

**Minutes of the Annual Organizational Meeting of the
MidPointe Library System Board of Trustees
Middletown Library, Community Room
Tuesday, January 19, 2021, 4:10 p.m.**

I Call to Order by President Pro Tem

Mrs. Anita Shew, President Pro Tem, called the meeting to order at 4:10 p.m.

II Opening Exercise

III Roll Call

The roll was called, and the following members were present:

Mrs. Kristin Bramblett, Mr. Bruce Hughley, Mrs. Anita Shew, Mrs. Eleanor Stewart, Mr. Richard Szopinski, and Mr. Keith Wright.

Those absent: Mr. Bill Jones

Mrs. Shew welcomed Mrs. Stewart to the board and asked her to give a review of her background.

Also present were: Mrs. Amy Abernathy, Middletown Branch Manager; Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Mrs. Brielle Maynor, Public Services Director; Mrs. Deborah Slater, Fiscal Officer; Ms. Kathy Stengel, Human Resources Director; and Ms. Emily Vance, Deputy Fiscal Officer.

IV 2021 Board

Oath of Office, New Trustees:

Mrs. Eleanor Stewart was appointed by the Middletown City Commission to serve on the Board of Library Trustees for a four-year term. This four-year term will expire December 31, 2024.

Mrs. Slater, Fiscal Officer, gave the oath of office to Mrs. Stewart as Trustee of the MidPointe Library System Board of Trustees.

Election of Officers, Oath of Office:

Mrs. Shew, President Pro Tem, opened the floor for nominations for President of the Board. Mr. Szopinski nominated Mrs. Shew for President. Mr. Wright seconded the nomination. There being no further nominations, the nominations were closed, and Mrs. Shew assumed the office of President of the Board of Library Trustees.

“Aye” Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-01

Mrs. Slater, Fiscal Officer, gave the oath of office to Mrs. Shew as President of the MidPointe Library System Board of Trustees.

Mrs. Shew, President, opened the nominations for Vice-President of the Board. Mr. Szopinski nominated Mr. Hughley for Vice-President. Mrs. Shew seconded the nomination. There being no further nominations, the nominations were closed, and Mr. Hughley assumed the office of Vice-President of the Board of Library Trustees.

“Aye” Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-02

Mr. Hughley will be given the oath of office during an in-person meeting.

Mrs. Shew, President, opened the nominations for Secretary of the Board. Mrs. Shew nominated Mr. Szopinski for Secretary. Mr. Wright seconded the nomination. There being no further nominations, the nominations were closed, and Mr. Szopinski assumed the office of Secretary of the Board of Library Trustees.

“Aye” Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-03

Mrs. Slater, Fiscal Officer, gave the oath of office to Mr. Szopinski as Secretary of the MidPointe Library System Board of Trustees.

Board Meeting Calendar:

Mrs. Shew mentioned that the 2021 Board Calendar was in the board packet. Mr. Bautz reviewed that the meetings are held on the third Tuesday of each month unless there is a holiday conflict. Mr. Bautz recommended holding the December meeting on the second Tuesday due to the Christmas holiday falling in the third week of December. The board agreed for it to be held on the second Tuesday, which is December 14, 2021. The board accepted the calendar as presented. The 2021 meetings will be held either virtually or at various MidPointe branches throughout the year as indicated on the calendar. An updated calendar will be distributed at the next meeting.

Mr. Wright motioned, seconded by Mr. Szopinski, to adopt the board calendar as presented.

“Aye” Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-04

Board Committees:

Mr. Bautz identified openings on the Finance/Audit Committee and the Personnel Committee. Mrs. Bramblett volunteered to serve on the Finance/Audit Committee, and Mrs. Stewart volunteered to serve on the Personnel Committee.

Mr. Wright motioned, seconded by Mr. Szopinski to approve the 2021 Committee Member List.

“Aye” Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-05

V Adoption of Agenda

Mr. Wright motioned, seconded by Mr. Szopinski, to approve the agenda as presented.

“Aye” Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-06

VI Public Comment

There were no public comments.

VII Approval of Minutes

Mr. Szopinski motioned, seconded by Mr. Wright, to approve the minutes of the regular board meeting of December 15, 2020.

“Aye” Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-07

VIII Fiscal Office

Hiring of the Fiscal Officer:

Mrs. Shew stated that the next agenda item is the re-hiring of the Fiscal Officer. The Fiscal Officer is appointed by the Board of Trustees for a one-year term from organizational meeting to organizational meeting and serves at the discretion of the board. The employment is governed by the policies of the library as adopted by the Board of Trustees. Mrs. Shew asked if there was any discussion regarding re-hiring Deborah Slater as Fiscal Officer. There was none. Mr. Szopinski motioned, seconded by Mr. Hughley, to re-hire Deborah Slater as the Fiscal Officer for the time period of the 2021 organizational meeting until the 2022 organizational meeting at a part time bi-weekly salary of \$2,866.80, annualized for 2021 at \$74,536.80.

“Aye” Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-08

Oath of Office, Fiscal Officer:

Ms. Stengel, Notary Public, gave the oath of office to Mrs. Slater as Fiscal Officer of the MidPointe Library System.

Oath of Office, Deputy Fiscal Officer:

Mrs. Slater, Fiscal Officer, gave the oath of office to Ms. Vance as Deputy Fiscal Officer of the MidPointe Library System.

IX Fiscal Officer's Report

Financial Report, Investments, and Donations:

Mrs. Slater reviewed the December 2020 financial report. She commented that 2020 was financially challenging due to the pandemic uncertainty but we are in good shape; the PLF is almost flat from last year; the CARES Act fund revenue was interest earned, and the education amount was the transfer to close out the fund. Ms. Hillman commented that the donation from the United Way was for the Shakespurr food pantry at Middletown. Mrs. Stewart motioned, seconded by Mr. Wright, to approve the Financial Statement, Investments, and Donations for December 2020 as presented by Mrs. Slater.

"Aye" Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

"Nay" None

Motion Approved 21-09

(Report on file in Fiscal Officer's office)

Resolution for the Appreciation and Acknowledgment of Staff, Volunteers, and Citizens:

Mrs. Slater discussed the purpose for the annual resolution. Mrs. Slater read the resolution. The board discussed the amount that was spent in 2020, what the funds are used for, and the ability to increase the amount when necessary. Mrs. Stewart motioned, seconded by Mr. Wright, to approve the Resolution Approving Expenditures for Appreciation of Staff, Volunteers, and Citizens as presented. A copy of the resolution is made a part of these minutes.

"Aye" Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

"Nay" None

Motion Approved 21-10

X Director's Report

Annual Statistical Report:

Mr. Bautz reviewed the year-end statistics. Overall, circulation decreased approximately 31%, with each location down 33% - 55%, except for West Chester. The decrease was primarily due to the lack of programming due to Covid-19. Print circulation is still flat; audio visual has decreased by 51% and if this trend continues the collection will shrink to make way for other collections; digital circulation was up by 16%; door counts, programming, and PC usage was also down due to Covid. Wi-Fi usage was down primarily due to no seating in the branches. The board discussed that the Library uses the State Covid color system to determine services and when the county code changes from red to the lower levels we could look at increasing services.

Credit Card Compliance Audit Report:

Mr. Bautz, as Compliance Officer, gave the periodic report as required by the credit card policy adopted in 2019. He distributed the credit card audit report which lists every library credit card, the number, location, and card holder, as well as the log of the employees who have signed the credit card agreement. The board discussed the WEX card which is used for gasoline for the bookmobile.

XI Public Services Report:

Mrs. Maynor reported that she participated in a discussion hosted by Butler Tech regarding expansion of broadband access to students; the Butler County General Health District visited the West Chester branch to learn more about our Covid response and gave supplies for all locations. Liberty processed 31 passports in December; Library on Wheels continues to process the holds services at the Wayne Township Administration Building lockers; Middletown facilities improvements continue; Trenton has a new storywalk installed around the building; and West Chester carpeting and vinyl flooring replacement has been completed; and staff is being increased due to their higher circulation.

XII Community Engagement Report

Ms. Hillman reported that we have partnered with the West Chester-Liberty Chamber Alliance to facilitate a take home job fair where patrons can pick up a bag of resources regarding local job and educational opportunities and resources available for job searches. The winter reading challenge was popular; storywalks are at Fort Liberty Playland, at the Trenton location and we are looking for other opportunities to partner with local schools to install storywalks. The Dolly Parton Imagination Library program in Butler County currently has 8,928 children enrolled. A 5 Star Google review was received from a patron.

XIII Human Resources

Staffing Updates:

There were no staffing updates.

Policy Updates:

Ms. Stengel reviewed two policies in the employee handbook that need a change. The vacation policy needs a change to reflect the change in levels for the accruals. Mr. Szopinski motioned, seconded by Mr. Wright, to approve the changes to the vacation policy in the employee handbook as presented, effective on the next payday which is January 29, 2021.

“Aye” Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-11

The FFCRA policy needs to be changed due to the expiration date of December 31, 2020 which has been allowed to be voluntarily extended, as well as to account for any mandatory extension that may be passed due to legislation. Mrs. Stewart motioned, seconded by Mr. Szopinski, to approve the changes to the FFCRA policy in the employee handbook as presented, effective January 19, 2021.

“Aye” Bramblett, Hughley, Shew, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 21-12

XIV Board Comments

Mrs. Shew recognized branch manager Mrs. Abernathy who was in attendance. Mrs. Shew congratulated library staff for doing a wonderful job this year during the pandemic, and being able to plan ahead to be ready for possible changes. Mr. Szopinski inquired about how the compensation changes were going. Ms. Stengel replied that the changes had been communicated to all employees and there was some confusion since some of the pay range titles were the same, so the ranges were all re-named to clarify the differences.

XV Adjournment

Mrs. Shew adjourned the meeting at 5:07 p.m.
21-13

President

Secretary