

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Middletown Library, Board Room
Tuesday, October 16, 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: Mrs. Amy Abernathy, Middletown Branch Manager; Mr. Travis Bautz, Library Director; Mrs. Emily Foote, Fiscal Officer; Ms. Cari Hillman, Community Engagement Director; Mr. Noah Howells, Makerspace Manager; 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. Marlow, to approve the agenda as presented.

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

"Nay" None

Motion Approved 24-62

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Dunn motioned, seconded by Mr. Essex, to approve the minutes of the regular board meeting held on September 18, 2024, as presented.

"Aye" Dunn, Essex, Marlow, Stewart

"Nay" None

"Abstain" Houser, Jones

Motion Approved 24-63

VII Fiscal Officer's Report

Financial Report, Investments, and Donations

Mrs. Foote reviewed the September 2024 financial report. Mrs. Foote reported that the investments are performing better than anticipated, the PLF estimations are on track, and the property tax revenue is also on track.

Mrs. Houser motioned, seconded by Mr. Essex, to approve the Financial Statement, Investments, and Donations reports for September 2024 as presented by Mrs. Foote.

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

"Nay" None

Motion Approved 24-64

(Report on file in Fiscal Officer's office)

Butler County Resolution

Mrs. Foote presented a resolution to the auditor's office that certifies that we will be receiving the levy amounts that were on the ballot. The board discussed that last year this was a new resolution required by the county to receive the levy funds. Mr. Essex motioned, seconded by Mr. Dunn, to approve the resolution accepting the amounts and rates as determined by the Butler County Budget Commission and authorizing the necessary tax levies and certifying them to the County Auditor, as presented.

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

"Nay" None

Motion Approved 24-65

Mrs. Foote mentioned that she wanted to review the idea of getting an investment manager and if the board would like for her to get a proposal. Having an investment manager could be beneficial as our cash position is reduced every month. The board discussed payment, which would be a fixed rate on total earnings and that it would be prudent to look into this.

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the September statistics. Circulation overall was up by 1% over the same time last year; Liberty was down by 12%; LOW was up by 15%; Middletown was down slightly; Monroe was down by 4%; Trenton was up by 17%; and West Chester was down by 4%. Print was down by 5%, AV was down; digital items were up by 17%; patron visits were up by 2%; there were 255 program's offered, with 7,202 in attendance; PC usage was down slightly; Wi-Fi was down slightly; meeting room usage was 978; there were 71 passports processed for the month; there were 749 new patron registrations for the month, and the call center had 1,438 calls totaling 3,389 minutes.

Board By-Laws

Mr. Bautz reported that the board by-laws need an update due to the IRS, for 501C3 purposes, wanting information about our founding and a dissolution clause added. He reviewed a redline copy of the by-laws with the changes of our founding in February 11, 1910

by resolution and the addition of a dissolution clause. Mr. Marlow motioned, seconded by Mr. Jones to approve the changes to the MidPointe Library Trustee By-Laws.

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

"Nay" None

Motion Approved 24-66

Innovation Pointe Middletown

Mr. Bautz introduced Mr. Howells who discussed the features of the new makerspace in Middletown; reviewed a distributed handout about the two library makerspaces; and answered questions about how to book the Middletown makerspace, requesting assistance, and the available equipment.

IX Facilities Report — Liberty/Yankee Road Construction

Mr. Mayhugh reported that since the weather has been favorable for construction, most of the drywall is up, curbs are being poured; the plan was tweaked a bit by removing where some internal glass walls were going to be and replace with drywall, a small retaining wall in the children's area that was not high enough and replace it with a fence.

