

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
West Chester Library, Community Room
Tuesday, November 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, Mrs. Deborah Houser, Mr. Michael Huff, Mr. Jay Marlow, and Mrs. Eleanor Stewart.

Those absent were: Mr. Andrew Dunn and Mr. Bill Jones

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

IV Adoption of Agenda

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

"Aye" Essex, Houser, Huff, Marlow, Stewart

"Nay" None

Motion Approved 24-69

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Essex motioned, seconded by Mr. Marlow, to approve the minutes of the regular board meeting held on October 16, 2024, as presented.

"Aye" Essex, Houser, Marlow, Stewart

"Nay" None

"Abstain" Huff

Motion Approved 24-70

VII Fiscal Officer's Report

Financial Report, Investments, and Donations

Mrs. Foote reviewed the October 2024 financial report. Mrs. Foote added that the reduced revenue from the state was anticipated, and we have a healthy balance. The board discussed the capital improvement balance and that it will be depleted even with an anticipated transfer next month due to the Liberty building project which should be completed around May 2025; and that only money being planned on being spent is kept in the capital improvement fund. Mr. Huff motioned, seconded by Mr. Essex, to approve the Financial Statement, Investments, and Donations reports for October 2024 as presented by Mrs. Foote.

"Aye" Essex, Houser, Huff, Marlow, Stewart

"Nay" None

Motion Approved 24-71

(Report on file in Fiscal Officer's office)

Budget 2025 Update:

Mrs. Foote reported that work is being done on the 2025 appropriation budget and she will be setting up a meeting with the finance committee before the December board meeting to review that data. Mrs. Foote also mentioned that at the December meeting she will have the annual appropriation resolution, a resolution for the necessity of a tax resolution, and a motion for a \$3 million transfer from the general fund to the capital improvement fund to fund the remaining expenses for the Liberty project.

VIII Levy Update

Mr. Bautz reported that the quiet campaign and levy that was on the November ballot had approximately 45% approval and feedback shows that the community did not like the continuing part of the levy and not in favor of going that route again. Mrs. Foote added that since the November ballot levy resolution was presented to the board the Yankee Road/Liberty construction costs have been finalized, we have received all the quotes, so we now know what expenditures are needed to finish the project. To get on the May ballot we will need to work quickly to make levy scenario decisions, so she contacted the auditor's office to get levy projections about what the taxpayer cost would be for different scenarios, and forecast those amounts to make informed projections. She distributed a levy fact sheet with two different levy scenario options, a 5-year cycle replacement levy which would bring in an estimated \$5.7 million, will cost \$26.25 for a \$100,000 home valuation and uses a home's current valuation. The other option is a 5-year cycle renewal, and a .25 millage increase which would collect \$5 million, will cost \$23.38 for a \$100,000 home valuation and uses a home's 2010 valuation. She prepared and discussed a revenue forecast for both levy scenarios. Mr. Bautz added that we would need to do mailings, have an active campaign, and since not a lot of money was spent from the PAC we have some funds for those purposes.

A special meeting with a super majority will need to be held the week before or after the regular December board meeting for a levy resolution to be timely sent to the county. The board discussed the replacement levy language.

IX Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the October statistics. Circulation overall was down by 3% over the same time last year; Liberty was down; LOW was up; Middletown was down by 4%; Monroe was down by 9%; Trenton was up by 5%; and West Chester was down by 12%. Print was down, AV was down; digital items were up by 15%, and Mr. Bautz has been hearing from other libraries that their digital has been too successful and they are discontinuing some digital services which could increase our usage even more; patron visits were up by 8%; there were 276 program's offered, with 9,522 in attendance; PC usage was down slightly; Wi-Fi was up quite a bit; meeting room usage was over 900; there were 57 passports processed for the month; there were 645 new patron registrations for the month, and the call center had 1,558 calls totaling 4,420 minutes.

Yankee Road Easements:

Mr. Bautz reported that an easement was requested by the township for the sidewalk, and the new south neighbor needed an easement required by the township and county for a driveway that cuts into the southernmost part of our lot. Both easements have been conveyed and filed with the county.

Liberty Center Lease:

Mr. Bautz advised that an end to the lease in 2025 was negotiated with mall management.

Employee Handbook:

Mr. Bautz advised that the employee handbook will be brought to the board in December.

