

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
West Chester Library, Community Room
Wednesday, February 19, 2025, 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. Michael Huff, Mr. John James, Mr. Jay Marlow, and Mrs. Eleanor Stewart.

Those absent were: Mr. Andrew Dunn and Mrs. Deborah Houser

Also present were: Mr. Travis Bautz, Executive 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; Ms. Kathy Stengel, Human Resources Director; and Ms. Morgan Ward, Digital Media Technician.

IV Oath of Office

Mr. John James was appointed on January 21, 2025, by the Middletown City Commission to serve the remainder of Mr. Bill Jones' term, which will expire on 12/31/2025.

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

V Board Documents

Mr. Bautz reviewed the board roster, committee assignments and board calendar handouts that were included in the board packet and asked each member to review the board roster for accuracy and let him know of any changes.

VI Adoption of Agenda

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

"Aye" Essex, Huff, James, Marlow, Stewart

"Nay" None

Motion Approved 25-14

VII Public Comment

Ms. Hillman introduced Ms. Ward, digital media technician in the Community Engagement department. She is responsible for our YouTube content and has been working with various departments to promote library services.

VIII Approval of Minutes

Mrs. Stewart motioned, seconded by Mr. Marlow, to approve the minutes of the organizational board meeting held on January 15, 2025, as presented.

"Aye" Huff, James, Marlow, Stewart

"Nay" None

"Abstain" Essex

Motion Approved 25-15

IX Fiscal Officer's Report

Financial Report, Investments, and Donations

Mrs. Foote reviewed the January 2025 financial report. She explained that only in January, the month-to-date expenses and year-to-date expenses pages have the same figures since there is only one month of expenses to report. Also, for January, expenses are more than revenue since no levy funds have yet been received for 2025. The board discussed whether we receive any federal funds, but we do not, we do receive grants, e-rate funds, and funding from the USDA for the summer lunch programs that we host.

"Aye" Essex, Huff, James, Marlow, Stewart

"Nay" None

Motion Approved 25-16

(Report on file in Fiscal Officer's office)

Credit Card Audit Report (from Amy Abernathy):

Mr. Bautz reported that he had advised Mrs. Abernathy that she did not need to attend this meeting, but in hindsight the compliance officer should give the report, so she will attend next month and give the report at the March meeting.

X Director's Report

Mr. Bautz reviewed the January statistics. Overall, circulation was down by 2% over the same time last year; Liberty was down by 9%; LOW was down by 25% due in part to the bad snowy weather during the month; Middletown was down by 3%; Monroe was up by 14%; Trenton was down by 1%; and West Chester was down by 9%. Print was steady; the AV music and audio CD collections have sunsetted but we still have DVD's and BluRay's for movies; digital items were up by 10% and circulation was the highest ever at 56,228; patron visits were up by 24% which indicates our services are being used even though circulation is down overall; there were 224 program's offered, with 5,684 in attendance; PC usage was down by 18%; Wi-Fi was up by 30% which indicates patrons are bringing in their own devices; meeting room usage was 1,013 with 633 just at West Chester; there were 118 passports processed for the month; there were 674 new patron registrations for the month, and the call center had 2,009 calls totaling 4,917 minutes. The board discussed the methodology to collect patron visit statistics; and the usage increase of the Hoopla platform.

Public Policy Manual Updates:

Mr. Bautz shared the redline version and the complete printed version at last month's meeting, received some feedback and asked if there was other feedback. There were minor changes to spelling and punctuation; to the library card section changing the words probationary period to provisional period; the reference to Innovation Pointe West Chester and since Middletown now has a makerspace the West Chester reference was removed; in the section on reconsideration of a title being reviewed, public service staff was added to the list of reviewers. Future changes that need more evaluation before being brought to the board include development and naming rights, and patron behavior guidelines. Mr. James motioned, seconded by Mr. Marlow, to approve the changes to the Public Policy Manual as presented.

"Aye" Essex, Huff, James, Marlow, Stewart

"Nay" None

Motion Approved 25-17

XI Facilities Report — Liberty/Yankee Road Construction

Mr. Bautz reported that the construction completion date of March 31st; is on target except for the second layer of asphalt on the parking lot which, due to weather, might be done after March 31st. The Liberty Center mall lease ends May 31st. On April 1st we will start packing things up to move to the new building; furniture and bookshelf installers are scheduled for April 1st and 2nd and since we are re-using shelving from the mall location, shelves must be emptied and ready for the move. The hold lockers and book return will remain at the mall for the month of April. May 29th is a sneak peek preview for the community with a June 1st opening. Carpet and tile have been installed; electric is being installed; the glass is installed; some light fixtures have been delayed; and the front benches are being changed out due to shipping costs of the architect's originally planned benches.