X Public Services Report

Mrs. Maynor commented that the case manager has been very busy helping our patrons with Job and Family Services, Social Security, unemployment, and housing assistance. The Shoes 4 the Shoeless visits have resumed the book giveaway to Middletown City Schools students; Toys for Tots has contacted us asking that we host donation barrels at all locations during the upcoming holiday season. At Liberty, the branch manager and community engagement director met with another tenant about a potential partnership. At LOW staff are working with community engagement to bring the bookmobile and other fleet vehicles to as many fall festival events as possible. Mrs. Amy Abernathy reported that at Middletown, the AV collection has sunset and all items have arrived from the other branches and will be housed at Middletown; the children's area as been transformed into a dramatic play area called Shakespurr's Cub House, and has been very popular with the children; they have attended many events; and are excited for the makerspace to open in Middletown. Mrs. Maynor reported that at Trenton, the Trenton Community and Business Association will hold their State of the Schools meeting at the branch on October 22nd. At West Chester, two older audiovisual format collections were moved to Middletown; Mrs. Hillman and the branch

manager will present the library's annual review to the West Chester Township trustees later in the month; and the facilities department added a walkway to the garden area outside the Community Room.

XI Community Engagement Report

Ms. Hillman reported that 1,381 minutes of virtual programming was watched in September with 3,746 social media engagements. Two large scale graphic murals, designed and created by staff, will be installed later this month; the programming team saw over 1,300 students in September; and we continue to share fact-only levy information with the community through social media, website, bookmarks, a digital campaign and speaking engagements. Upcoming events include facilitating two different Adopt-A-Class teams in partnership with Middletown City Schools; updated construction photos were requested for Liberty Township's Annual Business Breakfast on October 17th; and we will attend various fall events throughout our service area. The Women Enriching Lives fundraising luncheon for the Dolly Parton Imagination Library of Ohio was held on October 5th and raised approximately \$40,000. Approximately 60 children's books were donated to the resource center at Ohio Means Jobs where children can use their "library" space while their parents are utilizing the career services.

XII Human Resources Report:

Mr. Dunn motioned, seconded by Mr. Marlow to approve the following human resources report as presented by Ms. Stengel:

Approve the employment of Angelina Ferrand; effective 9/17/2024; non-exempt; part-time; West Chester; library associate; public services; pay level one;

Approve the employment of Natalie Gut, effective 9/29/2024; non-exempt; part-time; West Chester; library associate; public services; pay level one;

Approve the employment of Annette Clayton; effective 9/29/2024; non-exempt; part-time; West Chester; library associate; public services; pay level one;

Approve the employment of Tori Ebert-Dimerling; effective 9/29/2024; non-exempt; part time; West Chester; library associate; public services; pay level one;

Approve the employment change of Rebekah Brate; effective 9/29/2024; exempt; full-time; from LOW to Monroe; branch manager; public services; at same pay level six;

Accept the resignation of Paul Gabbard; effective 9/13/2024; exempt; full-time; Monroe; branch manager; public services.

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

"Nay" None

Motion Approved 24-67

Ms. Stengel reported that turnover for August was .9434%, was 1.8868% for September, and year to date is 4.83%; that staff development day was held on Monday, October 14th at the

West Chester branch which was a very successful and fun learning experience for all employees. The employees learned a lot about different subjects during the concurrent sessions held throughout the day. Ohio released the minimum wage rate for 2025, which will be \$10.70 per hour.

Employee Handbook

Ms. Stengel discussed the distributed draft of a new employee handbook which was authored by an attorney at Frost, Brown, Todd. The board was asked to review the handbook, contact her or Mr. Bautz with questions, it will be discussed again at the November meeting, and look for approval for the beginning of 2025.

Performance Assessments

Ms. Stengel mentioned that performance assessment forms were emailed to all board members to complete regarding the past years' performance for the executive director and fiscal officer.

Personnel Subcommittee

Ms. Stengel remarked that the board Human Resources sub-committee will need to set a date to meet late October and early November to discuss compensation, benefits, and performance.

XIII Board Comments

Mr. Jones announced that he will be retiring from his position with the City of Trenton in November and will give his updated contact information when that date is finalized.

Mr. Bautz commented that Mr. Dunn will not be able to attend the November meeting and inquired if any board member cannot attend in November or December to let him know due to the volume of material to be covered.

Mrs. Houser inquired about the board liaison replacement. Mr. Bautz replied that he has not yet been notified that a replacement has been made.

XIV Adjournment

Mrs. Stewart adjourned the meeting at 1:43 p.m.

24-68

President

Secretary