X Facilities Report — Liberty/Yankee Road Construction

Mr. Mayhugh reported that a large portion of the glass windows have been installed and heaters will be brought in to keep the building warm while work is being completed, sprinklers have been installed, parking lot lights have been installed and they face downward and should not affect neighbors. The asphalt has been laid and the final layer will be laid in the spring and the parking lot striped. The water lines have been connected. Most of the rooms have been drywalled, so the layout is very visible. The construction is anticipated to be completed in March 2025 and then the interior furnishings, shelves and books will be installed. Some change orders submitted include door hardware, a horn strobe in the mechanical mezzanine, and a revision to the ceiling finish in the sorting and staff area.

There were some change order credits which offset some of the submitted change orders. Mrs. Houser requested photos for the December meeting update. Mr. Bautz mentioned that up to three board members could tour the building every Tuesday afternoon.

XI 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 obtaining birth certificates. The Toys for Tots donation barrels have arrived at all branches and are beginning to be filled. The Middletown and West Chester branches hosted the Board of Elections as polling places for the November election. At Liberty, the branch manager attended Liberty Center's quarterly Tenant Town Hall; attended the Liberty Township Business Breakfast on October 17th; and just under 600 visitors stopped by the branch during the mall's Monster Mash event. At LOW, staff are collaborating with the Community Engagement department to bring the bookmobile and other vehicles to holiday events. At Middletown, the new makerspace had its soft opening; and staff are working with Collection Services on sunsetting the music CD and book on CD collections. At Monroe, our facilities department is working with Ohio Living on roof leaks and other facility needs. At Trenton, the Trenton Community and Business Association held their State of the Schools meeting at the branch on October 22nd, and the branch manager presented MidPointe's annual report to the village council of Seven Mile. Mrs. Rasnick, West Chester branch manager, reported that there has been a high demand for the community room space; they have seen an increase in proctoring services, and the Pointe Assist appointments. The makerspace saw 217 patrons, had 119 appointments, and filled 428 express orders. Improvements include a footpath in the garden area, improved lobby displays, a changing table has been installed in the family restroom, the staff areas are going to be painted, improvement bathroom signage. Partnerships with the community have increased. Mr. Bautz added that the West Chester staff does a great job with the student issues that occur.

XII Community Engagement Report

Ms. Hillman reported that 2,090 minutes of virtual programming was watched in October with 3,128 social media engagements. The Library celebrated the 15th anniversary of being in the West Chester building with an oral history of the Library which is available on our social media platforms. A reformatted version of our virtual storytime programming will be launching this month with a new, multi-camera look. The Winter Program guide is now available in branches or online. Community events and partnerships include a window graphic at West Chester featuring an artistic collaboration between the Library, Lakota West ASL students and St. Rita's School for the Deaf students; an invitation to the unveiling of the Dolly Parton Imagination Library of Ohio reading corner established in the Hamilton W.I.C. office; a partnership with the Very Merry Takeover & Santa Trot community event; a partnership

donation drive with Liberty Center to host a collection of new socks and new and gently used coats for Reach Out Lakota; support of the Middletown Holiday Whopla; and donating bags to Heritage Early Childhood Center for their book fair.

XIII Development Report

Mr. Corbitt reported that the 501C3 application approval has been confirmed. Mr. Bautz added that the Dolly Parton Imagination Library of Ohio informed us that since the Butler County United Way no longer was a fiduciary for the county, we will be the fiduciary and for 2025 we will be responsible for some funding and ultimately all funding by 2026 which will be supported through fundraising, other partners, and Lane Library. An annual giving campaign will begin in December with a campaign appeal letter and is aligned with Giving Tuesday on December 3rd. The board discussed data collection in conjunction with Middletown schools; our history with the Dolly Parton Imagination Library of Ohio; how the 501C3 status will give us new opportunities to fundraise; and ways to increase the donor database.

XIV Human Resources Report:

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

Approve the employment of Jami Derrow; effective 10/20/2024; non-exempt; full-time; Middletown; programmer; CE; pay level four;

Approve the employment of Jay VanZant, effective 11/10/2024; non-exempt; part-time; West Chester; library associate; public services; pay level one;

Approve the employment of Maggie Pasternak, effective 5/12/2024; non-exempt; part-time; Middletown; accounting assistant; accounting; pay level four;

Approve the employment of Alison Smock; effective 5/28/2024; non-exempt; part-time; West Chester; shelver; public services; pay level zero;

Approve the promotion of Maria Lindner; effective 11/10/2024; non-exempt; full-time; Monroe; from library associate to patron services lead; public services; pay level three;

Approve the correction of Angelina Ferrand, effective 9/17/2024; non-exempt; part time; Middletown; library associate, call center; public services; pay level two;

Accept the resignation of Natalie Gut; effective 10/19/2024; non-exempt; part-time; library associate;

Accept the resignation of Mimi Lee; effective 6/24/2024; non-exempt; full-time; West Chester; makerspace technician.

