

**Minutes of the Regular Meeting of the  
MidPointe Library System Board of Trustees  
West Chester Board Room  
Wednesday, July 20, 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:

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

Also present were: Mr. Travis Bautz, Library Director; Ms. Cari Hillman, Community Engagement Director; Ms. Terri Manney, Human Resources Assistant; Mrs. Brielle Maynor, Public Services Director; Mrs. Rebecca Rasnick, West Chester Branch Manager; Ms. Kathy Stengel, Human Resources Director, and Ms. Emily Vance, Deputy Fiscal Officer.

**IV Adoption of Agenda**

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

“Aye” Bramblett, Houser, Huff, Stewart, Szopinski, Wright  
“Nay” None  
Motion Approved 22-46

**V Public Comment**

There was no public comment.

**VI Approval of Minutes**

Mr. Szopinski motioned, seconded by Mrs. Stewart, to approve the minutes of the regular board meeting of June 15, 2022.

“Aye” Bramblett, Houser, Huff, Stewart, Szopinski, Wright  
“Nay” None  
Motion Approved 22-47

**VII Fiscal Officer’s Report**

Financial Report, Investments, and Donations:  
Ms. Vance reviewed the June 2022 financial report.

Mr. Bill Jones arrived at 1:07 pm.

Mrs. Stewart motioned, seconded by Mr. Huff, to approve the Financial Statement, Investments, and Donations for June 2022 as presented by Ms. Vance.

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

“Nay” None

Motion Approved 22-48

(Report on file in Fiscal Officer’s office)

## **VIII Director’s Report**

Monthly Statistical Report:

Mr. Bautz reviewed the June statistics. Circulation overall was up by 6% system-wide; with Liberty up by 16%; LOW up by 2%; Middletown was down by 2% although they were closed several days due to the new chiller installation; Monroe was up by 110%; Trenton up by 20%; and West Chester up by 3%. Print circulation was up by 11%; AV was down by 10%; digital circulation was up by 8%; patron visits were up by 32%; there were 262 programs with just under 7,000 in attendance; PC usage was up by 10%; Wi-Fi usage was up 36%; there were 614 meeting rooms reserved for the month; 67 passports were accepted; and collection maintenance was about even. Community engagement had over 5,000 minutes of virtual programming watched, with over 12,000 social media engagements and just over 9,000 social media followers. Over 800 new patrons were registered; and the call center had just under 2,000 calls received for total call minutes of over 4,500, with an average call duration of 2.33 minutes. The board discussed the uptick in increased foot traffic at Liberty.

Mr. Bautz reported that he shared the exterior mockup drawing of the new Liberty building; the number of square ft has been established and the architects have prepared bubble drawings; all demo has been completed; and there is a meeting next Tuesday with the architect to review their progress. Ms. Hillman added that the Library had a booth at the West Chester Liberty Chamber Expo which featured a mockup drawing of the building and there was a lot of excitement and enthusiasm about the new building from the attendees.

## **IX Public Services Report:**

Mrs. Maynor reported that we are exploring the possibility of participating in the “Safe Place” national program; we are updating a police scope of practice document; and Middletown served as a cooling center during the extreme heat wave in June since the air conditioning was operational. At Liberty, 589 items were borrowed from the hold lockers and there were 98 additional visitors during the week of the cooling center announcement. At LOW there was 1 item borrowed from the Wayne Township lockers; Central Connections in Middletown has been in contact to resume service; trial runs of the Lobby Stop service are underway; and planning is underway for bookmobile visits to schools in our service area for the 2022-2023 school year. At Middletown, there were 485 additional visitors during the week of the cooling center announcement; officials from the Children’s Hunger Alliance visited our summer food service program site; and a group who does first amendment audits visited in early June with their cameras on to see what kind of service we would provide. West Chester branch manager, Mrs. Rasnick, reported that it has been incredible to see people returning and using the library in-person; there have been some cosmetic changes to the building such as the passport room, and the café area has been painted, magazine racks have been installed, and new vending machines are being delivered next week. The makerspace completed 98 Express 3D and vinyl print jobs. We continue to host the case managers from Access Counseling with various service that our patrons need. The board discussed staff who oversee the scheduling of the bookmobile.

**X Community Engagement Report**

Ms. Hillman reported that the library had 5,139 minutes of virtual programming watched in June with 12,271 engagements, which is a 107% increase from the prior month; and the Library website will get an upgrade soon, migrating to a new platform that will improve mobile functionality and incorporate a Google translation feature. A ribbon cutting event will be planned shortly for the new Lobby Stop vehicle. Community events and partnerships include a book donation to OhioMeansJobs; the AmeriCorps Seniors will be presenting at our Friends, Foods, and Fun for Seniors event in West Chester; we are a partner in distributing free OLC/COSI "Learning Lunchboxes" which have a dinosaur theme and include five days of learning content. The Library had a booth at the West Chester-Liberty Chamber Alliance Business Expo on July 19<sup>th</sup>; the "Stuff the Bus" school supply drive for Lakota students will be held on July 27<sup>th</sup> at Liberty Center from 11:00 am – 1:00 pm; the Library will have a booth at National Night Out in Middletown on Tuesday, August 2<sup>nd</sup> from 5:00 - 9:00 pm in Smith Park; the Library will be a vendor at the Butler County Social Services Resource Expo on Friday, August 5<sup>th</sup> at Fairfield High School; and the annual Women Enriching Lives Luncheon that raises funds for Dolly Parton's Imagination Library of Ohio will be held on October 1<sup>st</sup> at Middletown High School. The Summer Reading Program 2022 has been tremendously successful at all locations and will end July 30<sup>th</sup>. The board discussed the possibility of a makerspace at the Middletown building and that an architect has been retained for conceptual ideas.

**XI Human Resources**

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

Staffing Updates:

Approve the employment of Chris Bell; effective 6/19/2022; full time; non-exempt; West Chester; makerspace technician, at pay level three;

Approve the reduction of weekly hours to 16 of Cora Kehr; effective 7/10/2022; part time; non-exempt; Middletown; library associate; public services, remain at pay level one;

Approve the promotion of Jaime Ferguson; effective 7/24/2022; full time; non-exempt; West Chester to Middletown; Library Specialist floater to adult programmer; Public Services to Community Engagement; at pay level three;

Accept the resignation of Ariel Yisreal, effective 6/27/2022, part time; non-exempt; West Chester; library associate; public services.

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

"Nay" None

Motion Approved 22-49

Ms. Manney reported that turnover for June was 1.0870% and is 12.1384% for the year, with a total of 12 hires and 11 voluntary terminations year-to-date. There are currently five openings, and we are actively recruiting for four of the openings.

**XII Board Comments**

Mrs. Bramblett commented that she will not be attending the August meeting.

Mr. Huff commented that his grandson won the congressional art contest for his district and his art will be displayed in the Capitol building for a year.

**XIII Adjournment**

Mr. Wright adjourned the meeting at 1:35 p.m.  
22-50

---

President

---

Secretary