

**Minutes of the Regular Meeting of the  
MidPointe Library System Board of Trustees  
Trenton Library, Community Room  
Wednesday, March 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. Andrew Dunn, Mr. Tim Essex, Mr. Michael Huff, Mr. John James, Mr. Jay Marlow, and Mrs. Eleanor Stewart.

Those absent were: Mrs. Deborah Houser

Also present were: Mr. Travis Bautz, Executive Director; Mrs. Emily Foote, Fiscal Officer; Ms. Cari Hillman, Community Engagement Director; Mr. Steve Mayhugh, Facilities Director; Mrs. Brielle Maynor, Public Services Director; Mrs. Jennifer Riley-Johnson, Trenton Branch Manager; Ms. Kathy Stengel, Human Resources Director.

**IV Adoption of Agenda**

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

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

"Nay" None

Motion Approved 25-21

**V Public Comment**

There was no public comment.

**VI Approval of Minutes**

Mr. Marlow motioned, seconded by Mrs. Stewart, to approve the minutes of the regular board meeting held on February 19, 2025, as presented.

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

"Nay" None

"Abstain" Dunn

Motion Approved 25-22

## **VII Fiscal Officer's Report**

### Financial Report, Investments, and Donations

Mrs. Foote reviewed the February 2025 financial report. She commented that on the financial report, due to the Liberty project expenses, expenditures will exceed revenues until the project is completed. Mr. Bautz reviewed the donations received and mentioned that as development director, Chris Corbitt, is approaching his one-year anniversary with the Library, he will be attending a future board meeting to report on his development and fundraising efforts over the past year. Mrs. Foote commented that library funding is through state law and through the levy. Mr. Bautz added that regarding recent presidential federal funding decreases, we do not receive any direct federal funding but do receive indirect benefits such as funds through the e-rate program; we partner with EDGE teen center who receives federal grants; the USDA summer lunches are a federal service; and the State Library of Ohio provides services such as the talking book program and braille collections that are federally funded. We may see more financial impact from the upcoming State of Ohio biennial budget as draft versions have proposals to change library funding and that we will keep up with the latest budget versions as the proposals change during legislative discussions. We have several staff attending the Ohio Library Legislative Day on April 8<sup>th</sup> to advocate for libraries. The board discussed that up to 2/3 of our budget comes from state funding and the printer co-op revenue line item. Mr. James motioned, seconded by Mr. Essex, to approve the February 2025 financial report as presented.

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

"Nay" None

Motion Approved 25-23

(Report on file in Fiscal Officer's office)

### OPERS Audit:

Mrs. Foote reported that we were contacted by the Ohio Auditor of State's office for an OPERS audit for proper census data. Working with human resources, the requested data was submitted to the auditor, and we received a perfect audit.

## **VIII Director's Report**

Mr. Bautz reviewed the February statistics. Overall, circulation was down by 8% over the same time last year; Liberty was down by 15%; LOW was down by 15%; Middletown was down by 13%; Monroe was down by 7%; Trenton was down by 9%; and West Chester was down by 20%. Print was down by 16%; AV was down by 24%; digital items were up by 10%; patron visits were up by 17% which indicates our services are being used even though circulation is down overall; there were 257 program's offered, with 7,965 in attendance; PC usage was even; Wi-Fi usage was up by 33% which indicates patrons are still bringing in their own devices; meeting room usage was 1,190; there were 132 passports processed for the month; there were 650 new patron registrations for the month, and the call center had 1,990 calls totaling 4,879 minutes. The board discussed collaborating with different agencies and schools to increase new library cards besides the welcome packets already distributed through real estate agencies to new residents in our service area.

Public Policy Manual:

Mr. Bautz reported that the development director has been looking at and researching ways to raise revenue and find different opportunities and sources of revenue and one way is creating specific naming designations and sponsorships. We have looked at various library naming policies and feel that due to the importance of naming rights, a guiding policy is needed, so the distributed policy draft was created. Mr. Bautz asked for trustee feedback if they have experience with this. The board discussed that the policy has flexibility built in to remove naming rights due to unusual circumstances or heinous activities; that multi-year naming rights would need to be a significant donation with a minimum of duration and not in perpetuity; that naming designations could include rooms, a service, or a section in the collection and sponsorships could be a donation for a storytime or event; that the dollar amount would fluctuate depending on the value of the designation; to include a no exclusivity clause; that the MidPointe name would continue; that universities have been doing naming rights for some time; that the funds would go to the library or foundation depending on the type of naming designation or donor designation; and that offering this is a way to generate revenue and recognize major donors or supporters while enhancing the mission and services of the library. Mr. Bautz asked the board to review the policy draft, give feedback, and discuss it at next month's meeting.

**IX Facilities Report — Liberty/Yankee Road Construction**

Mr. Mayhugh reported that construction is going well; the flooring, carpeting, sound baffles, most of the lighting, data cabling, electrical work, and landscaping is almost complete. The Yankee Road sidewalks are completed, and the entry doors are operational. The remaining project contingency is the same as last month. The staff work room lighting still needs to be resolved as the lights are above the duct work instead of below it. Mr. Dunn added that he recently visited the site and highly recommends a visit to the construction site before it is completed to see it before the library collections, furniture and everything is added.

Mr. Mayhugh added that another recently completed project is the Middletown parking lot. Due to the city resurfacing Broad Street several years ago, the level of the street was higher than our parking lot, which resulted in a continual large pool of water at the entryway and was a safety hazard. We added a storm grate at the entryway and connected that to our parking lot storm drains which removed the water safety hazard.

Mr. Bautz added that March 31<sup>st</sup> is the last day that we will be open at the Liberty Center Mall and then the shelving, furniture and other items will be moved to the new building.

**X Public Services Report**

Mrs. Maynor reported that the case manager worked with more than 75 people from across the library system in February assisting with Job and Family Services help and housing; and that the recurring secret shopper services has been set up with CustomerOptix. At Liberty,

the branch saw over 700 visitors during the mall's February weekend fencing event; the exterior and interior book drops and holds lockers will remain available to the public through April 30<sup>th</sup> with LOW servicing them and after May 1<sup>st</sup> the lockers will be deactivated, and we are working to identify locations where they can be deployed. At LOW, the branch tripled their goal of 1000 checkouts for the month; the summer bookmobile schedule is filling up quickly; and locations that are not able to host the bookmobile or pop-up library visits are taking containers of materials for students or visitors to use at their sites. At Middletown, the branch hosted 130 participants in the Middletown City Schools' February Personalized Learning Day; and the Shoes 4 the Shoeless February visits resulted in 276 students receiving a book of their choice to keep. At Monroe, passport services have resumed, and the manager participated in an oral history interview for MidPointe's long-serving staff member social media series. Mrs. Riley-Johnson reported that a new condenser was replaced as the unit was failing; they had a fire alarm inspection last week and that passed; they are trying out shelf talkers in the fiction area that will attach to a bookshelf which will give a book summary, include a QR code, and market like materials in the collection; and they are in the midst of planning the well-attended annual Touch a Truck event at the branch on July 31<sup>st</sup>.

## **XI Community Engagement Report**

Ms. Hillman reported that a record 12,935 minutes of virtual programming was watched in February, which is a 51% increase from last month; we had 36 new YouTube subscribers which was the most ever in one month; and had 11,857 social media engagements during the month. In-Library information sharing for the levy has begun with distribution of promotional bookmarks and signage in the building; the speaker's bureau is underway; and exterior banners will be installed next week. March's database feature is "AtoZdatabases" which is a directory and marketing database that includes 30 million businesses and over 240 million residents and free to those with a MidPointe library card. Middletown students in the Adopt-A-Class enjoyed a field trip to the Middletown Library. Due to the upcoming Towne Mall razing, we have launched an initiative to collect and preserve local photos and memories of the Towne Mall for future generations. We are initiating a lapsed user campaign to invite folks, through a series of emails, to visit the library and make them aware of our many services. Community events include sponsoring a house for Middletown's Safety Town; the West Chester Library will serve as the packet pick up spot for EDGE's Shamrock Shuffle on March 15<sup>th</sup>; and there are many upcoming events in March throughout our service area. The Shamrock Shuffle was delayed due to the weather on that day and the West Chester Library opened early and served as a shelter in place due to the tornado watch. There will be an early-look, sneak-peek ticketed fundraiser for the new Liberty building on Thursday May 29<sup>th</sup> and the community grand opening special event will be held on Sunday June 1<sup>st</sup>.

## **XII Human Resources Report:**

Staffing and HR Updates:

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

Approve the employment of Kyle Geisz; effective 2/16/2025; non-exempt; full-time; Middletown; library associate floater; public services; at pay level two;  
Approve the employment of Cassandra Dungan; effective 2/23/2025; non-exempt; part-time; West Chester; library associate; public services; at pay level one;  
Approve the employment of Eric Johnson; effective 3/2/2025; non-exempt; full-time; West Chester; library associate floater; public services; at pay level two;  
Approve the employment of Jessica Cole; effective 3/9/2025; non-exempt; part-time; West Chester; shelver; public services; at pay level zero;  
Approve the employment of Sarah Rollins; effective 3/9/2025; non-exempt; part-time; West Chester; library associate; public services; at pay level one;  
Approve the employment of Kathryn Trout; effective 3/9/2025; non-exempt; part-time; West Chester; shelver; public services; at pay level zero;  
Accept the resignation of Cassandra Dungan; effective 2/25/2025; non-exempt; part-time; West Chester; library associate; public services; and  
Approve the promotion of Sharley Crew; effective 3/2/2025; exempt; full-time; West Chester; makerspace manager; IT; at pay level six.

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

"Nay" None

Motion Approved 25-24

Ms. Stengel reported that turnover for February was 2.9412% and year to date is 3.9216%; that we have 106 employees and are actively recruiting and interviewing for four open positions.

### **XIII Board Comments**

Mr. Huff commented that he did not think there were other levy issues on the upcoming ballot. The board discussed that Edgewood and Madison have school ballots, and Liberty has a liquor license issue; that a staff speakers bureau has been created and that members go to community events and local groups and give informational levy presentations; several business' have contacted the library and have volunteered to distribute levy signs; and levy signs cannot be displayed until April 7<sup>th</sup> and can be obtained from Mr. Bautz as they cannot be distributed at the library.

### **XIV Adjournment**

Mrs. Stewart adjourned the meeting at 1:51 p.m.  
25-25

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President

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Secretary