

**Minutes of the Regular Meeting of the
MidPointe Library System Board of Trustees
Trenton Library, Community Room
Wednesday, December 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. Tim Essex, Mrs. Deborah Houser, Mr. Michael Huff, and Mrs. Eleanor Stewart.

Those absent were: Mr. Andrew Dunn, Mr. Bill Jones, and Mr. Jay Marlow

Also present were: Mrs. Emily Foote, Fiscal Officer; Ms. Candy Hefner, PAC Treasurer; Ms. Cari Hillman, Community Engagement Director; Mr. Rick Holt, Guest; Mrs. Cathy Holt, Guest; Mrs. Karen Jones, Deputy Fiscal Officer; Mr. Steve Mayhugh, Facilities Director; Mrs. Brielle Maynor, Public Services Director; Mrs. Jennifer Riley-Johnson, Trenton Branch Manager; and Ms. Kathy Stengel, Human Resources Director.

IV Adoption of Agenda

Mr. Huff motioned, seconded by Mrs. Houser, to approve the agenda as presented.

“Aye” Essex, Houser, Huff, Stewart

"Nay" None

Motion Approved 24-79

V Public Comment

Guest, Mr. Holt, a Liberty Township resident and co-founder of the Early Childhood Mobility Coalition, addressed the board giving his support for the library and mentioned an article he saw about a project in the Washington DC area with a space for a school and a nearby library with a storywalk to learn about traffic safety. He spoke with Liberty officials about the nearby schools, the YMCA and the new library and potentially having a storywalk in the area so kids can learn about traffic safety and access the library. The money for the DC project came from NTSA and could be obtained from other organizations.

VI Approval of Minutes

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

"Aye" Essex, Houser, Huff, Stewart

"Nay" None

"Abstain" Huff

Motion Approved 24-80

VII Fiscal Officer's Report

Financial Report, Investments, and Donations

Mrs. Foote reviewed the November 2024 financial report. Mr. Essex motioned, seconded by Mr. Huff, to approve the Financial Statement, Investments, and Donations reports for November 2024 as presented by Mrs. Foote.

"Aye" Essex, Houser, Huff, Stewart

"Nay" None

Motion Approved 24-81

(Report on file in Fiscal Officer's office)

Resolution – 2025 Annual Appropriation:

Mrs. Foote reported that the Finance Audit Committee met before this board meeting and reviewed each line and category in the report. Operational expenditure increases are expected for Liberty, but capital improvement fund decreases are expected. For 2025 there is a decrease of 48% in expenses, they looked at finances and what a replacement levy would bring in, and there will be enough revenue for daily operational needs. Mr. Huff added that pencils were sharpened, and department budgets trimmed to align with revenue that a replacement levy would bring in. Mrs. Foote reviewed that the general fund totaled \$11,681,280; the capital improvement fund which totaled \$2,370,000; the Rothwell Fund which totaled \$1,000; for a grand total of all appropriations of \$14,052,280. Mr. Huff motioned, seconded by Mrs. Stewart, to pass the 2025 Annual Appropriation Resolution as presented.

"Aye" Essex, Houser, Huff, Stewart

"Nay" None

Motion Approved 24-82

Resolution – Requesting the City Council of Middletown Submit to Electors a Levying Tax:

Mrs. Foote presented a resolution to request the City of Middletown to submit the question of levying a tax which the board discussed. Mr. Essex motioned, seconded by Mrs. Stewart to approve the resolution as presented.

"Aye" Essex, Houser, Huff, Stewart

"Nay" None

Motion Approved 24-83

Mrs. Foote added that at the January board meeting, the annual records meeting will be held immediately before the board meeting, reviewing records requests and shredding that needs to be done, as well as appointing the board officers, fiscal officer and deputy fiscal officer.

VIII Director's Report

Mr. Bautz was absent due to illness, so Mrs. Maynor reported on his behalf that the directors' report was in the packet and had a correction to the West Chester figures.

IX Facilities Report — Liberty/Yankee Road Construction

Mr. Mayhugh distributed and discussed a change order log. He reported that the painting and tiling in the restrooms are almost completed. The gas lines will be turned on by Duke soon, so the temporary heaters will then be removed. The air handlers have been installed; the fire department inspected the system; and a completion date in March is still on target. He mentioned that Ms. Hillman had emailed photos of the progress of the project to all trustees.

X Public Services Report

Mrs. Maynor reported that the case manager assisted 36 people in November. The database and magazine subscriptions that will be offered next year have been finalized. At Liberty, the branch is hosting a collection bin for the Liberty Center Share the Warmth coat drive, and the new branch manager attended an orientation to the West Chester Liberty Chamber Alliance. At LOW, staff from Liberty and West Chester assisted with the pop-up library stops due to a staffing shortage. At Middletown, the manager and supervisor are developing guidelines for displays of library books and other materials. At Monroe, the new branch manager met with Monroe Local Schools administration. At Trenton, staff toured the Middletown makerspace to become familiar with their services, and the Edgewood 6th graders created holiday bookmarks for the library as part of their community service project. At West Chester, work is continuing with the installation of a universal changing table in one of the family restrooms.

XI Community Engagement Report

Ms. Hillman reported that 1,817 minutes of virtual programming was watched in November with 4,213 social media engagements. The new eNewsletter which features library programming, and early literacy tips and activities for families will launch in January. The new virtual storytime format rolled out on YouTube with 175 views in the first week. Programming and promotions include the database feature of the month, "Lote4Kids"; we produced "MidPointe Wrapped" which highlighted the most popular downloads of the year through the system; promotions have included the multiple ways to give at the library during the holiday season; and the West Chester Library celebrated a "golden birthday" on November 15th with a "then and now" photo exhibit. Community events included Liberty Township's Saturday with Santa which attracted approximately 300 attendees; the Very Merry Takeover and Santa Trot in West Chester on December 7th; and the Middletown Early Learning Center's Winterfest on

December 12th. In 2024, MidPointe participated in 70 community events ranging from large festivals to school literacy nights.

XII Human Resources Report:

Staffing and HR Updates:

Mrs. Houser motioned, seconded by Mr. Essex, to approve the following human resources report as presented by Ms. Stengel:

Approve the employment of Samantha Sicree; effective 12/15/2024; non-exempt; full-time; Middletown; makerspace technician; IT; pay level three;

Accept the resignation of Lorelei Jervis; effective 11/28/2024; non-exempt; part-time; West Chester; shelver;

Accept the resignation of Molly Leichty; effective 12/2/2024; non-exempt; part-time; Middletown; shelver;

Accept the resignation of Kaylee Acevedo; effective 12/4/2024; non-exempt; full-time; West Chester; library associate, floater;

Accept the retirement of Jeff Riddle; effective 12/5/2024; non-exempt; full-time; Middletown; collection services selector;

Accept the resignation of Alexis Estoye; effective 12/6/2024; non-exempt; full-time; West Chester; graphic designer;

Approve the job change of Amanda Redmond; effective 12/8/2024; non-exempt; full-time; Middletown; from collection services librarian to selector; collection services; pay level four;

Approve the regularly scheduled hours change of Lena Edison; effective 10/27/2024; non-exempt; part-time; from 16 hour to 20 hours; West Chester; shelver;

Approve the regularly scheduled hours change of Justin Patterson; effective 10/27/2024; non-exempt; part-time; from 16 hours to 20 hours; West Chester; shelver;

Approve the regularly scheduled hours change of Wendy Williams; effective 10/27/2024; non-exempt; part-time; from 20 hours to 24 hours; West Chester; library associate;

Approve the promotion of Barb Bruns-Mueller; effective 10/13/2024; non-exempt; full-time; Middletown to West Chester; patron services lead to patron services supervisor; at pay level five;

Approve the job change of Lynn Vormbrock; effective 2/4/2024; non-exempt; full-time; Middletown; from library specialist floater to programmer; at pay level three; and

Approve the regularly scheduled hours change of Hannah Rogers; effective 9/15/2024; non-exempt; part-time; from 24 hours to 8 hours; West Chester; library associate.

"Aye" Essex, Houser, Huff, Stewart

"Nay" None

Motion Approved 24-84

Ms. Stengel reported that turnover for November was .9259%, and year to date is 6.7386%; that we have 108 employees; we are preparing letters that will be given to each employee to inform them of any pay increase for 2025; and we are actively recruiting and interviewing for four open positions.

Employee Handbook:

Mrs. Stengel discussed the distributed red-line copy of the new handbook and some additional changes since the packet was sent to the trustees. Mrs. Houser motioned, seconded by Mr. Essex, to approve the employee handbook as presented with the mentioned changes effective on 1/1/2025.

"Aye" Essex, Houser, Huff, Stewart

"Nay" None

Motion Approved 24-85

XIII Board Comments

Mrs. Houser inquired about the employee handbook roll out. Ms. Stengel responded that printed copies will be distributed, an electronic copy will be posted on the shared folder, and meetings via Teams will be held with employees. Mrs. Stewart commented that at the recent monthly American Association of University Women (AAUW) meeting, local resident Beth Gully spoke about her ambigram illustrating and she related how she had developed the library logo as well as the West Chester Township logo.

XIV Adjournment

Mrs. Stewart adjourned the meeting at 1:43 p.m.

24-86

President

Secretary