

**Minutes of the Regular Meeting of the  
MidPointe Library System Board of Trustees  
Monroe Library, Rothwell Room  
Wednesday, April 17, 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. Andrew Dunn, Mr. Tim Essex, Mrs. Deborah Houser, 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; Mr. Paul Gabbard, Monroe Branch Manager; Ms. Cari Hillman, Community Engagement Director; Mr. Steve Mayhugh, Facilities Director; Mrs. Brielle Maynor, Public Services Director; and Ms. Kathy Stengel, Human Resources Director.

**IV Adoption of Agenda**

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

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

“Nay” None

Motion Approved 24-24

**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 March 20, 2024, as presented.

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

“Nay” None

“Abstain” Houser

Motion Approved 24-25

**VII Fiscal Officer’s Report**

Financial Report, Investments, and Donations:

Mrs. Foote reviewed the March 2024 financial report explaining each page of the report. The board discussed if the recent county property re-evaluations were included in the property tax funds that we receive, which they are not, but we do receive an additional amount on new construction, so we are only receiving property taxes from property valuations in 2010; the status of the Public Library Fund (PLF) revenue which is down by

approximately 10%, but Mrs. Foote anticipated that reduction and had accounted for a 7.7% decline when preparing the 2024 appropriation so we have not been affected by the decline. If the PLF has a steeper decline, we may need to make some adjustments; and investment earnings are up by 3% as compared to last year at this time. Mr. Bautz reviewed the donations the Library received in March 2024.

Mr. Marlow motioned, seconded by Mr. Dunn, to approve the Financial Statement, Investments, and Donations report for March 2024 as presented by Mrs. Foote.

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

“Nay” None

Motion Approved 24-26

(Report on file in Fiscal Officer’s office)

Financial Planning:

Mrs. Foote reviewed the distributed handout of the upcoming discussions needed at the next three upcoming board meetings which will be longer than usual. In May, the board will need to determine the budget for 2025. In June, the board will need to discuss and decide the outcome of the Liberty mall location, the reserve balance goal and begin levy discussions. We plan on having lunch at the June meeting and Mrs. Foote will email everyone regarding lunch. In July, the board will need to discuss and decide on the levy milage, whether to place a replacement or renewal on the ballot, and a levy resolution will be brought to the board for review. Mrs. Foote will email out relevant information and data in advance so trustees can review the information before the board meeting.

Audit Update:

Mrs. Foote reported that the audit is going well. She will keep the board updated and will review the audit results with Mrs. Stewart when they are available.

501(c)(3) Update:

Mrs. Foote reported that a development coordinator position was included in the 2024 budget to solicit donations and obtain grants. In order to obtain tax exempt grants, the Library needs a 501(c)(3) with the IRS which allows the federal tax exemption. She contacted other libraries for additional information, and the prosecutor to get a legal opinion in order to comply with the legal requirements needed to employ a development coordinator and found out that this position would need to be an employee of the library. The 501(c)(3) application was completed and submitted to the IRS in February 2024 and the current status is showing as processed. We have posted a development director position and will be hiring that opening soon. She will update the board when we receive the 501(c)(3) designation. The board discussed the profile of the development coordinator; the library foundation; the need to seat a board for the foundation; and how the reporting parameters for the foundation must be kept separate from the library.

## **VIII Director's Report**

### Monthly Statistical Report:

Mr. Bautz mentioned that overall, the monthly statistics are within 1% and the report is available for review.

### OTSCIF Funding Request:

Mr. Bautz reported that Ohio House Bill 2 provides \$350 million for the One-Time Strategic Community Investment Fund (OTSCIF) for the purpose of funding future meaningful and transformational investments for infrastructure needs, such as renovations and new construction or land that are not pilot projects. Staff worked with Senator Lang's office to determine which of our capital projects had a good chance of being approved, and a capital request form totaling \$2.5 million was submitted for library facilities needs that included HVAC air handlers, a roof for Trenton, and a chiller for West Chester. Historically, libraries are exempt from this type of funding, but were included this time. If we get these funds, this would favorably affect our forecasting decisions as the amounts for these needed items have already been identified and included as an expense in the facilities plan.

### Policy Manual Discussion:

Mr. Bautz reviewed the distributed redline and final drafts of the Public Policy Manual. A cover-to-cover review of the policy was completed, and some language was reduced and updated, a section was added regarding the governance of the board and a person in charge section for the system and branch management; changes were made to the following sections: distribution of non-library materials; political activity; petitions; meeting rooms; programs and events; disposal of materials; and volunteers. Mr. Essex motioned, seconded by Mrs. Houser, to approve the Public Policy Manual as presented.

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

"Nay" None

Motion Approved 24-27

### Development Director/Foundation Update:

Mr. Bautz reported that this position has been posted; we received 21 applications; identified six for telephone interviews; and will identify two or three applicants for in-person interviews.

Mr. Bautz distributed results from a staff feedback survey that was distributed in March. We received 67 survey responses and when comparing the results from the 2023 survey, saw a satisfaction increase when we asked the questions: what is expected from me, I have training I need, I feel valued and appreciated, and I recommend working at MidPointe. One comparison result, about inter-department communication, decreased. We will be working with supervisors and managers to improve lateral communications. When asked about benefits, that scored low, particularly regarding health benefits. Among the feedback received, there was a misunderstanding of benefit eligibility, so we will be addressing that through education such as the staff newsletter and we will be checking into other communication platforms, such as SMS, to give quick updates to staff.

