

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Middletown Board Room
Wednesday, June 15, 2022, 1:00 p.m.**

I Call to Order by President

Mr. Wright, 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. Kristen Bramblett, Mrs. Deborah Houser, Mr. Michael Huff, Mr. Bill Jones, Mrs. Eleanor Stewart, Mr. Richard Szopinski, and Mr. Keith Wright.

Also present were: Mr. Travis Bautz, Library Director; Ms. Brittney Baillie, Middletown Public Services Supervisor; Ms. Cari Hillman, Community Engagement Director; Ms. Terri Manney, Human Resources Assistant; Mrs. Brielle Maynor, Public Services Director; Mrs. Deborah Slater, Fiscal Officer; and Ms. Kathy Stengel, Human Resources Director.

IV Adoption of Agenda

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

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

“Nay” None

Motion Approved 22-39

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Szopinski motioned, seconded by Mr. Jones, to approve the minutes of the regular board meeting of May 18, 2022.

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

“Nay” None

“Abstain” Bramblett, Houser

Motion Approved 22-40

VII Fiscal Officer’s Report

Financial Report, Investments, and Donations:

Mrs. Slater reviewed the May 2022 financial report. She commented that the Public Library Fund (PLF) is up 11% for the year and it is trending upward. Mrs. Slater added that the state audit is progressing, most of the testing has been done, and she is waiting for a draft report within the next 60 days.

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

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

“Nay” None

Motion Approved 22-41

(Report on file in Fiscal Officer’s office)

Liberty/Yankee Road Budget Estimates:

Mrs. Slater distributed and discussed a “Costs for Liberty Branch” spreadsheet. She reported that the facilities committee previously met and reviewed all of the already expended and projected expenses, which include land expenses, demolition expenses, and other expenses totaling \$1,211,071; the construction and 5% future inflation estimate of \$9,126,150, for a total of \$10,337,221. She added that the architects may obtain alternate bids to keep the costs within the total estimate numbers on the spreadsheet and that these encompass all costs except moving costs from the current location to the new building. The board discussed inflation; possible construction materials price increases; change orders that usually occur during a construction project; the bidding process; how the bidding climate has changed in the current economy; and that if the received bids are higher than our cost estimates we can wait to continue with the project at a later date. Mrs. Stewart motioned, seconded by Mr. Huff, to approve the Facilities Subcommittee report and cost estimates related to the Liberty Township branch property development and construction.

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

“Nay” None

Motion Approved 22-42

2023 FY Budget:

Mrs. Slater distributed the 2023 budget. She reported that the budget is reviewed by the finance audit committee before it is sent to the city and county. She then reviewed the Projected Revenue vs Expenditures Through 2027 spreadsheet that showed a 2023 revenue estimate of \$10,098,200; expenditures of \$19,614,988 which includes approximately \$9,000,000 for the Liberty Project; the difference line which shows a negative \$9,516,788 due to the Liberty Project; and the remaining fund balance of \$8,663,512 which leaves the library with a healthy fund balance. Mr. Wright commented that the 2023 capital outlay looked good for budget purposes and the library will have more expenses for salaries and benefits; the committee feels comfortable with the balance amount remaining after the Liberty project is completed. The board discussed the savings incurred over the years; the ability to expand using cash; how the Liberty project will effectively decrease the overall fund balance and still have a remaining good balance level; how the expansion of hours after the Covid pandemic increased expenses for 2022; that future revenue is relatively flat after 2023 while expenses will be increasing; and the levy renewal in 2025 could affect future revenue. Mr. Jones motioned, seconded by Mr. Huff, to pass the 2023 MidPointe Library tax budget and forward it to the City of Middletown.

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

“Nay” None

Motion Approved 22-43

VIII Director's Report

Yankee Road/Liberty Project Updates

Mr. Bautz distributed and reviewed a draft building program dated 6/2/2022 prepared by our architect, LWC, and a power point prepared by LWC which gave a visual of bubble drawings. He discussed items such as the square footage for the collections, what the building would look like such as being more open in front with high ceilings, and how we are quickly moving through the conceptual process. The board discussed the floor plans; that the parking lot is in the middle of the property with the building on the one end so the other end of the property could potentially be sold in the future; that space efficiencies were being utilized for the interior; that the next drawing will have more detail; and that the timeline indicated that the specs may be ready in September for the bidding process to begin. Mr. Bautz reviewed a FAQ prepared by our Community Engagement department which indicated we could be open by the beginning of summer 2024. Ms. Hillman added that the possibility of opening at the start of summer would be good for our summer reading program.

Monthly Statistical Report:

Mr. Bautz reviewed the May statistics. Circulation overall was up by 15% system-wide; with Liberty up 13%; Middletown up 6%; Monroe up 70%; Trenton up by 23%; and West Chester down by 6%. He also reported that the summer reading kickoff was very successful, and we anticipate the June statistics to be much higher than in May. Physical circulation was up 4%; AV was down 10%; book circulation was holding strong; digital circulation was up 4%; visits were up 70% indicating that people are coming into our buildings again; program attendance was up with over 7,600 attendees; PC usage was up 27%; Wi-Fi usage was up 54%; over 600 meeting room reservations were made for the month; that there were 40 passports processed; and collection maintenance was even. Community engagement had 191 engagements per day which is a significant increase over the previous month; social media followers are up 16% and we are getting closer to the 10,000 mark; 600 new patrons were registered; and the call center had 1,500 calls averaging 2.5 minutes per call. The call center has been very busy due to calls about the local power outage, to see if we had power, and if we were open. The library is a cooling center, so Middletown was very crowded with electrical outlets being used for phone charging and a huge crowd for lunch program. The board discussed the replacement chiller unit and the temporary whole building 100-ton unit that was installed to avoid the damage of resources due to the excessive indoor heat and humidity. The permanent unit is tentatively scheduled to be installed around the end of June. We may need to close when the new unit needs to be hooked up, with a soft start and other things installed while it's running.

IX Public Services Report:

Mrs. Maynor reported that several branch managers and supervisors attended the Ohio Library Council's one-day Library Management and Leadership Conference on May 20th. At Liberty, there were 456 items borrowed from the hold lockers. At LOW, there were 10 items borrowed from the Wayne Township lockers; outreach to Chrisholm MetroPark has resumed; and a new senior living facility in West Chester has indicated they are interested in receiving outreach service. Middletown public services supervisor, Ms. Baillie, reported that the summer reading program kickoff was very successful with the first program that day having over 100 attendees; the summer lunch service started last week and there were

100 meals distributed in-person due to regulations; as we are a cooling center, the local power outages that occurred due to the 6/12 storm has increased our visibility and we are pleased to be able to provide this valuable service to the community. Mrs. Maynor added that the case manager from Access Counseling Services has been able to help patrons with other resources that are needed due to the power outages. At Monroe, the deck will be refinished by Ohio Living's Maintenance department and new magazine and pamphlet racks will be installed. At Trenton, the sensory space that was closed due to the Covid pandemic, has reopened with over 70 attendees over the first 2 sessions, and the installation of a replacement projector screen has been delayed. At West Chester, the manager has met with the Lakota schools regarding different ways to involve high school students in the library; the building had to be closed on May 31st due to a water main break; the vending machines have been removed from the café area, the floor cleaned, and the machines will be replaced by a new vendor; and the makerspace completed 93 Express 3D and vinyl print jobs. She added that discussions are ongoing about opening a makerspace in the Middletown building.

X Community Engagement Report

Ms. Hillman reported that the library had 4,526 minutes of virtual programming watched in May with 5,925 engagements; and the summer reading videos have been watched hundreds of times. Community events and partnerships include an ongoing campaign with other libraries with the theme of "Only Here"; we will have vehicles in three 4th of July parades; we are a sponsor of the Family Promise Dot Dash race; West Chester and Liberty are part of Reach Out Lakota's "Food Fight" collecting non-perishable items; we are a part of the "Stuff the Bus" school supply drive that will be held at Liberty Center on July 27th; and over 11,000 children are now enrolled county-wide in the Ohio Governor's Imagination Library/Dolly Parton Imagination Library with 65% of children in our service area and we are looking to increase the program participation. The summer reading kick-off events were very well attended, and in-person attendance has exceeded pre-Covid levels with West Chester distributing over 3,000 reading logs in the first week. Ms. Hillman distributed summer reading themed wood bookmarks that were made in the makerspace. The summer food program funded by the Children's Hunger Alliance is at the Middletown location and at Home Avenue Park in Trenton. West Chester and Monroe are not eligible to distribute lunches this year but are providing grab-and-go lunches supplied by a generous donation. Updated photos for the web site will be taken at West Chester at the July 20th board meeting.

XI Human Resources

Ms. Stengel introduced Ms. Manney who was in attendance for back-up recording secretary training purposes.

Staffing Updates:

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

Approve the employment of Angie Quigg; effective 6/5/2022, full time; non-exempt; West Chester; library associate floater; public services; at pay level two;

Approve the employment of Josie Kochendorfer; effective 6/5/2022, part time; non-exempt; Liberty; library associate; public services; at pay level one;

Correct a typographical error on the 4/20/2022 HR report and minutes of Kent Ferguson, pay level reported at three and is two.

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

“Nay” None

Motion Approved 22-44

Ms. Stengel reported that turnover for May was 0% and is 11.0514% for the year, with a total of 11 new hires and 10 voluntary terminations year-to-date. There are currently four openings, we are actively recruiting for two openings, and one applicant is in the pipeline with a start date.

XII Board Comments

Mr. Szopinski commented that he feels it was a good decision to get a temporary chiller unit to keep the Middletown building open and cool.

Mrs. Houser complimented Middletown supervisor Brittney Baillie and manager Amy Abernathy for hosting the schools team meeting in May where they gave a behind the scenes tour and spoke about the services provided by the library.

XIII Adjournment

Mr. Wright adjourned the meeting at 2:02 p.m.
22-45

President

Secretary