

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee October 15, 2020

Board President Matt Connors and Library Director Katie Ringenbach reviewed the September 2020 Management Reports produced by the UAN System.

## Board Meeting Minutes October 15, 2020

**Present:** Board Members, Matt Connors, Sue Miller, Judy Starr, Kathy Beten, Kristine Thompson, Forrest Burt and Dawn Tolchinsky; Katie Ringenbach and Fiscal Officer Rebecca Herrick. Public Present: None

The Meeting was called to order at 7:02 PM by Board President Matt Connors.

### Meeting Minutes:

**62-2020** With an addition to the September 17, 2020 regular meeting minutes (in the Director's Report of information comparing statistics from 2020 to 2019), Forrest Burt moved to accept the minutes of the September 17 meeting and the minutes of the Records Commission Meeting. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

### Financial Statement:

	August 2020	September 2020
<b>Beginning Cash Balance</b>		
General Fund	\$ 349,699.21	\$ 351,717.98
June Macek Fund	\$ 33,748.74	\$ 33,674.01
Reading Garden	\$ 7,862.84	\$ 9,232.91
Launch a Young Reader	\$ 3,703.05	\$ 3,703.52
Pfouts Memorial Fund	\$ 3,680.91	\$ 3,681.38
LSTA Grant Fund	\$ -	\$ 3,000.00
Coronavirus Relief Fund	\$ -	\$ -
Capital Improvements Fund	\$ 195,416.72	\$ 195,229.63
<b>Total Beginning Cash Balance</b>	<b>\$ 594,111.47</b>	<b>\$ 600,239.43</b>
<b>Receipts</b>		
General Fund	\$ 109,639.41	\$ 57,084.65
June Macek Fund	\$ 4.27	\$ 8.29
Reading Garden	\$ 1,714.17	\$ 2.23
Launch a Young Reader	\$ 0.47	\$ 17.92
Pfouts Memorial Fund	\$ 0.47	\$ 0.91
LSTA Grant Fund	\$ 3,000.00	\$ -
Coronavirus Relief Fund	\$ -	\$ 25,000.49
Capital Improvements Fund	\$ 24.77	\$ 48.09
<b>Total Receipts</b>	<b>\$ 114,383.56</b>	<b>\$ 82,162.58</b>
<b>Expenses</b>		
General Fund	\$ 107,620.64	\$ 53,724.78
June Macek Fund	\$ 79.00	\$ -
Reading Garden	\$ 344.10	\$ 17.98
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
LSTA Grant Fund	\$ -	\$ 1,199.70
Coronavirus Relief Fund	\$ -	\$ 3,147.50
Capital Improvements Fund	\$ 211.86	\$ -
<b>Total Expenses</b>	<b>\$ 108,255.60</b>	<b>\$ 58,089.96</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 351,717.98	\$ 355,077.85
June Macek Fund	\$ 33,674.01	\$ 33,682.30
Reading Garden	\$ 9,232.91	\$ 9,217.16
Launch a Young Reader	\$ 3,703.52	\$ 3,721.44
Pfouts Memorial Fund	\$ 3,681.38	\$ 3,682.29
LSTA Grant Fund	\$ 3,000.00	\$ 1,800.30
Coronavirus Relief Fund	\$ -	\$ 21,852.99
Capital Improvements Fund	\$ 195,229.63	\$ 195,277.72
<b>Total Ending Cash Balance</b>	<b>\$ 600,239.43</b>	<b>\$ 624,312.05</b>

September savings interest earned from Middlefield Banking Company (MBC) was \$22.51; checking \$13.93

Second quarter savings interest received from MBC was \$76.78.

September interest received from STAR Ohio was \$57.30.

Balance in the Star Ohio account is \$307,568.04.

