

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Trenton Library, Community Room
Wednesday, March 20, 2024, 1:00 p.m.**

I Call to Order by President

Mrs. Stewart, President, called the meeting to order at 1:00 p.m.

II Opening Exercise

III Roll Call

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

Mr. Tim Essex, Mr. Micheal Huff, Mr. Bill Jones, Mr. Jay Marlow, and Mrs. Eleanor Stewart.

Those absent were: Mrs. Deborah Houser

Also present were: Mr. Travis Bautz, Library Director; Mrs. Emily Foote, Fiscal Officer; Ms. Cari Hillman, Community Engagement Director; Mr. Ryan Hutson, Collection Services Director; Mr. Steve Mayhugh, Facilities Director; Mrs. Brielle Maynor, Public Services Director; and Ms. Kathy Stengel, Human Resources Director.

IV Adoption of Agenda

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

“Aye” Essex, Huff, Jones, Marlow, Stewart

“Nay” None

Motion Approved 24-18

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Jones motioned, seconded by Mr. Essex, to approve the minutes of the regular board meeting held on February 21, 2024, as presented.

“Aye” Essex, Jones, Marlow, Stewart

“Nay” None

“Abstain” Huff

Motion Approved 24-19

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Mrs. Foote reviewed the February 2024 financial report explaining each page of the report for the new trustees. Mrs. Foote reported that due to last month’s discussion about maximizing investment interest, she reviewed the 2020 Certificate of Deposit investments, and an analysis showed it would create a loss if those investments were changed at this time. The board indicated they did not want to change the investment portfolio at this time.

Mr. Bautz reviewed the donations the Library received in February 2024. The board discussed the Douglas J. Bean and Rothwell Funds; a library foundation; outstanding warrants; the issuance of loan debt which is not recommended at this time; and that at the May board meeting reserve balance recommendations, levy recommendations, and the annual budget recommendations will be reviewed with the finance sub-committee and then with the full board. Mr. Bautz added that he and Mrs. Foote will be meeting with the county auditor's office in April to get levy projections on different millage scenarios and the funds the different scenarios would generate. The June meeting will be longer than usual due to the levy information that will be presented and subsequent discussion. Mr. Huff motioned, seconded by Mr. Jones, to approve the Financial Statement, Investments, and Donations report for February 2024 as presented by Mrs. Foote.

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

"Nay" None

Motion Approved 24-20

(Report on file in Fiscal Officer's office)

Mr. Andrew Dunn arrived at 1:05 pm.

Credit Card Policy Update:

Mrs. Foote reported that after the February board meeting, she reviewed the credit card policy and the revised policy. The board reviewed the redline draft in the board packet. Mr. Bautz added that any policy changes would necessitate employees to sign the new credit card policy, as per the policy. Mr. Jones motioned, seconded by Mr. Marlow to approve the credit card policy changes as submitted.

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

"Nay" None

Motion Approved 24-21

Annual Credit Card Reward Summary 2023:

Mrs. Foote reported that in 2023 the library received \$23,877.39 of cash back rewards from the Capital One credit card and the funds went into the general fund.

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the monthly statistics. Circulation overall was up by 12% over March 2023 circulation. The recent increases are attributed to the economy. Generally, when the economy is good, library usage is down, and when the economy is not so good, library usage is up. Liberty was up by 7%; LOW was up by 22%; Middletown was up by 13%; Monroe was up by 6%; Trenton was up by 4%; and West Chester was up by 4%. AV was up by 15%; print was up by 5%; digital items had a 28% increase over this time last year;

patron visits were up by 12%; there were 271 program's offered, with 8,004 in attendance; PC usage was up by 8%; Wi-Fi was down slightly; meeting room usage was 978; there were 183 passports processed for the month; 3,222 items were added and 4,306 items were removed; community engagement averaged 83 minutes of virtual programming watched per day, had 2,514 social media engagements for the month, and had 10,679 social media followers; there were 706 new patron registrations for the month, and the call center had 1,788 calls totaling 4,269 minutes.

Yankee Road Project Update:

Mr. Bautz reported that the contractor provided a detailed schedule which shows the projects coordinated overlap. On-site the footers have been poured for about half of the footprint, the columns have been poured and the whole footprint is almost visible. One change order to date has been offset by the removal of the deceleration lane. The outside front sign is not going to be installed due to zoning requirements, but the utilities will be installed for possible future signage. Signage will be on the building. Mr. Mayhugh added that there has been visible progress and slightly ahead of schedule at this time.

Library Updates:

Mr. Bautz reported that the eclipse is coming up and the library has various programs and library buildings will remain open during the eclipse on April 8th.

We are doing a staff feedback survey similar to one done last year to gauge training needs, suggestions, and get employee comments. The results will be shared with the board when they are compiled.

Public Policy Manual:

Staff are reviewing the policy to review and make updates. Any changes will be brought to the board for approval.

Advocacy Updates:

The Ohio Library Council (OLC) is having their legislative day on April 24th being a non-budget year we will send some staff to meet our legislatives. HB 33 is pending, HB 344 has been introduced, and HB 257 for virtual meetings, and the OTSCIF for capital improvements is open for submissions and we will be submitting some capital projects on our facilities plan.

Ryan Hutson, Collection Services Director

Mr. Hutson gave an update on the digital platforms the library subscribes to, an overview of what they are, their strengths, and advantages of each platform. He also discussed the digital consortiums the library shares, the Hoopla stand-alone platform, digital licensing, digital collection circulation, the sunset plan for the audio and music CD collections; and the new Liberty branch collection cost estimates based on different scenarios.

IX Public Services Report:

Mrs. Maynor reported that the Sunrise Treatment Center case manager will begin working in-person at the West Chester location on the first and third Thursday afternoon of every month beginning on March 21st; and she will be on the SWON Libraries board serving as Vice-President beginning in June. At Liberty, 460 items were borrowed from the holds lockers in February; passport appointments have been expanded to include Wednesday afternoons; and the programing area has a new rug. At LOW, 18 items were borrowed from the Wayne Township holds lockers; various spring festivals have inquired about hosting the bookmobile at their events; and pop-up library services begin at the Cincinnati Children's Hospital Liberty campus on April 3rd. At Middletown, staff safety training has been conducted during closed hours; both break rooms have new furniture; ceiling tile replacement is underway; the branch received a successful audit from the National Passport Center; 75 students participated in the school Personalized Learning Day on February 20th; and a total of 273 books were given away at the Shoes 4 the Shoeless visits to Middletown City Schools. At Monroe, the branch received a successful audit from the National Passport Center. At Trenton, the branch received a successful audit from the National Passport Center; and the branch is putting together Earth Day activity kits for the city's event on April 20th. At West Chester; the branch hosted the Shamrock Shuffle race packet pick-up; and the makerspace completed 279 Express vinyl and 3D print jobs.

X Community Engagement Report

Ms. Hillman reported that the library had 2,420 minutes of virtual programming watched in February with 2,514 engagements. We have glasses for the upcoming solar eclipse on April 8th while supplies last. Community events and partnerships include hosting 250 attendees at the "Come Sail the Ocean Blue" program with the West Chester Symphony on February 24th; the Destination Imagination competition at Lakota East on March 2nd; Creekview PAC Night on March 6th; The International Academy of Cincinnati on March 7th; Monroe Elementary School on March 12th; Mayfield PAC Night on March 14th; Lakota LEADS Pi Day at Lakota West on March 15th; the City of Middletown St. Patrick's Day Parade on March 16th; and Hopewell's ECS Superhero Literacy Night was on March 18th. Summer reading shirts are available if any board members would like to order one.

XI Human Resources

Staffing Updates:

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

Approve the employment of Beth Smalley, effective 2/25/2024, non-exempt; part-time, Middletown; library associate; public services; at pay level one;

Approve the employment of Paige Montgomery, effective 3/3/2024; non-exempt; full-time; West Chester; Programmer, outreach, community engagement; at pay level three; and

Accept the resignation of Lindsey Coulter, effective 3/10/2024, non-exempt; part-time, Middletown; shelver.

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

"Nay" None

Motion Approved 24-22

Ms. Stengel reported that turnover for February was zero and zero for the year. As of February 2024, we had one hire and zero terminations. We are actively recruiting and interviewing for three openings that have been posted. Mrs. Stengel reported that several employees informed us that they received a letter and survey from the Ohio Association of Public Service Employees.

XII Board Comments

Mr. Jones commented that Trenton will distribute free trees for Earth Day on the 20th; he inquired if we received community feedback about the Liberty mall and possible closing; he spoke with Seven Mile about placing a holds locker in that community and they do not have a covered spot, Mr. Bautz replied that he received information that holds lockers are available that can be outside; Mr. Jones inquired if the City of Trenton could partner with the library to give a welcome packet to new homeowners. He anticipates an additional 200-500 new homes to potentially be built in the area and a packet would let new homeowners know about the library. He inquired if the Library has a brief explanation of digital resources and information about how to download. Ms. Hillman advised that the library does have brochures and one-on-one in-person time can be scheduled with our Pointe Assist service.

XIII Adjournment

Mrs. Stewart adjourned the meeting at 2:02 p.m.

24-23

President

Secretary