

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

**Audit Committee
January 16, 2020**

Board Vice-President Matt Connors and Library Director Kathryn Ringenbach reviewed the December 2019 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes January 16, 2020

Present: Board Members Matt Connors, Dawn Tolchinsky, Susan Miller, Judy Starr, Kathy Beten and Kristine Thompson; Kathryn Ringenbach and Fiscal Officer Rebecca Herrick. Public present: John Emig.

The Meeting was called to order at 7:00 PM by Board Vice-President Matt Connors.

Board Reorganization:

Swearing-In of Board Member: Due to a clerical error, Berkshire Board of Education was not informed that John Emig is willing to continue as a Burton Public Library (BPL) Board of Trustees member. Following Berkshire BoE approval in February, Mr. Emig will be sworn-in.

Election of Officers for the Year 2020: Susan Miller proposed the slate of officers of the Burton Public Library Board of Trustees be: Matt Connors - Vice President and Dawn Tolchinsky - Secretary, with the position of President being voted upon by the Board at its February 20, 2020 regular meeting.

1-2020 Susan Miller moved the presented slate of officers of the Burton Public Library Board of Trustees for the year 2020 be accepted as follows: Matt Connors - Vice President and Dawn Tolchinsky - Secretary, with the position of President being voted upon by the Board at its February 20, 2020 regular meeting. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Appoint Fiscal Officer and Deputy Fiscal Officer:

2-2020

Sue Miller moved to rehire Rebecca Herrick as Fiscal Officer with her annual compensation of \$37,508 and to reappoint Patricia Cross as Deputy Fiscal Officer with her annual compensation of \$34,985 for 2020. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

Rebecca Herrick will take the Oath of Office on Monday, January 20 when Notary Patricia Cross is available to administer the oath.

Approve Bond for Fiscal Officer: The cost of the required \$50,000 bond provided by Zurich North America Surety for the Fiscal Officer and Deputy Fiscal Officer will remain the same as 2019 at \$173.

3-2020

Judy Starr moved to approve the 2020 bond for the Fiscal Officer and Deputy Fiscal Officer at a cost of \$173. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

4-2020

Dawn Tolchinsky moved to set the Regular Board meetings at 7:00 PM on the third Thursday of the month, including the December meeting and with no meeting in August. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

5-2020 Susan Miller moved to designate *The Geauga County Maple Leaf* as the newspaper of record in 2020 for the Burton Public Library. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Proposed Standing committees are as follows:

2020 Personnel Committee: Kathy Beten, Susan Miller and Dawn Tolchinsky (members alternate with the Salary Committee each year).

2020 Salary Committee: Judy Starr, Kristine Thompson and TBD (members alternate with the Personnel Committee each year).

2020 Building Committee: John Emig, Matt Connors, Scott Carlson, Lon Miller and Sean Thompson with Katie Ringenbach and Rebecca Herrick.

2020 Records Committee: Chair Susan Miller, all available Board members and Rebecca Herrick.

6-2020 Dawn Tolchinsky moved to approve the Committees as listed above. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

Meeting Minutes:

7-2020 With no additions or corrections to the December 12, 2019 regular meeting minutes Kristine Thompson moved to accept the minutes. The motion was seconded by Sue Miller and the resolution was passed unanimously by the Board.

Financial Statement:

Beginning Cash Balance	November '19	December '19
General Fund	\$ 283,216.71	\$ 249,384.68
June Macek Fund	\$ 27,570.08	\$ 27,019.87
Reading Garden	\$ 9,462.43	\$ 9,474.63
Launch a Young Reader	\$ 3,678.16	\$ 3,539.05
Pfouts Memorial Fund	\$ 3,654.22	\$ 3,658.93
Capital Improvements Fund	\$ 164,301.71	\$ 137,660.05
Total Beginning Cash Balance	\$ 491,883.31	\$ 430,737.21
Receipts		
General Fund	\$ 51,945.39	\$ 55,878.80
June Macek Fund	\$ 34.79	\$ 10,054.42
Reading Garden	\$ 12.20	\$ 14.16
Launch a Young Reader	\$ 4.56	\$ 205.30
Pfouts Memorial Fund	\$ 4.71	\$ 5.50
Capital Improvements Fund	\$ 177.20	\$ 203.50
Total Receipts	\$ 52,178.85	\$ 66,361.68
Expenses		
General Fund	\$ 85,777.42	\$ 93,022.38
June Macek Fund	\$ 585.00	\$ -
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ 143.67	\$ 220.50
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ 26,818.86	\$ 2,570.99
Total Expenses	\$ 113,324.95	\$ 95,813.87
Ending Cash Balance		
General Fund	\$ 249,384.68	\$ 212,241.10
June Macek Fund	\$ 27,019.87	\$ 37,074.29
Reading Garden	\$ 9,474.63	\$ 9,488.79
Launch a Young Reader	\$ 3,539.05	\$ 3,523.85
Pfouts Memorial Fund	\$ 3,658.93	\$ 3,664.43
Capital Improvements Fund	\$ 137,660.05	\$ 135,292.56
Total Ending Cash Balance	\$ 430,737.21	\$ 401,285.02
December interest earned from Middlefield Banking Company (MBC) was \$5.54.		
Fourth quarter interest received from MBC was \$48.15		
December interest received from STAR Ohio was \$556.64.		
Balance in the Star Ohio account is \$355,499.61		

8-2020 Dawn Tolchinsky moved to accept the December 2019 Financial Statements. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

1) Donations received since the December meeting: 16th Annual Fund Drive - \$7,040; General Fund - \$70; June Macek Fund - \$10,000; Joseph Durket Launch-A-Young Reader Fund - \$32; Reading Garden Fund - \$1,393. Donations that exceeded \$249 are as follows: to the 16th AFD: \$2,000 from the William & Margaret Clark Charitable Foundation, \$1,000 from Charles Caputo, \$1,000 from Bill and Becky Crowley, \$500 from Dave and Karen Braun, \$350 from Jay and Sue Giles and \$300 from James and Joann Miller. For the June Macek Fund: \$10,000 From Steve Macek. For the Reading Garden Fund: \$1,393 from Jewish Federation of Cleveland.

9-2020 Kathy Beten moved to accept the donations as listed above. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

- 2) On December 31, 2020 Kristine Thompson's term ends.
- 3) The IRS has set the mileage reimbursement rate for 2020 at 57.5 cents per mile. In September 2016 Resolution 57-2016 was passed stating that the BPL mileage rate will match the IRS mileage rate until the Library Board takes action to rescind the aforementioned resolution.

Director's Report:

Statistics: Katie highlighted different aspects of the annual circulation statistics. Circulation was down slightly in December; circulation for the year was up by 6.1 percent. Programming attendance, door count and wireless usage all increased as well. Computer usage decreased which possibly relates to problems since the upgrade to Windows 10.

- Staff: Page Diane Broze's last day was January 3. Desk Clerk Julie Pelletier has indicated that she will most likely submit her notice to the Library for a variety of reasons including a recent move out of the district.
- Governor Mike DeWine has included a \$5,000,000 line-item in the State Budget to create the Ohio Governor's Imagination Library. This initiative will provide match funding for every child aged birth to five years in the state to enroll in Dolly Parton's Imagination Library which provides one book per month. The state will be partnering with one entity per county. Geauga County Public Library Foundation has agreed to be the contact in Geauga County. Katie asked the Friends of the Burton PL to fund a portion to support the initiative for the children within the Berkshire School District. The Library will work to promote and enroll children in this program.
- The Friends Board meeting was January 15. Its current balance is \$6,262.04. The March Book Sale will be held Saturday and Sunday, March 21 and 22. The Annual Friend's Meeting for the entire membership will be held on Thursday, April 9 at 12:30 p.m.
- CLEVNET: Members libraries have been experiencing significant theft issues. Cleveland Public Library does not require that a parent be in good standing for a child to obtain a library card. Therefore, some patrons have cards for their children that are used to take out video games that are never returned. Losses may be as high as \$100,000 for multiple libraries. This issue has created much controversy between libraries; a resolution to this problem is being initiated.
- Cleveland Public Library (CPL) is currently in negotiations and Service Employees International Union 1199 staff have authorized a strike as a bargaining tool. A work stoppage will impact CLEVNET since all five technicians and two networkers are in Union positions. If CPL staff strikes, this has the potential to effect phone service and help desk ticket response to computer issues.
- Today the Jeep Commander had to be towed to Junction Auto Sales, Inc. While it functioned fine yesterday, it would not start this morning. According to Junction Auto the starter needs to be replaced. Between the tow and the repair, the cost will be around \$600. Discussion to acquire a replacement vehicle with funds from the current Annual Fund Drive will begin soon.

