

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Library on Wheels Garage
Wednesday, May 18, 2022, 1:00 p.m.**

I Call to Order by President

Mr. Wright, President, called the meeting to order at 1:02 p.m.

II Opening Exercise

III Roll Call

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

Mr. Michael Huff, Mr. Bill Jones, Mrs. Eleanor Stewart, Mr. Richard Szopinski and Mr. Keith Wright.

Those absent: Mrs. Kristin Bramblett, Mrs. Deborah Houser

Also present were: Mr. Travis Bautz, Library Director; Ms. Rebekah Brate, LOW Branch Manager; Mrs. Nicole Condrey, City of Middletown Board Liaison; 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” Huff, Jones, Stewart, Szopinski, Wright

“Nay” None

Motion Approved 22-33

V Public Comment

Mrs. Condrey reported that the city is trying to get funding for several downtown historic buildings to be renovated; the Towne Mall Phase II is progressing; Butler Tech is looking to potentially build a hangar at the airport with some partners for aviation development; and the board discussed the city’s grant deadlines and how the county is going to help with some funding.

VI Approval of Minutes

Mr. Szopinski motioned, seconded by Mr. Huff, to approve the minutes of the regular board meeting of April 20, 2022.

“Aye” Huff, Stewart, Szopinski

“Nay” None

“Abstain” Jones, Wright

Motion Approved 22-34

VII Fiscal Officer's Report

Financial Report, Investments, and Donations:

Mrs. Slater commented that the state audit is ongoing, and the auditors are working remotely at this point. Mrs. Slater reviewed the April 2022 financial report. She commented that the Public Library Fund (PLF) was down a little last month but up again by 11% for this month, and that we receipted \$680,719.75 into the general fund. The board discussed the encumbrances of approximately \$2.6 million which includes blanket purchase orders for full year expenditures. Work on the 2023 budget is in full swing and once completed will be reviewed by the board finance sub-committee before bringing it to the board. The facilities sub-committee will also be meeting for budget purposes. Mrs. Stewart motioned, seconded by Mr. Szopinski, to approve the Financial Statement, Investments, and Donations for April 2022 as presented by Mrs. Slater.

"Aye" Huff, Jones, Stewart, Szopinski, Wright

"Nay" None

Motion Approved 22-35

(Report on file in Fiscal Officer's office)

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the April statistics. Circulation overall was up by 3%, with Liberty up by 15%; LOW up by 300%; Middletown up by 14%; Monroe up by 53%; Trenton up by 14%; and West Chester down by 6%. Book circulation was up by 8%; AV down by 8%; digital circulation was even; patron visits were up by 73%; program and attendance was the highest since closed due to the pandemic; PC usage was up by 48%; Wi-Fi usage was up by 84% with a huge increase at West Chester. Meeting room use was up for the month; there were 49 passports in April; collection services added 3,000 items and 3,700 were eliminated. Community engagement had 934 minutes per day of virtual programming watched and 148 engagements per day; 465 new patrons were registered; and the call center was busy with 1500 calls. The board discussed the call center and how the phones were previously answered by a service which wasn't very reliable so we brought it in-house where calls can be answered at any branch location.

Yankee Road Update:

Mr. Bautz reported that bi-weekly meetings are being held with the architect and contract revisions have been on-going, but progress is being made. The demolition on the property is ongoing and almost completed. For added privacy, a fabric was added to the temporary chain link fence. The board discussed where exactly the property is located which is across the street from the YMCA on Yankee Road.

Middletown Update:

The Middletown AC chiller unit ordered in September 2021 has been delayed and the new delivery date is anticipated in June with installation to take a minimum of 2 weeks. We have portable units which are not keeping the space cool enough, so we are looking at a large temporary unit to avoid damaged resources due to the high humidity and heat inside the building.

We have been looking for an architect for the makerspace and have selected Community Design Alliance of Hamilton. We have been brainstorming ideas for the potential space within the Middletown building.

Software Contract – Communico

Mr. Bautz reported that a calendar system has been chosen to replace the current software. The new software will allow patrons to book their own meeting rooms and make passport reservations, as well as handle our robust programming calendar. Ms. Hillman added that the software’s programming calendar capability will meet our advanced needs and will streamline many processes for staff. It is a 3-year contract with a one-year opt out option and will cost \$20,000 per year as opposed to the current software which is \$4,000 but limited and does not meet our needs. The new software will roll out after the summer reading program ends and will take approximately 12 weeks to be fully operational. Mr. Jones motioned, seconded by Mrs. Stewart, to proceed on a three-year contract with Communico for the MidPointe Library System’s automated booking, reservation, and programming calendar system.