**IX Facilities Report**

Mr. Mayhugh distributed and reviewed a change order log from LWC Inc. He reported that work is well underway and to the point that the slab will be poured very soon. The fire alarm system has been put under contract but since there is no building we will not be billed until service begins. The perimeter heaters are being obtained from a different distributor, so no changes are needed for that. A meeting was held with the Liberty Township administrator and fire chief regarding the location of the fire hydrant. Change orders are occurring and are being kept to a minimum but are expected with a project of this magnitude.

**X Public Services Report:**

Mrs. Maynor reported that the collection inventory project has been completed. An agreement for interpretation services is still ongoing. Several staff members attended the biennial Public Library Association (PLA) conference in Columbus. At Liberty, 602 items were borrowed from the holds lockers in March. At LOW, nine items were borrowed from the Wayne Township holds lockers; and the manager is exploring holds lockers for the village of Seven Mile since they have expressed an interest in the lockers. At Middletown, AARP is wrapping up their tax aide program; over 750 books were given away at the Shoes 4 the Shoeless visits to Middletown city schools; the remodeling in the youth area is almost finished; and the call center took 563 calls the morning of the solar eclipse, the vast majority which were inquiries about eclipse glasses. Mr. Gabbard conveyed the branch staff's appreciation for the lunch to recognize National Library Workers Day last week; the passport audit was successful; he met with Monroe school officials regarding having a liaison with the schools; and he met with the vice mayor regarding the lending library. At Trenton, the branch is improving the merchandising of the collection. At West Chester, the Lactation Lounge has opened; adult paperbacks are being interfiled with the adult fiction collection; the farmer's market will begin using the parking lot in the spring; AARP is wrapping up their tax aide program; staff training for emergency procedures and ALICE training will begin soon; and the makerspace completed 331 Express vinyl and 3D print jobs.

**XI Community Engagement Report**

Ms. Hillman reported that the library had 2,117 minutes of virtual programming watched in March with 2,670 engagements. 2500 eclipse glasses were distributed the week of April 1-7. Community events and partnerships include being recognized as a finalist for Best New Team at the 2024 Adopt A Class Celebration Breakfast. The Library again is sponsoring a "house" as part of Safety Council of Southwest Ohio's Safety Town. Women Enriching Lives, a fundraising arm of the MidPointe Library Foundation, will be hosting a comedy night fundraiser at the Sorg Opera House on June 22<sup>nd</sup>. Upcoming events include a Community Baby Shower on April 13<sup>th</sup>, the West Chester Township Muhlhauser Lion at the Barn Welcome Party on April 21<sup>st</sup>; the Pendelton Springfest Arts and Craft Show on April 27<sup>th</sup>; the Grandparent Resource Fair at First Baptist Church in Middletown on April 27<sup>th</sup>; and the Liberty Township Spot-A-Truck on April 28<sup>th</sup>. The last ASL Storytime, which is a partnership with the Lakota West students, will be held on April 18<sup>th</sup>. The board suggestion for sending materials to new homeowners in Trenton, a current vendor that provides our email notices got a new postcard service delivered to households in the community and

provide it to new homeowners. Update for the Dolly Parton Imagination Library, we will be administering the project in our area and looking at partnership opportunities. The board discussed language programs for Spanish and ASL, and the house at safety town.

**XII Human Resources**

Staffing Updates:

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

Approve the employment of Jessica Cooper, effective 3/31/2024, non-exempt; full-time, West Chester; programmer, outreach; community engagement; at pay level three;

Approve the employment of Carolyn O'Meara, effective 4/7/2024; non-exempt; part-time; Middletown; library associate, public services; at pay level one;

Approve the employment of Molly Leighty; effective 4/7/2024; non-exempt; part-time; Middletown; shelver; at pay level zero;

Approve the employment of Lori Collins; effective 4/7/2024; non-exempt; part-time; Middletown; shelver; at pay level zero;

Accept the resignation of Lori Collins; effective 4/7/2024; non-exempt; part-time; Middletown; shelver;

Accept the resignation of Jamie Aubin; effective 3/14/2024; exempt; full-time; Liberty; branch manager; and

Approve the temporary pay increase of Jennifer Riley-Johnson, effective 4/14/2024, exempt; full-time; Liberty interim branch manager in addition to regular duties; public services.

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

"Nay" None

Motion Approved 24-28

Ms. Stengel reported that turnover for March was 2.00% and 2.00% for the year. As of March 2024, we had five hires and two terminations. We are actively recruiting and interviewing for four openings that have been posted.

**XIII Board Comments**

Mrs. Houser congratulated the Library on the Best New Team nomination during the Adopt A Class Celebration Breakfast and thanked staff for the library tour.

Mr. Bautz commented that the May meeting will be held at the Middletown branch instead of the LOW depot due to space limitations.

**XIV Adjournment**

Mrs. Stewart adjourned the meeting at 2:10 p.m.

24-29

---

President

---

Secretary