Unfinished Business: None

New Business:

Permanent Appropriations: The following 2020 Permanent Appropriations Measure was presented to the Board for discussion and approval.

General Fund	
Salaries & Benefits	\$ 625,799.97
Supplies	\$ 33,000.00
Purchased & Contracted Services	\$ 134,237.51
Library Materials & Information	\$ 140,000.00
Capital Outlay	\$ 48,000.00
Other Objects	\$ 4,900.00
Transfers-out	\$ 60,000.00
Contingency	\$ 3,000.00
Grand Total General Fund	\$1,048,937.48
June Macek Fund	\$ 16,000.00
Reading Garden Fund	\$ 2,000.00
Launch-A-Young Reader Fund	\$ 2,000.00
Pfouts Memorial Fund	\$ 2,000.00
Capital Improvements Fund	\$ 175,000.00
GRAND TOTAL ALL FUNDS	\$1,245,937.48

After Board review of the measure and questions were answered, a resolution followed:

10-2020 ANNUAL APPROPRIATION RESOLUTION
Permanent Appropriations

The Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, met in Regular Session on the 16th day of January, 2020, at the Burton Public Library with the following members present:

Mrs. Dawn Tolchinsky	Mr. Matthew Connors	Mrs. Kristine Thompson
Mrs. Judy Starr	Mrs. Kathy Beten	Mrs. Susan Miller

Mrs. Susan Miller moved to adopt the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that receipt of the Amended Certificate of the County Budget Commission of Estimated Resources from the County Auditor including resources for the General Fund meeting or exceeding \$1,123,037.94 and that the total for the Special Revenue funds meets or exceeds \$56,151.36 and that the Capital Improvements fund meets or exceeds \$197,392.56 [after the transfer of funds, by resolution by the BPL Trustees, of \$60,000] when received on or about January 29, 2020,

BE IT FURTHER RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31st, 2020, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the:

General Fund	
Salaries & Benefits	\$ 625,799.97
Supplies	\$ 33,000.00
Purchased & Contracted Services	\$ 134,237.51
Library Materials & Information	\$ 140,000.00
Capital Outlay	\$ 48,000.00
Other Objects	\$ 4,900.00
Transfers-out	\$ 60,000.00
Contingency	\$ 3,000.00
Grand Total General Fund	\$1,048,937.48

June Macek Fund	\$ 16,000.00
Reading Garden Fund	\$ 2,000.00
Launch-A-Young Reader Fund	\$ 2,000.00
Pfouts Memorial Fund	\$ 2,000.00
Capital Improvements Fund	\$ 175,000.00
GRAND TOTAL ALL FUNDS	\$1,245,937.48

Mrs. Dawn Tolchinsky seconded the Resolution and the roll was called upon its adoption, the vote resulted as follows:

Mrs. Susan Miller - Yes	Mrs. Dawn Tolchinsky - Yes	Mr. Matthew Connors - Yes
Mrs. Kristine Thompson - Yes	Mrs. Judy Starr - Yes	Mrs. Kathy Beten - Yes

Resolution to transfer funds to the Capital Improvements Fund: The Fiscal Officer requested that a resolution be made to transfer \$60,000 from the General Fund to the Capital Improvements Fund for building improvements. A discussion resulted in the following:

11-2020 Judy Starr moved to transfer \$60,000 from the General Fund to the Capital Improvements Fund. The motion was seconded by Kristine Thompson and the resolution was passed with the following voice vote:

Judy Starr - Yes	Kristine Thompson - Yes	Dawn Tolchinsky - Yes
Matthew Connors - Yes	Kathy Beten - Yes	Susan Miller - Yes

Fund Drive Update: The Fund Drive has receipted \$20,266; this is the largest collection to date. There have been 119 donors to date.

Public Comment: None

12-2020 Kathy Beten 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 7:50 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer