

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Sabin Hall, Liberty Mall
Wednesday, September 21, 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. Kristen Bramblett, Mrs. Deborah Houser, Mr. Michael Huff, Mr. Bill Jones, Mrs. Eleanor Stewart, and Mr. Richard Szopinski.

Those absent: Mr. Keith Wright

Also present were: Ms. Jamie Aubin, Liberty Branch Manager; Mr. Travis Bautz, Library Director; Mr. Ross Brown, IT Director; Ms. Cari Hillman, Community Engagement Director; Mrs. Jennifer Riley-Johnson, Trenton Branch Manager; 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, Huff, Jones, Stewart, Szopinski

“Nay” None

Motion Approved 22-56

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Huff motioned, seconded by Mrs. Houser, to approve the minutes of the regular board meeting of August 17, 2022 as presented.

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

“Nay” None

“Abstain” Bramblett

Motion Approved 22-57

VII Fiscal Officer's Report

Financial Report, Investments, and Donations:

Mrs. Slater reported that the audit was completed, reviewed, there were no changes, and it will be published soon. Mrs. Slater reviewed the August 2022 financial report noting that the revenue figures include the PLF of \$476,508, which is a 4% increase, and we received \$1,005,653 in general property taxes which is an increase of 9.8% year to date. She noted that she will be moving money from Star Ohio into a new broker so we will be going from two brokers to three brokers, and she foresees more interest income in the future. The board discussed late fees which the library is fine free and has no late fees. Mr. Szopinski motioned, seconded by Mrs. Stewart, to approve the Financial Statement, Investments, and Donations for August 2022 as presented by Mrs. Slater.

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

"Nay" None

Motion Approved 22-58

(Report on file in Fiscal Officer's office)

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the August statistics. Circulation overall was up 15%, Liberty was up by 11%; LOW was up by 97%; Middletown was up by 29%; Monroe was up by 150%; Trenton was up by 10%; and West Chester was up by up 7%. Print circulation was up by 17%, AV was up approximately 4%; digital was up 13%; patron visits were up 40%; there were 153 programs with over 7100 attendees; PC usage was up by 50%; Wi-Fi usage was up by 48%; there were over 651 meeting rooms reserved; 87 passports were accepted; collection maintenance was slow primarily due to our main book vendor being a victim of ransomware and they were shut down for several weeks so we anticipate receiving a lot of deliveries next month; community engagement had over 2100 minutes watched with 156 engagements per day, and over 9,000 social media followers; over 1200 new patrons were registered and the call center answered 1700 calls with average call duration just under 3 minutes. The board discussed the types of calls the call center answered.

Mr. Bautz distributed a copy of a letter that he and the Lane Library director jointly sent to the Butler County United Way severing the partnership with the Dolly Parton Imagination Library due to not receiving the recognition for the legwork done for United Way; not being a community partner; and not accepting library help with fundraising, marketing, and other offered help. We have other ideas to complement the Imagination Library and promote literacy and will share more when that is introduced. The letter offered library service through the month of August, but United Way disabled our access the day they received the letter. A 501C3 needs to run the Dolly Parton program, which we did not have one affiliated with the library at that time; we ran the program and was the face of it; they paid the bills, but as fiduciary all communications from the state went to United Way and they didn't share those communications.

Project Updates

Mr. Bautz reported that regarding Liberty, they recently met with the architect and have the most recent architect drawings which are frequently tweaked and modified. The facilities committee will need to meet soon to make major decisions about the building such as the HVAC system. He distributed the latest architect report and can share an electronic report copy with the facilities committee. The architect has offered to present the latest data at a board meeting. Mrs. Slater added that a cost analysis will be completed so the facilities committee can review it before their yet to be scheduled meeting.

Policy Manual Update

Mr. Bautz reviewed the changes to the Collection Development Policy within the Public Policy Manual. The changes relate to recent book challenges that have been occurring across the country. He reviewed clarification changes, the reconsideration of resources changes, and the appeal process. The board discussed the reasons for objections and complaints that we have received. Mr. Huff motioned, seconded by Mr. Szopinski, to approve the changes to the Public Policy Manual as presented.

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

“Nay” None

Motion Approved 22-59

Network Security Audit

Mr. Bautz introduced Mr. Brown who he invited to talk about a network security audit that was conducted on our computer network by Capital Data. An audit was done by another company two years ago but it was time for another analysis. Mr. Brown reported that a software application was loaded onto 25 staff and public computers as well as our servers. The traffic was analyzed to see what occurred. The company made some recommendations which will require outside vendors, require some artificial intelligence and additional software to protect the Library. Mrs. Slater added that the financial side and the banking is all locked down with passwords and second and third authentication, so the finance side is already protected. The board discussed the additional software that should be installed on every library computer; the alerts that will be involved; how other libraries have been a victim of ransomware and how it affected them; and how our borrowed Chromebooks are wiped after every use. The analyst, Capital Data, is recommending software which is expensive and will be included in the next budgeting review. They are not selling the software just making software recommendations. The audit showed we are not a high risk but do have vulnerabilities; we need to be more proactive with protecting our data; and have continuing staff training to lower our risk. Our patron database does not include personal patron information.

IX Public Services Report:

Mr. Bautz filled in for Mrs. Maynor reporting that we continue to distribute free at-home Covid tests via our curbside service; and floater staff members are completing passport training to assist with this popular service. Liberty branch manager, Ms. Jamie Aubin, reported that they have one opening, and just filled a part time opening; passport training has been completed and they anticipate offering that service on Tuesdays and Thursdays; the hold lockers are used continuously; and the branch layout has been modified to allow for more openness and room. At LOW bookmobile visits are underway; and they are attending a lot of fall events and festivals. At Middletown, the free pantry was re-established with a donation of shelf-stable food from the Children's Hunger Alliance; and discussion continues regarding a makerspace. At Monroe, some maintenance was done to the deck and power line from the branch building to the garage; and the police department did a security audit and gave active shooter advice. At Trenton, branch visits to Edgewood Middle School are occurring for the first time ever; visits to the nearby Head Start program have been re-established; and MidPointe Educator Information Folders are being distributed to teachers. At West Chester, a TV has been installed in Community Room C to give audiovisual capability to users; teen programming has been increased with the start of school; a free food pantry has been added; proposed new services are being explored; and the makerspace completed 149 Express 3D and vinyl print jobs.

X Community Engagement Report

Ms. Hillman reported that the library had 2,161 minutes of virtual programming watched in August with 4,841 engagements. A refreshed library webpage has been launched and includes Google Translate. The Historic Middletown Films: Sebald-Kinder Collection which includes 70+ videos from the late 1920s and early 1930s is now available. A new makerspace promotion is highlighting "featured prints". Community events and partnerships include an expanded partnership with the Community Blood Center; Miami University's Mechanical and Manufacturing Engineering Department will bring additional programming in collaboration with the makerspace in 2023; a festive storywalk will be installed downtown as part of downtown Middletown's Holiday Whopla; the bookmobile will be at the Liberty Township Fall Festival on September 24th at Liberty Park; and we have donated books to the Ohio Means Jobs resource room and provided them with eCards.

XI Human Resources

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

Staffing Updates:

Approve the promotion of Lynn Vormbrock; effective 8/21/2022; full time; non-exempt; West Chester; library associate floater to library specialist floater; public services; at pay level three; and

Accept the termination of Carolyn Roberts; effective 9/16/2022, full time; non-exempt; Liberty; librarian; public services.

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

"Nay" None

Motion Approved 22-60

Ms. Stengel reported that turnover for August was 1.0989% and is 14.2792% for the year, with a total of 13 hires and 13 voluntary terminations year-to-date. She discussed that the August cost of living which affects the Ohio minimum wage in 2023 has been released and anticipates a new rate of \$10.10 in 2023. She also mentioned that to prepare for end of the year compensation recommendations, that the board HR sub-committee should meet in October and November. The board discussed the received insurance renewals. Ms. Stengel discussed the performance assessments for the director and fiscal officer.

XII Board Comments

There were no board comments.

XIII Adjournment

Mrs. Bramblett adjourned the meeting at 2:03 p.m.
22-61

President

Secretary