**63-2020** Sue Miller moved to accept the September 2020 Financial Statements. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

**Fiscal Officer's Remarks:**

- 1) Donations received since the September meeting: General Fund - \$50, Joseph Durket Launch-A-Young Reader Fund - \$15.
- 2) It came to the Fiscal Officers attention that the first pay in 2021 falls on Friday, January 1. Middlefield Banking Company will not allow that day for payroll transmission. The Board needs to choose an alternative pay date of December 31 (for 27 pays in 2020) or January 2. The fact that some staff may have an auto-withdrawal set-up for the first of the month should be considered. There is sufficient money due to furloughs and staff reduction to have the pay on December 31, 2020. Accruals of sick and vacation paid time-off will be adjusted if necessary based upon the Board's decision. A discussion concluded with:

**64-2020** Kristine Thompson moved to change the first pay of 2021 to be made not on Friday, January 1, 2021 but on Thursday, December 31, 2020, with the sick and vacation accruals suspended for that pay. The motion was seconded by Sue Miller and the resolution passed by the following voice vote:

Kristine Thompson – Yes      Sue Miller – Yes      Forrest Burt – Yes      Matt Connors – Yes  
 Judy Starr – Yes      Dawn Tolchinsky – Yes      Kathy Beten – Yes

- 3) Coronavirus Relief Fund money will not be invested in STAR Ohio or the Middlefield Bank Super Saver account as it must be spent by December 31, 2020 or returned. The only interest that will be earned by the Coronavirus Relief Fund will be generated in the Interest Business Checking account. The last investment of funds into STAR Ohio or the Super Saver account occurred in July of 2019.
- 4) Within the Coronavirus Relief Fund, a transfer of funds needs to be made. This fund may be used to pay for unemployment benefits related to COVID-19. BPL has one former employee that has made an unemployment claim that is costing the Library \$11.75 per week. His benefit started the last week of May. There are 32 weeks in which BPL could incur an expense in 2020, for a total of \$376. A resolution to transfer \$376 from Purchased and Contracted Services (2801-100-300-2020) to Unemployment Benefits (2801-100-291-2020) is needed.

**65-2020** Dawn Tolchinsky moved to transfer \$376 from Purchased and Contracted Services (2801-100-300-2020) to Unemployment Benefits (2801-100-291-2020). The motion was seconded by Kristine Thompson and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes      Kristine Thompson – Yes      Forrest Burt – Yes      Sue Miller – Yes  
 Matt Connors – Yes      Judy Starr – Yes      Kathy Beten – Yes

**Director's Report:**

**Statistics:** September 2020 circulation, when compared to that of September 2019, is only down 8.1 percent. This seems positive considering there were no programs during the month and the Library was operating under reduced hours. Electronic circulation continues to increase. One of the streaming services available to patrons is RBdigital which was recently acquired by OverDrive. The Library was notified by OverDrive that it is reviewing the go-forward plans for the other subscription services available through RBdigital (e.g., Acorn TV, Universal Class). In the meantime, users can continue to use RBdigital to access this account. With the uncertainty and stagnant use, we are ending our RBdigital subscription. Since the Library's other electronic streaming services are generally in demand, Katie is exploring Kanopy as a replacement. Other Clevnet libraries offer Kanopy and it includes a large number of classic films and documentaries. Kanopy is supported on more devices than RBdigital and is reported to be easy to use.

- Staff vacancies have proven difficult to fill. Christina and Katie have interviewed several candidates over the past few weeks for the Adult Services Assistant position. Katie is optimistic it will be filled soon. The Maintenance Assistant position has not had any applicants to date. The Board discussed other avenues for finding applicants.

- The Children's Department has begun a new virtual program series which include "Take and Create" kits with video instruction on our website. The first program will be aired on October 16, 2020. Katie encouraged the Board to view the introductory video which has a song sung by local musician Jake Kouwe, lead singer of The Chardon Polka Band. Former BPL employee Alan Fink was involved in its development.
- Katie attended a virtual Clevnet meeting where a new function of the Clevnet App was discussed. This new function will allow patrons to check out most items on the app without assistance from staff. One exception is locked items such as movies. This feature has been tested at a few Clevnet libraries with success.

**Unfinished Business:** None

**New Business:**

**Updated email and telephone lists of Board Members:** The current contact information was circulated among the Board members for review and approval. Each record was correct as listed.

**Employee performance objective presented to the Personnel Committee for evaluation of Director and Fiscal Officer:** The documents were presented.

**Fund Drive Update:** The letter has been written for the 17<sup>th</sup> Annual Fund Drive. Printing of the letters is planned for next week and committee members will have the opportunity to sign the letters the following week.

**Public comments:** None

**66-2020** Kathy Beten moved to adjourn the meeting. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:35 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer