

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Liberty Library, Unity Hall
Tuesday, September 18, 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. Michael Huff, Mr. Jay Marlow, and Mrs. Eleanor Stewart.

Those absent were: Mr. Tim Essex, Mrs. Deborah Houser, and Mr. Bill Jones

Also present were: Mr. Travis Bautz, Library Director; Mrs. Emily Foote, Fiscal Officer; Ms. Cari Hillman, Community Engagement Director; Ms. Ashley Kraus, Liberty Branch Manager; Ms. Terri Manney, HR Assistant; 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. Marlow motioned, seconded by Mr. Dunn, to approve the agenda as presented.

"Aye" Dunn, Huff, Marlow, Stewart

"Nay" None

Motion Approved 24-56

V Public Comment

There was no public comment.

VI Approval of Minutes

Mr. Dunn motioned, seconded by Mr. Huff, to approve the minutes of the regular board meeting held on August 21, 2024, as presented.

"Aye" Dunn, Huff, Marlow, Stewart

"Nay" None

Motion Approved 24-57

VII Fiscal Officer's Report

Financial Report, Investments, and Donations

Mrs. Foote reviewed the August 2024 financial report and Mr. Bautz reviewed the donations received. Mrs. Foote reported that the investments are performing better than anticipated, the PLF estimations are on track, and the property tax revenue is also on track. Mr. Bautz commented that Mrs. Foote correctly projected the state revenue to be down for the year, which put us in a good financial position. Mr. Huff motioned, seconded by Mr. Marlow, to approve the Financial Statement, Investments, and Donations reports for August 2024 as presented by Mrs. Foote.

"Aye" Dunn, Huff, Marlow, Stewart

"Nay" None

Motion Approved 24-58

(Report on file in Fiscal Officer's office)

VIII Director's Report

Monthly Statistical Report:

Mr. Bautz reviewed the August statistics and commented that whether statistics are up or down it does not equate to financial distress but shows library trends and historical ups and downs. Circulation overall was down by 3% over the same time last year; Liberty was down by 14%; LOW was up by 7%; Middletown was down by 11%; Monroe was down by 4%; Trenton was up by 16%; and West Chester was down by 10%. AV was down by 16%; print was down for the month; digital items were up by 17%; patron visits were up by 2%; there were 149 program's offered, with 4,133 in attendance; PC usage was down by 4%; Wi-Fi was down by 27%; meeting room usage was 783; there were 90 passports processed for the month; there were 1,380 new patron registrations for the month, and the call center had 1,538 calls totaling 4,157 minutes. The board discussed the voter registration service available at the Library.

Mr. Bautz reviewed a multi-year contract with OPLIN for the e-rate program which is a rebate program for internet access. This contract, which expires on 6/30/2030, provides that OPLIN will do all the necessary paperwork, which is very intensive and onerous, that is required for the program for a flat fee of \$2,000 per year. Mr. Huff motioned, seconded by Mr. Dunn, to authorize Mr. Bautz to sign the multi-year contract for the OPLIN e-rate services.

"Aye" Dunn, Huff, Marlow, Stewart

"Nay" None

Motion Approved 24-59

IX Facilities Report — Liberty/Yankee Road Construction

Mr. Mayhugh reported that the progress on the building is very visible with the framing, decking and the roof is up, the exterior brick is going up, and the windows are framed and the poles for the parking lot lights have been installed. He distributed recent photos of the buildings' progress and invited board members to drive by and view the progress. The board discussed possible bird strikes due to the large number of windows which will probably be circumvented due to the awning that will be installed. The board also discussed the possible services that could be provided at the Liberty Mall.

Mr. Bautz added that he signed the end of lease agreement for the mall location in May 2025. The mall is interested in having some library services continue at the mall, so that is being explored.

X Public Services Report

Mrs. Maynor commented that Mrs. Riley-Johnson will report on the Liberty and Trenton branches. Mrs. Riley-Johnson reported that at Liberty, they received a perfect score in the passport audit; and the lockers have been widely used. At Trenton, they have partnered with the police department for more police visibility which may reduce the youth issues that have recently occurred; and the branch is hosting the Trenton Community Business Association's October business meeting. She added that besides being the Trenton branch manager, she has been the interim branch manager at Liberty while the manager recruiting was taking place and introduced the new Liberty branch manager, Ashley Kraus, who was the public services supervisor at West Chester. Mrs. Maynor reported that at LOW, initial visits to schools for the new school year are continuing. At Middletown, the fiction section is being shifted to make room for Playaways; 156 students attended the Personalized Learning Day; and the storytime room is being converted into a drop-in activity space. At Monroe, a representative from Ohio State University stopped by to discuss a potential partnership, and passport acceptance is being suspended due to an employee departure. At West Chester, the lobby redesign by LDA has been completed; a monitor is being installed over the fireplace that will display rotating library information; guidelines are being created for proctoring services; the adult non-fiction shifting project has been completed; and graphic novels and manga have been interfiled.

Ms. Stengel was excused at 1:30 pm.

XI Community Engagement Report

Ms. Hillman reported that 1,589 minutes of virtual programming was watched in August with 2,139 social media engagements; and that a digital media technician has been added to the community engagement team. The Fall Program Guide and the 2023 Annual Review are both now available in print and online; distribution of fact-only levy information began September 1st. Community events included Liberty Historical Society Heritage Day, Ohio Living

Employee Resources Fair, Future Firebird Night, Liberty Fall Festival and Middletown Hispanic Heritage Festival. MidPointe was honored by the Pause for Parents with the partner of the year award at their recent gala.

XII Human Resources Report:

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

Approve the employment of Morgan Ward; effective 8/25/2024; non-exempt; full-time; West Chester; digital media technician; community engagement; pay level four;

Approve the hours change of Seã Watson; effective 8/18/2024; from part-time to full-time; Middletown; library associate; public services; at same level of pay;

Approve the employment change of Joe Heilman; effective 9/1/2024; non-exempt; full-time; West Chester; from library associate floater to makerspace technician; IT; pay level three;

Approve the employment change of Roni Lathrop; effective 9/1/2024; non-exempt; from part-time to full-time; Middletown; from library associate to library associate floater; public services; pay level two;

Approve the employment change of Ashley Kraus; effective 9/15/2024; exempt; full-time; Liberty; from public services supervisor to branch manager; public services; pay level six; and

Accept the resignation of Maeghan Keck; effective 9/3/2024; non-exempt; full-time; Trenton; community engagement; programmer.

"Aye" Dunn, Huff, Marlow, Stewart

"Nay" None

Motion Approved 24-60

XIII Board Comments

There were no board comments.

XIV Adjournment

Mrs. Stewart adjourned the meeting at 1:32 p.m.

24-61

President

Secretary