

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
West Chester Library, Community Room
Wednesday, February 16, 2022, 1:10 p.m.**

I Call to Order by President

Mr. Keith Wright, President, called the meeting to order at 1:10 p.m.

II Opening Exercise

III Roll Call

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

Mrs. Kristin Bramblett, Mr. Michael Huff, Mr. Bill Jones, Mrs. Eleanor Stewart, and Mr. Keith Wright.

Those absent: Ms. Deborah Houser and Mr. Richard Szopinski

Also present were: Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Mr. Noah Howells, Makerspace Supervisor; Mr. Steve Mayhugh, Facilities Director; Mrs. Brielle Maynor, Public Services Director; Mrs. Rebecca Rasnick, West Chester Branch Manager; Mrs. Deborah Slater, Fiscal Officer; Ms. Kathy Stengel, Human Resources Director; and Ms. Emily Vance, Deputy Fiscal Officer.

IV Adoption of Agenda

Mrs. Stewart motioned, seconded by Mr. Jones, to approve the agenda as presented.

“Aye” Bramblett, Huff, Jones, Stewart, Wright

“Nay” None

Motion Approved 22-16

V Public Comment

There were no public comments.

VI Approval of Minutes

Mrs. Bramblett motioned, seconded by Mrs. Stewart, to approve the minutes of the organizational board meeting of January 19, 2022.

“Aye” Bramblett, Huff, Jones, Stewart, Wright

“Nay” None

Motion Approved 22-17

VII 2022 Board Committee Roster

Mr. Bautz reported that the board sub-committee rosters have been filled as shown on the roster sheet included in the board packet. He thanked those who agreed to serve on the various board committees.

VIII Fiscal Officer's Report

Financial Report, Investments, and Donations:

Mrs. Slater reviewed the January 2022 financial report. She commented that the Public Library Fund (PLF) revenue was up by 10.5% for the month and the county census adjustment will result in future revenue to increase. The board discussed the sources of library revenue which are a combination of the PLF, which is a percentage from the collection of state income taxes and disbursed monthly, and the tax levy, which is collected by the county auditor and disbursed twice a year; and that expenditures for the month were more than revenue which is generally due to blanket purchase orders that are written in January for regular expenses that occur throughout the year.

Mrs. Slater distributed the 2021 Year-End Financial Report. She invited board members to review the report and contact her with any questions they have about the report. She thanked the accounting team for their participation with the report, and that she has been training the deputy fiscal officer so there is cross-training in the department.

Mrs. Slater reported that she received notice that the state auditors will begin their financial audit in the next few weeks for fiscal years 2020 and 2021.

Mr. Jones motioned, seconded by Mr. Huff, to approve the Financial Statement, Investments, and Donations for January 2022 as presented by Mrs. Slater.

"Aye" Bramblett, Huff, Jones, Stewart, Wright

"Nay" None

Motion Approved 22-18

(Report on file in Fiscal Officer's office)

IX Director's Report

Annual Statistical Report:

Mr. Bautz reviewed the January statistics. Circulation overall was down by 11%; Liberty was up 11%; LOW was up 146%; Middletown was down 16%; Monroe was up 51%; Trenton was down 9%; and West Chester was down 18%. Print was down 6%; AV was up 30%; digital circulation was up 1%; door count was up 43%; programs and attendance continue to increase; PC use was up 40%; Wi-Fi was up 51%; meeting room use has been steadily increasing; there were 56 passports in January mostly by Middletown and Trenton since Liberty has reduced appointments due to staffing; collection maintenance is slightly down; community engagement had 112 minutes per day of virtual programs watched and 205 online engagements per day in January; over 600 new patrons were registered; and the call center saw an increase in calls primarily about covid tests. Mr. Bautz introduced Mr. Howells to discuss the makerspace statistics. Mr. Howells distributed makerspace statistics and some samples of projects that have been created in the makerspace. He reported that the makerspace had been closed in March of 2020 due to Covid and opened the first of the year. In January the makerspace had a door count of 150; and they had 54 2-hour appointments with an attendance of 67. The laser cutter, digital conversion equipment, and 3D printer are the most popular machines used in January. We also offer Innovation Pointe Express which is staff completion of patron projects, and there were 9 vinyl printer jobs and 38 3D printer jobs in January. Appointment times are filling up since re-opening in January. The board discussed the patron cost of using the makerspace which is our cost for the consumable materials the patron uses such as plastic; there is no other cost.

Liberty/Yankee Road – RFQ Update:

Mr. Bautz reported that the board facilities sub-committee met and had 10 architectural firms submit materials for the RFQ. Four firms were selected to participate in an interview on March 8th, and include HBM, Champlain, LWC, and GBBN. After the interviews, a firm will be selected and recommended to the board at the March meeting. Bids will go out for the deforestation and clearing of the property.

Credit Card Audit Report:

Mr. Bautz reported that every year a credit card audit must be undertaken. He presented a report of current employees who have signed the required Credit Card Policy document, thus allowing the employee use of the credit cards. Former employees who had signed the Credit Card Policy document are on a separate list and will be retained and disposed of according to the Records Retention Schedule. A report on Library owned credit cards was also completed. This included an inventory and location of all Library owned credit cards and documentation on cancelled credit cards previously in use.

X Public Services Report:

Mrs. Maynor reported that the proposed changes to the laptop loan agreement are in process. Most of the items purchased through the grant for the lobby stop service have been received although we are still looking for a vehicle for this service. Liberty had 546 items borrowed from the hold lockers and the search for a branch manager has resumed. At Library on Wheels (LOW) the weather and staff absences necessitated some rescheduling of bookmobile school visits. At Middletown, the Child and Adult Care Food Program, called Winter Dinner, is now available seven days a week from 3:00 – 4:00 pm.; the three kitchen renovations are in different stages of construction or completion; and we participated in the Shoes for the Shoeless program providing books to participating students. At Monroe, outreach continues to be strong; and in-person branch programming will begin in March. At Trenton, the branch manager has been assisting the Monroe and West Chester branch managers in working with the National Passport Center for training so this service can resume at their branches. Mrs. Rasnick reported that at West Chester, passport services are going to begin again; a puzzle exchange program has been very successful; they have been partnering with community engagement to have programs for senior adults; EDGE teen center has been providing programs twice a week for local teens after school; the blood center recently held a donation drive; the local farmers market will be using the parking lot when they return; programming and outreach has been seeing 280-315 participants each month; on February 25th a Kindness Rocks program about friendship will be held at the branch; and a native bees program at Keehner Park will be presented to raise awareness on the declining bee population.

XI Community Engagement Report

Ms. Hillman reported that there were 3,481 minutes of virtual programming watched in January and that social media engagement was up 102%. A very popular social media post regarding the new puzzle exchange at the West Chester Library reached nearly 14,000 people. The in-house created and printed Spring 2022 Quarterly Programming Guide has been recently published and includes a digital version. The summer reading program planning has begun and will be promoted beginning at the end of February at Lakota's Summer Fair on February 28th at Lakota West and March 2nd at Lakota East. Events and partnerships include a partnership with Live the Dream: Our Declaration of Unity, to bring Eric Gutag to the West Chester branch on February 28th for a presentation on Thurgood

Marshall; Atrium Medical Center is offering monthly drop-in health screenings and flu vaccines and will begin weekly yoga classes starting in March at Trenton; and we are an in-kind sponsor of the PTO-lead Read-A-Thons at several elementary schools in the Lakota school district.

XII Human Resources

Staffing Updates:

Mrs. Bramblett motioned, seconded by Mrs. Stewart, to approve the following personnel changes as presented by Ms. Stengel:

Approve the temporary promotion of Jacob Crosen, effective 1/23/2022, full time, non-exempt, from library specialist to interim branch manager Liberty, at pay level five;

Accept the resignation of Joanna Spuzzillo, effective 2/9/2022, part time, non-exempt, Middletown, library associate;

Accept the resignation of Jane Terrill, effective 2/11/2022, part time, non-exempt, Liberty, library associate;

Approve the status change of Amy Abernathy, effective 1/9/2022, full time, exempt, remove interim branch manager status at West Chester; and

Approve the status change of Jacob Crosen, effective 1/30/2022, full time, non-exempt, remove interim branch manager status at employee's request, return to pay level three.

"Aye" Bramblett, Huff, Jones, Stewart, Wright

"Nay" None

Motion Approved 22-19

Ms. Stengel reported that turnover for 2021 was 12.36% with 39 new hires and 11 terminations for the year, and that there are 10 openings.

XIII Board Comments

The board discussed library mask guidelines; and community requests for review of materials.

Mr. Bautz commented that the Ohio Library Council (OLC) is offering a full-day hybrid trustee workshop on March 12th and to let him know if you would like to attend this full day workshop; an OLC regional trustee dinner is planned but not yet scheduled; and an OLC legislative day is being planned for April to be held in Columbus.

XVI Adjournment

Mr. Wright adjourned the meeting at 2:02 p.m.

22-20

President

Secretary