

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Trenton Library, Community Room
Tuesday, August 21, 2024, 1:00 p.m.**

I Call to Order by President

Mrs. Stewart, 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:

Mr. Andrew Dunn, Mr. Tim Essex, Mrs. Deborah Houser, Mr. Michael Huff, Mr. Bill Jones, Mr. Jay Marlow, and Mrs. Eleanor Stewart.

Those absent were: none

Also present were: Mr. Travis Bautz, Library Director; Mr. Chris Corbitt, Development Director; Mrs. Emily Foote, Fiscal Officer; Ms. Candy Heffner, Levy PAC Treasurer; Ms. Cari Hillman, Community Engagement Director; Mr. Steve Mayhugh, Facilities Director; Mrs. Brielle Maynor, Public Services Director; Mrs. Jennier Riley-Johnson, Trenton Branch Manager and Ms. Kathy Stengel, Human Resources Director.

IV Adoption of Agenda

Mr. Dunn motioned, seconded by Mr. Marlow, to approve the agenda as presented.

"Aye" Dunn, Essex, Houser, Huff, Jones, Marlow, Stewart

"Nay" None

Motion Approved 24-48

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Essex motioned, seconded by Mr. Huff, to approve the minutes of the special board meeting held on June 20, 2024, as presented.

"Aye" Dunn, Essex, Houser, Huff, Marlow, Stewart

"Nay" None

"Abstain" Jones

Motion Approved 24-49

Mr. Dunn motioned, seconded by Mr. Huff, to approve the minutes of the special board meeting held on July 2, 2024, as presented.

"Aye" Dunn, Essex, Houser, Huff, Jones, Marlow, Stewart

"Nay" None

Motion Approved 24-50

VII Fiscal Officer's Report

Financial Report, Investments, and Donations

Mrs. Foote commented that the June 2024 report was included in the packet and could answer any questions about the report. She reviewed the July 2024 financial report. Mr. Jones motioned, seconded by Mr. Huff, to approve the Financial Statement, Investments, and Donations reports for June 2024 and July 2024 as presented by Mrs. Foote.

"Aye" Dunn, Essex, Houser, Huff, Jones, Marlow, Stewart

"Nay" None

Motion Approved 24-51

(Report on file in Fiscal Officer's office)

Audit Results:

Mrs. Foote reported that the audit results have been released and we received a perfect audit with no auditor recommendations. She distributed a copy of the written audit and can email it to any board member upon request.

Levy Update:

Mrs. Foote reported that she and Mr. Bautz presented the levy to the Middletown City Council, and it went through.

DJB Progress Fund:

Mrs. Foote distributed an information sheet about the Douglas J Bean Progress Fund. She discussed the background as to why the DJB fund was established. Since we now have the library foundation, it seems natural to forward the funds in the DJB Progress Fund that total \$2,900.97 to the library foundation and have them combined into one fund. Mr. Essex motioned, seconded by Mrs. Houser, to distribute the \$2,900.97 to the library foundation from the Douglas J Bean Progress Fund to progress the library and thereby close the fund. The board discussed the function of the library foundation board and its members and the Rothwell Fund which had stipulations to the usage of that donation.

"Aye" Dunn, Essex, Houser, Huff, Jones, Marlow, Stewart

"Nay" None

Motion Approved 24-52

Mr. Corbitt, Development Director for MidPointe Library System was introduced. He added that he's looking forward to starting the development role and initiatives which will help the library financially in its goals.

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the July statistics. Circulation overall was up by 1% over the same time last year; Liberty was down by 8%; LOW was up by 23%; Middletown was down by 4%; Monroe was up by 4%; Trenton was up by 10%; and West Chester was down by 6%. AV was steady; print was flat; digital items were up by 20% and we're looking at increasing our holds ratio to stretch our dollars; patron visits were up by 10%; there were 215 programs offered, with 14,483 in attendance which is an increase of 23%; PC usage was up by 9%; Wi-Fi was up by 6%; meeting room usage was 876; there were 76 passports processed for the month;; there were 778 new patron registrations for the month, and the call center had 1,592 calls totaling 4,446 minutes.

Mr. Bautz commented that the lease at the Liberty Mall will be expiring next year, and he and Mrs. Maynor met with mall management where they expressed an interest in the library continuing a presence at the mall. They offered space for possibly a makerspace and mentioned that they could possibly contribute funds towards the improvements needed for some type of library service. The current lease will not be renewed, and we will review different options and obtain quotes for improvements to the mall space.

IX Facilities Report — Liberty/Yankee Road Construction

Mr. Bautz reported that there are walls, that some of the framework is up and a rough in for the roof is in place. He reviewed the change order report in the board packet. A few changes that had no cost include adding a rough in for a sink in a study room, and a developmental disabilities group is trying to get a grant for an adult changing table which could be installed in one of the single use restrooms.

X Public Services Report

Mrs. Maynor reported that the case manager with Sunrise Treatment Center has had over 43 visits with patrons for the month and she now is regularly scheduled at West Chester as well as Middletown. Mrs. Riley-Johnson reported that at Liberty, the Fitton Center recently had a ribbon cutting for a space they will occupy at Liberty Mall; and they have updated furniture for the library space. At LOW, 6 items were borrowed from the Wayne Township holds lockers; we participated in 2 different July 4th parades; attended the Monroe and Trenton Touch A Truck events and Monroe's National Night Out; and the upcoming school stop schedule will be finalized within the next few weeks for visits to begin the first week of September. At Middletown, the adult non-fiction collection was shifted to improve accessibility; and the

automated materials handler has been repaired. At Monroe; Ohio Living Mt. Pleasant has completed some maintenance work. Mrs. Riley-Johnson reported that at Trenton, a local group had a field trip to the sensory space; the Community Blood Center donations culminated in over 33 lives saved by the donations; a mobile mammography unit will be at the branch next week, and on 9/6 a concert featuring the Parrots of the Caribbean will be performing at the Trenton Community Park. At West Chester, the branch will host the Lakota school board retreat and an Ohio Department of Aging forum; after-school visitor procedures will resume on the first day of school for Lakota West; and the branch manager was invited to serve on the Emerging Leaders Committee.

