

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee October 17, 2019

Board President John Emig and Library Director Katie Ringenbach reviewed the September 2019 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes October 17, 2019

Present: Board Members John Emig, Dawn Tolchinsky, Judy Starr and Kristine Thompson; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

The Meeting was called to order at 7:00 PM by Board President John Emig.

Meeting Minutes:

46-2019 With no additions or corrections to the September 19, 2019 regular meeting minutes Dawn Tolchinsky moved to accept the minutes. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Financial Statement: The financial statement presented below was not voted on for acceptance because the information was incorrect due to a corruption of the formulas in the Excel document. Corrected financial statements will be presented at the next meeting.

Beginning Cash Balance	August '19	September'19
General Fund	\$ 332,654.15	\$ 301,578.05
June Macek Fund	\$ 27,507.03	\$ 27,543.75
Reading Garden	\$ 8,033.04	\$ 8,043.76
Launch a Young Reader	\$ 3,634.29	\$ 3,639.14
Pfouts Memorial Fund	\$ 3,639.38	\$ 3,644.24
Capital Improvements Fund	\$ 171,610.47	\$ 164,275.64
Total Beginning Cash Balance	\$ 547,078.36	\$ 508,724.58
Receipts		
General Fund	\$ 39,687.68	\$ 66,998.22
June Macek Fund	\$ 36.72	\$ 40.77
Reading Garden	\$ 10.72	\$ 1,406.81
Launch a Young Reader	\$ 4.85	\$ 5.40
Pfouts Memorial Fund	\$ 4.86	\$ 5.40
Capital Improvements Fund	\$ 219.01	\$ 243.44
Total Receipts	\$ 70,763.78	\$ 70,763.78
Expenses		
General Fund	\$ 70,763.78	\$ 76,402.48
June Macek Fund	\$ -	\$ 49.00
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ 7,553.84	\$ 423.34
Total Expenses	\$ 78,317.62	\$ 76,874.82
Ending Cash Balance		
General Fund	\$ 301,578.05	\$ 292,173.79
June Macek Fund	\$ 27,543.75	\$ 27,535.52
Reading Garden	\$ 8,043.76	\$ 9,450.57
Launch a Young Reader	\$ 3,639.14	\$ 3,644.54
Pfouts Memorial Fund	\$ 3,644.24	\$ 3,649.64
Capital Improvements Fund	\$ 164,275.64	\$ 164,095.74
Total Ending Cash Balance	\$ 508,724.58	\$ 500,549.80

September interest earned from Middlefield Banking Company was \$30.88.
Third quarter interest received from Middlefield Banking Company was \$99.63.
September interest received from STAR Ohio was \$644.90.

Fiscal Officer's Remarks:

Donations received since the September 2019 meeting: General Fund - \$150, Joseph Durket Launch-A-Young Reader Fund - \$29

Director's Report:

Statistics: Circulation in September was up once again, in both the overall and collection categories. The door count was down by a half percent.

- The Burton Art Show was well attended again this year. Five pieces were sold.
- December Holiday luncheon/Rochelle's retirement party can't be held on a Friday as was previously discussed. Rochelle will not be working on Fridays in December. After a brief discussion the Board decided to have the luncheon on Tuesday, December 10 from noon until 2 PM. Board members should arrive by 11:30 AM for set-up.
- The Strategic Planning meeting for the Board will be held on November 21 at 5:30 PM to limit the number of times staff from the State Library has to travel to the area. The meeting for public input will be held that evening.
- Staff In-Service Day was Monday, October 14. Staff participated in a variety of activities including training on the use of the new telescope from a member of the Chagrin Valley Astronomical Society. Matt Connors took a staff picture for our website. Steve Wilcox, Maintenance Supervisor and Bob Stratton, Maintenance Assistant shampooed the carpets on the first floor.
- Staff update: Julie Pelletier has requested a reduction in hours as Circulation Clerk. With the changes to the Reference Department, Reference Assistant Carlina Sweigert, will no longer have a shift at the Circulation Desk; all her scheduled hours will be in the Reference Department. Effective today, Pam Massmann has been hired to work as a Circulation Clerk. Interviews for the second Reference Assistant position will start next week.
- Katie requested to attend the Public Library Association annual meeting being held in Nashville TN in February 2020. The Board was very open to having her attend.
- Modifications to the Circulation Desk (in order to include both Circulation and Adult Reference desks) were completed today. The book and media return slots for the Circulation Office will be installed by carpenter Bill Miller very soon.
- The Friends Board met on October 16th and reported \$556.41 was made on Saturday and Sunday of the October Book sale.

Unfinished Business: Salary Scenario/raises for 2020. This was added to the agenda and tabled for the November meeting.

New Business:

Update email and telephone lists of Board members: The list was reviewed/updated by members present.

Employee performance objective presented to the personnel committee: This was done prior to the meeting per committee member request.

Fund Drive Update: The letters are ready to be signed by the committee.

Public comments: None.

47-2019 Kristine Thompson moved to adjourn the meeting. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:24 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer