

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Monroe Library, Rothwell Room
Wednesday, April 20, 2022, 1:00 p.m.**

I Call to Order by President

Mrs. Bramblett, Vice-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:

Mrs. Kristin Bramblett, Mrs. Deborah Houser, Mrs. Eleanor Stewart, and Mr. Richard Szopinski.

Those absent: Mr. Michael Huff, Mr. Bill Jones, and Mr. Keith Wright

Also present were: Mr. Travis Bautz, Library Director; Mr. Paul Gabbard, Monroe Branch Manager; Ms. Cari Hillman, Community Engagement Director; Mrs. Brielle Maynor, Public Services Director; Mrs. Deborah Slater, Fiscal Officer; and Ms. Kathy Stengel, Human Resources Director.

IV Adoption of Agenda

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

“Aye” Bramblett, Houser, Stewart, Szopinski

“Nay” None

Motion Approved 22-27

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Szopinski motioned, seconded by Mrs. Bramblett, to approve the minutes of the regular board meeting of March 16, 2022.

“Aye” Houser, Szopinski

“Nay” None

“Abstain” Bramblett, Stewart

Motion Approved 22-28

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Mrs. Slater commented that work on the 2023 budget will begin in May. The finance audit committee will meet to discuss and review the budget before it is presented to the board before the July deadline. Then meetings will begin in the fall to work on the 2023 appropriation.

Mrs. Slater reviewed the March 2022 financial report. She commented that the Public Library Fund (PLF) revenue was \$451,091.77 which is up by approximately 6% for the year and is trending down due to receipts being about seven months behind the economy. She added that we also received a large general property tax receipt in March of \$1,101,150.36 which is an increase. Mr. Szopinski motioned, seconded by Mrs. Stewart, to approve the Financial Statement, Investments, and Donations for March 2022 as presented by Mrs. Slater.

“Aye” Bramblett, Houser, Stewart, Szopinski

“Nay” None

Motion Approved 22-29

(Report on file in Fiscal Officer’s office)

Mrs. Nicole Condrey, City of Middletown Board Liaison and Via, Mrs. Condrey’s service dog arrived at 1:05 pm.

VIII Director’s Report

Monthly Statistical Report:

Mr. Bautz reviewed the March statistics. Circulation was relatively flat with Liberty up by 5%; LOW down by 5%; Middletown up by 4%; Monroe up by 62%; Trenton was down by 4%; and West Chester was down by 10%. Overall, print was even; AV was down by 17%; digital circulation was up by 2%; patron visits were up by 53% with Middletown up by 56%, Trenton up by 4%, and West Chester down by 10%. There were 2368 programs with over 5,000 attendees; PC use was up by 34%; Wi-Fi usage was up by 60%; there were 676 bookings of the meeting rooms; there were 57 passports in March; 42,234 items were added to the collections and 34,600 items were eliminated. Community engagement followers were up by 21%; there were 99 minutes of virtual programming watched; 682 new patrons were registered; and the call center had over 1600 calls. The board discussed that LOW statistics were down due to school spring breaks; and they discussed the monitoring of staffing and recruiting.

Yankee Road Update:

Mr. Bautz reported that the trees have been removed as well as the house and barn structures; a temporary chain link fence has been installed along the back of the property; and fabric fencing has been placed along the sides of the property. The architect contract is under legal review.

Policy Manual Updates:

Mr. Bautz reviewed proposed changes to the Public Policy Manual that would: modify the Library Card section to add language about electronic devices and adjust the collection agency billing timeline; modify the Internet and Computer section to add devices to the Laptop Computer section, and modify the subsections Eligible Borrowers, Fees & Liability, Additional Guidelines, Troubleshooting, and Conditions and Terms for Use; and removed the Laptop Loan Agreement. Mrs. Bramblett motioned, seconded by Mrs. Stewart, to approve the changes to the Public Policy Manual as presented.

“Aye” Bramblett, Houser, Stewart, Szopinski

“Nay” None

Motion Approved 22-30

IX Public Services Report:

Mrs. Maynor reported that the SearchOhio resource sharing service expects to switch to a new courier service around the end of April; Access Counseling Services assisted 18 patrons in March, and the Access staff member who was providing these services has changed jobs so we will be hosting a person; we distributed 261 books in March and 206 books in April during Shoes 4 the Shoeless events; and the Lakota Optimist Club toured the makerspace on April 9th. At Liberty, 681 items were borrowed from the hold lockers in March; and the branch manager attended the Chamber Alliance luncheon in April. At LOW, repairs were made to the bookmobile generator until a new one can be installed; and the van for the Lobby Stop Service was purchased. At Middletown, preparations for the Summer Food Service Program have begun; the elevator was repaired; the administrative hallway was repainted; and landscaping upgrades were completed. Monroe branch manager, Mr. Paul Gabbard, reported that more patrons have been returning since reopening; visits to daycares and outreach programming is ongoing; they are working on the summer programming, and passports will begin on May 4th. At Trenton, preparation is underway for the Summer Food Service Program. At West Chester, passport services have resumed; the West Chester Farmers Market held a preview day in the library's parking lot; and the branch manager attended the Chamber Alliance luncheon in April. Mrs. Houser commented that the Middletown schools are meeting to work together on a summer lunch program so that lunch service is not duplicated and welcomed the library's participation.

X Community Engagement Report

Ms. Hillman reported that the library had 3,055 minutes of virtual programming watched in March with 4,256 engagements; the EDGE Teen Center will provide programming 5 days a week at West Chester for the 2022/2023 school year; and signage announcing the "New Home of MidPointe Library Liberty" will be posted on the Yankee Road property the week of April 25th. Community events and partnerships include sponsorship of a "house" in the Safety Council of Southwestern Ohio's "Safety Town"; we are supporting the Lakota East High School Band by printing and installing the graphics of sponsor logos on their truck which will also promote the printing capabilities of our makerspace; the adult programming supervisor spoke with multiple classes from Madison High School regarding book censorship; the summer reading program was promoted at Lakota East, Lakota West, and the Monroe Local Schools; and in June, MidPointe will be part of Reach Out Lakota's "Food Fight" to collect non-perishable items at West Chester and Liberty. The Summer Reading Program theme this year is "Oceans of Possibilities" so we will have many aquatic-themed promotions. Every Friday this summer, MidPointe will host "Storytime in the Park" throughout the service area, holding a rotating storytime in public parks in Middletown, Monroe, Trenton, West Chester, and Liberty Township.

XI Human Resources

Staffing Updates:

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

Approve the employment of Kent Ferguson, effective 3/27/2022, full time, non-exempt, Middletown, library specialist, call center, at pay level three;

Approve the employment of Cas Rogers, effective 3/27/2022, part time, non-exempt, Middletown, library associate, public services, at pay level one;

Approve the employment of Barb Bruns-Mueller, effective 4/10/2022, full time, non-exempt, West Chester, library specialist, public services floater, at pay level three;

Approve the promotion of Mimi Lee, effective 4/3/2022, to full time, non-exempt, West Chester, library specialist, makerspace, at pay level three;
Approve the transfer of Lauren Turner, effective 4/3/2022, full time, non-exempt, to West Chester, library specialist, public services, at pay level three;
Approve the additional hours of Sharley Crew, effective 4/10/2022 from part time to full time, non-exempt, West Chester, library specialist, makerspace, at pay level three;
Accept the resignation of Mike Melvin, effective 3/21/2022, full time, non-exempt, Middletown, library specialist, IT;
Accept the resignation of Meliessa Lunsford, effective 3/25/2022, full time, non-exempt, Middletown, library associate, public services, and;
Accept the resignation of Fran Peet, effective 4/8/2022, full time, non-exempt, West Chester, library specialist, makerspace.

“Aye” Bramblett, Houser, Stewart, Szopinski

“Nay” None

Motion Approved 22-31

Ms. Stengel reported that turnover was 3.4091% for March and 10.0531% for the year, with a total of seven new hires and nine terminations year-to-date. There are currently seven openings.

XII Board Comments

Mr. Bautz commented that board member cards for OLC are available, and members can attend the OLC workshops at the member rate.

Mr. Szopinski commented that the new connectivity cases are very nice.

Mrs. Houser commented that Mr. Bautz and Mr. Ryan Hutson helped the Middletown school district with their approved book list.

XIII Adjournment

Mrs. Bramblett adjourned the meeting at 1:47 p.m.
22-32

President

Secretary