XI Community Engagement Report

Ms. Hillman reported that the summer reading program kick-off was very successful with over 600 attendees at our branches; Ally Doliboa, programming supervisor, was especially helpful in managing all of the performers and attendees; 9,555 patrons participated in the summer program; and the summer lunch program was highly attended. Ohio First Lady Fran DeWine visited and distributed books at a scheduled luncheon held at the Middletown Library. The summer lunch programs were highly attended with more than 550 lunches distributed at Middletown and just under 1,000 senior lunches were provided at our various branches. All 3 branch lunch sites passed the health inspections and were granted food licenses with the Butler County General Health District. The outreach programming team had over 1,400 participants during the summer. Upcoming events include Monroe National Night out on 8/1; Liberty Center Back to School Block Party on 8/3, Monroe Touch a Truck on 8/9, Edgewood High School Open House on 8/13, and Future Firebird Night at Lakota West on 8/30. Free Little Libraries were established in waiting rooms at UC Health Center and Primary Health Solutions for visitors to those health centers. We donated raffle baskets to the CET Action Auction and the Liberty Place National Senior Citizen Day event. Ms. Hillman distributed the 2023 annual update printed material and mentioned that she and Mr. Bautz will be guests on the next Liberty West Chester Chamber Alliance podcast. Mr. Bautz disclosed some library statistics from 1983 which when the West Chester Library opened at the Cox Road location to show how we have grown, and the community uses our library locations.

XII Human Resources Report Staffing and HR Updates:

Mr. Marlow motioned, seconded by Mr. Dunn, to approve the following human resources report as presented by Ms. Stengel:

Approve the employment change of Julia Love; effective 7/21/2024; non-exempt; from parttime to full-time; West Chester; makerspace technician; IT Department; at the same pay level;

Approve the promotion of Chris Schlau; effective 8/4/2024; non-exempt; from part-time to full-time; Middletown; from library associate to makerspace technician; IT department; at pay level three;

Approve the promotion of Emily Burch, effective 8/4/2024; non-exempt; from part-time to full-time; Middletown; from library associate call center to makerspace technician; IT department; at pay level three; and

Approve the termination of Whitney Harper, effective 8/13/2024; non-exempt; full-time; patron services lead; Monroe; public services.

"Aye" Dunn, Essex, Houser, Huff, Jones, Marlow, Stewart

"Nay" None

Motion Approved 24-53

Mrs. Stengel reported that turnover for June and July was zero and is 2% year to date, and we have had 11 new hires and 2 terminations. We are actively recruiting and interviewing for 6 positions.

Education Assistance Program:

Mrs. Foote discussed the Personnel Budget Evaluation that was included in the board packet, which shows estimates of the annual salaries and benefits expenses and a calculated estimate of what amount of the budget will be remaining. The evaluation shows there will be an estimated \$357,000 surplus remaining in the fund which would allow the library to move some funds around in the personnel budget for proposals for the Education Assistance Program and compensation. So, there is money to cover these proposals. Mr. Bautz commented that the current Education Assistance Program that was prepared by an attorney is included in the board packet. We currently have several employees using the program for educational purposes and have used most of what was appropriated for 2024. The board discussed the stipulations of the educational assistance program; the types of classes that are reimbursed; the level of participation in the program; the history of staff leaving after obtaining a degree which was negligible; the application process; the possible options going forward; that libraries are considered a source of enrichment, education and increase knowledge and that we should continue to educate and increase staff knowledge as our education philosophy. The board agreed that in order to provide an environment of education to the staff, to increase the current amount in the education fund to \$50,000, which would provide for at least half of the current pending education applications and to cap the amount for future years at \$50,000.

Salary Philosophy:

Ms. Stengel discussed the Mid-year Pay Adjustment handout; the history of our current compensation philosophy; our recruiting efforts; recommendations to enact an off-cycle mid-year pay adjustment distributed through a lump sum and an hourly wage increase that would increase the personnel budget by approximately \$75,000 for over 100 employees and

proposed updated pay ranges. Mr. Essex motioned, seconded by Mr. Marlow, to approve the presented updated 2024 pay ranges effective immediately; and approve a midyear pay adjustment to currently employed eligible employees, including the fiscal officer, for the difference between the applicable 43rd and 50th percentiles up to the maximum of the new 8/21/2024 pay ranges, effective retroactive to the first pay of July 2024.

“Aye” Dunn, Essex, Houser, Jones, Marlow, Stewart

“Nay” Huff

Motion Approved 24-54

XIII Board Comments

Mrs. Stewart introduced Candy Heffner who has agreed to be the PAC treasurer for our levy campaign and attended the meeting to obtain more information about the library as an organization.

Mrs. Foote shared that she received her certified public finance administrator certificate at the national conference last year and the State of Ohio paid for her expenses to travel to the conference to receive the award. She was also elected to the OLC accounting division.

Mr. Jones inquired about how to get a Love My Library sign and to please advise patrons to put them in their own yard and not in the right of way.

XIV Adjournment

Mrs. Stewart adjourned the meeting at 2:22 p.m.

24-55

President

Secretary