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

“Nay” None

Motion Approved 24-72

Ms. Stengel reported that turnover for October was .9259%, and year to date is 5.80%; that we have 108 employees; and are actively recruiting and interviewing for two open positions. The board discussed possible employment opportunities at the new Liberty building, which are not anticipated unless the branch gets busier.

Mrs. Maynor, Mrs. Rasnick, Ms. Hillman, and Mr. Corbitt were excused at 1:58 pm.

HR Subcommittee Report:

Ms. Stengel reviewed the compensation increase process. She then reported that the subcommittee met on October 29th and November 13th to determine a recommended performance average to determine any performance increase, then reviewed any adjustments for market data and possible pay compression issues. A compensation analysis project was begun earlier in the year where an analyst looked at all of our job descriptions and determined if a market adjustment would be warranted for each employee based on survey data from four different surveys as well as if a jobs new market data placed them in a different level in the pay range level. To determine an employee's rate for the next year, a performance increase was added to an eligible employees pay rate, then the market adjustment was added to that to determine a final pay rate up to the maximum of the newly adjusted pay levels. Employees not eligible for a performance increase are eligible for any potential market adjustment. The revenue and expenditure forecasting completed by Mrs. Foote included these recommended pay increases. Ms. Stengel reviewed a compensation packet including a Summary of Projected 2025 Salary Increases, an Operating Expenditures chart, a Productivity chart, a merit grid chart for 2025 which resulted in an overall average of 3.12%, the 2025 Merit Grid Chart with Performance Assessment breakdown, a 2025 Pay Range chart, the 2024 Pay Range chart, and chart regarding employees who have reached the maximum of the pay ranges.

Executive Session:

Mr. Marlow motioned, seconded by Mr. Huff, that under the authority of O.R.C. 121-22 (g) (1) to consider the compensation of a public employee or official unless the public employee or official requests a public hearing.

"Aye" Essex, Houser, Huff, Marlow, Stewart

"Nay" None

Motion Approved 24-73

Mr. Bautz and Mrs. Foote were excused at 2:24 pm.

Mr. Marlow was excused at 2:34 pm.

The board returned to regular session at 2:45 pm.

The following returned to the regular session at 2:45 pm: Mr. Bautz and Mrs. Foote.

Compensation:

Mrs. Houser motioned, seconded by Mr. Huff, to approve the recommended 2024 Performance Merit Increase Grid for 2025 Increases for all eligible employees, except for the Executive Director and Fiscal Officer; approve the recommended 2025 Pay Range Chart; approve the recommended lump sum increases for those employees whose performance increase would cause them to exceed the maximum of their 2025 pay range; that after considering the job performance of the Executive Director over the last year, the board is pleased to report that the Director highly exceeds the Board's expectations and as such, following the 2024 Performance Merit Grid for 2025 Increases, the board approves a 3.25% performance increase for the library executive director; that, after considering the job performance of the Fiscal Officer since elected Fiscal Officer in March 2023, the board is pleased to report that the Fiscal Officer highly exceeds the Board's expectations and as such, follow the 2024 Performance Merit Grid for 2025 Increases, the board approves a 3.75% performance increase for the library fiscal officer⁴; and approve the recommended employee salary adjustments for all employees or by amount not to cause them to exceed the maximum of the 2025 pay range; all to be effective on the first pay in January of 2025.

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"Aye" Essex, Houser, Huff, Marlow, Stewart

"Nay" None

Motion Approved 24-74

XV Board Comments

Mrs. Houser complimented Middletonian J.D. Vance on the election win; she thanked the Library for participating in the Adopt A Class event with the Middletown schools; and thanked Mr. Bautz and Mrs. Foote for doing a great job the past year.

Mr. Bautz mentioned that we received an email from the county treasurer, Mike McNamara, inquiring about library trustees, their backgrounds, if they live in the service area, how they are appointed and recruited, and questions about the levy. The email was handled as a records request. Mr. Bautz answered the email stating that our trustees are a group of dedicated volunteers and do their due diligence.

XVI Adjournment

Mrs. Stewart adjourned the meeting at 2:51 p.m.

24-75

President

Secretary