XII Public Services Report

Mrs. Maynor reported that she will be getting quote to resume secret shopper services, and the case manager assisted 46 people in January. At Liberty, the Liberty Center's Lunar New Year celebration brought in 500 visitors on February 1st; and the branch will suspend passport acceptance after March 31st in preparation for moving into the new building. At LOW, the manager has been expanding the bookmobile summer schedule, which summer is historically a slow time and is working with staff to refresh the interior of the bookmobile. At Middletown, shelving has been redeployed from the sunsetted audiovisual collection to the children's collections. At Monroe, the manager has completed passport training and is updating staff training to prepare for resuming passport acceptance. At Trenton, the Trenton Community and Business Association have been holding their meetings at the branch throughout the winter. Mrs. Rasnick reported that at West Chester, the LED lighting project has been completed, and the makerspace had a door count of 831, had 311 express vinyl

and 3D print jobs, had 96 appointments, and 88 tours; they participated in the Lakota Heart Hunt; AARP is providing tax preparation services; and the library will be the pickup location for Shamrock Shuffle packets in March. She added that last night she was at the Union Centre Boulevard Merchant Association (UCBMA) meeting as their February speaker and spoke about library services, answered levy questions and received a lot of positive feedback about the levy.

XIII Community Engagement Report

Ms. Hillman reported that a record 8,534 minutes of virtual programming was watched in January with 8,169 social media engagements. The spring programming calendar is now available in print and online. Programming in Liberty will pause starting April 1st as preparations are made to move into the new building. February's database feature is the "African American Heritage Database." The programming survey conducted in January received over 300 responses. Feedback included praise for current programming options and requests for additional outdoor storytimes, programming for homeschool families, and additional programming days and times were suggested. Factual levy information will be available in-Library starting March 1st and include printed and digital materials in the Library, social media, and eNewsletter content. Community events include sponsorship of the Junior Achievement of Middletown 18 under 18 Career in Sight event; The Dolly Parton Imagination Library of Ohio celebrated 5 years of going county-wide on February 6th and we celebrated with an online book giveaway contest.

Communico Contract Renewal:

Ms. Hillman reviewed the 3-year multi-year contract for the Communico software that manages the meeting room calendar and reservation service, the Innovation Pointe appointments and is the platform for the streaming programming updates on the TV's located throughout our libraries. Mr. Essex motioned, seconded by Mr. Huff, to approve a three-year contract with Communico, Inc. for the MidPointe Library System's room reservation, digital signage, and event management software.

"Aye" Essex, Huff, James, Marlow, Stewart

"Nay" None

Motion Approved 25-18

XIV Human Resources Report:

Staffing and HR Updates:

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

Approve the employment of Joselyn Martinez; effective 2/2/2025; non-exempt; part-time; Monroe; library associate; public services; at pay level one;

Accept the resignation of Beth Hughes; effective 2/18/2025; non-exempt; part-time; Middletown; shelver; and
Accept the resignation of Noah Howells; effective 2/21/2025; exempt; full-time; West Chester; makerspace manager.

“Aye” Essex, Huff, James, Marlow, Stewart
"Nay" None
Motion Approved 25-19

Ms. Stengel reported that turnover for January was .9804%; that we have 102 employees and are actively recruiting and interviewing for eleven open positions. The board discussed volunteer opportunities which were discontinued right before Covid due to the challenges; the minimum hiring age for shelvers which is 16; that teens can volunteer with the EDGE program; and that folks can volunteer for the levy campaign.

XV Board Comments

Mr. Bautz commented that the levy PAC committee met, developed a marketing plan and created a schedule for mailers. An internal speaker’s bureau has been developed for employees to speak at community events and local groups and give them information about the levy. Mr. Bautz also mentioned that he recently spoke at the Wayne Township trustee meeting, letting them know that this levy is a replacement, that when the current levy stops the new one begins, and township officials offered to put levy information in their township newsletter.

Mrs. Stewart asked board members to support the levy, distribute levy signs, and that any financial contributions to the levy fund would be welcomed. Mrs. Stewart commented that a friend who recently moved from Florida, went to the West Chester Library, was impressed with staff and the facility and inquired about starting a writer’s group. She also mentioned that her various friends’ groups have not realized the extent of library services and she, and PAC treasurer Candy Heffner, tell as many as they can about the extensive services the library provides besides checking out books.

Mrs. Foote commented that as soon as we get the levy issue number from the board of elections, she will let everyone know.

Mr. James commented that he recently spoke at the Trenton Library lunch group about the levy to inform them about levy details.

XVI Adjournment

Mrs. Stewart adjourned the meeting at 1:48 p.m.
25-20

President

Secretary