ryan Hutson, collection services director, will be at the March board meeting to give a report on collection services, purchasing, and publishing trends.

Yankee Road Project Update:

Mr. Bautz reported that in December the contract was signed with DER; met yesterday and DER, LLC shared a detailed schedule; dirt is being moved while building permits are being obtained; and February 2025 is the anticipated completion date. The board discussed the current library space at Liberty Center Mall.

Credit Card Audit Report:

Mr. Bautz reported that every year a credit card audit must be undertaken. He presented a report of current employees who have signed the required Credit Card Policy document, thus allowing the employee use of the credit cards. Former employees who had signed the Credit Card Policy document are on a separate list and will be retained and disposed of according to the Records Retention Schedule. A report on Library owned credit cards was also completed. This included an inventory and location of all Library owned credit cards and documentation on cancelled credit cards previously in use. The board discussed the January 12, 2022 revisions to the credit card policy.

XII Public Services Report:

Mrs. Maynor reported that the Sunrise Treatment Center case manager assisted 33 patrons in December and 41 patrons in January and all branches have new credit card readers at the service desks. At Liberty, 434 items were borrowed from the holds lockers in January; and construction update meetings will be held weekly beginning in February. At LOW, eight items were borrowed from the Wayne Township Administration Building; the bookmobile driving training was completed for the newest staff members. At Middletown, additional shelving for children's picture books has been installed; the sound booth has been installed for the makerspace; AARP is offering tax services for the 2024 tax season; and 211 books were distributed to students who participated in the Shoes 4 the Shoeless event at Central Academy. At Monroe, the manager is working on a new returns process for handling multipart items. At Trenton, the carpet has been repaired. Mrs. Rasnick reported that at West Chester, painting has been completed, opening a lactation room in the near future; giving one-on-one patron assistance with the Point Assist service; AARP is providing tax preparation assistance during this tax season; the Shamrock Shuffle race packet pick up is at the Library on March 15th; the EDGE teen center has been averaging 78 students per day for their after-school program; and the makerspace completed 306 Express vinyl and 3D print jobs. The board discussed the hold lockers within the service area.

XIII Community Engagement Report

Ms. Hillman reported that the library had 2,838 minutes of virtual programming watched in January with 1,870 engagements. The new app is live and features enhanced catalog integration. The 2024 Spring Program guide is available in print and on the website. A limited number of eclipse glasses are available from a SEAL donation and made available to the public the first week of April. Community events and partnerships include donation baskets to the Lakota West Banks Upbeat Club "Jazz n' Cakes" and to the Trenton Historical Society "Singalong Bingo" fundraiser events and 1500 bags to the Shamrock Shuffle event in West Chester. We have partnered with the Middletown City Schools and

Downtown Middletown, Inc to bring Steve Hildebrant from the Dayton Astronomical Society to share information about the eclipse to the Personalized Learning Day at the Library on February 20th. The Library celebrated “Read Aloud Day” on February 7th with MetroParks of Butler County by partnering on a video collaboration. The Library is partnering with IKEA West Chester to present “Coffee & Craft” on February 24th. We are partnering with the West Chester Symphony to present “Come Sail the Oceans Blue with the West Chester Symphony” on February 24th. The Library will also be attending the Lakota Summer Fun Fair on February 29th. West Chester Hospital will be participating in our Starting Pointe program. Ms. Hillman will be taking photos of the new board members, and any other board member, at the March meeting for the Library website.

XIV Human Resources

Staffing Updates:

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

Approve the employment of Kaylee Acevedo, effective 1/16/2024, non-exempt; part-time, West Chester; library associate; public services; at pay level one; and

Approve the employment of Angela Webster, effective 1/16/2024, non-exempt; part-time, West Chester; library associate; public services; at pay level one.

“Aye” Dunn, Essex, Houser, Jones, Marlow, Stewart

“Nay” None

Motion Approved 24-16

Ms. Stengel reported that turnover for January was zero and zero for the year. As of January 2024, we had 2 hires and 0 terminations. We are actively recruiting and interviewing for 5 openings that have been posted.

XV Board Comments

Mrs. Houser said hello to the new board members. She commented and thanked Ms. Ally Doliboa for attending their Adopt A Class celebration where they received their \$125,000 from the State of Ohio for that program.

XVI Adjournment

Mrs. Stewart adjourned the meeting at 1:40 p.m.

24-17

President

Secretary