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

“Nay” None

Motion Approved 22-36

IX Public Services Report:

Mrs. Maynor reported that the new case manager from Access Counseling Services started on May 9th and helped several patrons with their needs right away. We have been looking for a new vending machine vendor at Middletown and West Chester. The current vendors’ machines have been removed and Alexis Premium Vending will soon install their machines. At Liberty, there were 561 items borrowed from the hold lockers; and the branch manager has been meeting with Liberty Township administrative staff to discuss new and continuing collaboration. LOW branch manager, Ms. Brate, reported that the new vehicle for the lobby stop services has been delivered, has been wrapped with our logo information and we are waiting for the lift gate. The stops will provide carts with an assortment of materials, a check out station, iPads for database usage; so it will be a mini library with 2 staff working at it. They are developing a plan to visit places such as hospitals, blood centers, and chemo centers where people need to wait and we can help them look up things or provide some books for entertainment as well as go to places where people have not been able to get up the bookmobile steps. Ms. Brate added that they have been staying busy with parades and community visits; that the school stops finished 3 weeks ago, and staff have been checking materials back in that had been checked out via the schools. They are excited to be able to get back out in the community and provide our services to those who cannot get to our library buildings. At Middletown, the branch supervisors attended two sessions of the Unhoused Action Circle hosted by the Safety Coalition of Southwest Ohio and they have begun attending the social services overview training sessions offered by the Butler County Families and Children First Council; the branch served as a polling place for the primary election; and the roof coping cap replacement continues. At Monroe, passport acceptance has resumed since staff have passed their testing. At Trenton, the branch manager represented the branch at the city’s Spring Fest event on May 14th; a new projection screen will be installed in the community room next week; and planning is underway for a roof replacement. At West Chester, the public services supervisor is attending social services training sessions and the branch was

a polling place for the primary election. In the makerspace, staff helped patrons with 96 express jobs, particularly with graduate yard signs.

X Community Engagement Report

Ms. Hillman reported that the library had 2,888 minutes of virtual programming watched in April with 4,591 engagements; the most recent Library eNewsletter had nearly 22,500 patrons open that email delivery; the Summer 2022 Quarterly Programming Guide was distributed; and new large-scale promotional signage and interactive flooring decals were installed at Liberty. The new lobby stop vehicle will be participating in the Middletown Memorial Day parade on May 30th; the latest shred day was very successful with 54 cars at Middletown and 219 cars at West Chester; the makerspace staff helped a Monroe teacher by sponsoring and printing 55 3-D projects designed by her 7th grade students; IKEA has contacted us and is ready to resume our partnership after pausing during Covid. MidPointe will be participating in Reach Out Lakota's "Food Fight" collecting nonperishable items at our libraries in West Chester and Liberty; and Trenton's Shakespurr's Shelf which is a small free food pantry using gifted funds is being rejuvenated. New Storywalks have been installed outside the West Chester and Trenton branches and there are permanent Walks through Fort Liberty Playland and at Elk Creek MetroPark Meadow Ridge Area; we have partnered with the Butler Soil and Water Conservation District to present rain garden programs this summer and the West Chester Farmers Market will be held in the West Chester parking lot beginning May 21st. The 2022 summer reading program kicks off on June 1st, and the exciting theme this year is "Oceans of Possibilities". At the July 20th board meeting, headshots for board members and staff for the Library's website will be taken.

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 Paige Rivera; effective 5/8/2022, part time; non-exempt; West Chester; library associate; public services; at pay level one;

Approve the employment of Kiara Rolon; effective 4/24/2022; part time; non-exempt; Liberty, library associate; public services; at pay level one; and

Approve the employment of Autumn Griffie; effective 4/17/2022; part time; non-exempt; Liberty; library associate; public services; at pay level one.

"Aye" Huff, Jones, Stewart, Szopinski, Wright

"Nay" None

Motion Approved 22-37

Ms. Stengel reported that turnover for April was 1.1236% and 11.1749% for the year with a total of 10 new hires and 10 voluntary terminations year-to-date. There are currently four openings.

XII Board Comments

There were no board comments.

XIII Adjournment

Mr. Wright adjourned the meeting at 1:52 p.m.
22-38

President

Secretary