

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee November 19, 2020

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

Board Meeting Minutes November 19, 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 7:00 PM by Board President Matt Connors.

Meeting Minutes:

67-2020 With no corrections to the October 15, 2020 regular meeting minutes, Dawn Tolchinsky moved to accept the minutes as presented. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Financial Statement:

	September 2020	October 2020
Beginning Cash Balance		
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
Total Beginning Cash Balance	\$ 600,239.43	\$ 624,312.05
Receipts		
General Fund	\$ 57,084.65	\$ 44,074.15
June Macek Fund	\$ 8.29	\$ 4.40
Reading Garden	\$ 2.23	\$ 1.22
Launch a Young Reader	\$ 17.92	\$ 15.49
Pfouts Memorial Fund	\$ 0.91	\$ 80.73
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 25,000.49	\$ 1.11
Capital Improvements Fund	\$ 48.09	\$ 25.66
Total Receipts	\$ 82,162.58	\$ 44,202.76
Expenses		
General Fund	\$ 53,724.78	\$ 55,133.92
June Macek Fund	\$ -	\$ -
Reading Garden	\$ 17.98	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
LSTA Grant Fund	\$ 1,199.70	\$ 4,453.33
Coronavirus Relief Fund	\$ 3,147.50	\$ -
Capital Improvements Fund	\$ -	\$ (966.86) *
Total Expenses	\$ 58,089.96	\$ 58,620.39
Ending Cash Balance		
General Fund	\$ 355,077.85	\$ 344,018.08
June Macek Fund	\$ 33,682.30	\$ 33,686.70
Reading Garden	\$ 9,217.16	\$ 9,218.38
Launch a Young Reader	\$ 3,721.44	\$ 3,736.93
Pfouts Memorial Fund	\$ 3,682.29	\$ 3,763.02
LSTA Grant Fund	\$ 1,800.30	\$ (2,653.03)
Coronavirus Relief Fund	\$ 21,852.99	\$ 21,854.10
Capital Improvements Fund	\$ 195,277.72	\$ 196,270.24
Total Ending Cash Balance	\$ 624,312.05	\$ 609,894.42
<p>October savings interest earned from Middlefield Banking Company was \$22.52. October checking interest received from Middlefield Banking Company was \$38.77. October dividend received from STAR Ohio was \$39.71. Balance in the Star Ohio account is \$307,607.75.</p>		
<p>* Previous purchases converted to Coronavirus Relief Fund expense.</p>		

68-2020 Sue Miller moved to accept the October 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 October meeting: 17th Annual Fund Drive - \$5,690. The donation that exceeded \$249 are: \$500 each from: Jim and Lora Myers, Kathy Schaefer, Dave and Karen Braun, and Charles and Adele Hix; \$250 from Don and Marilyn Hornak.

69-2020 Kristine Thompson moved to accept the donations as listed above. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

- 2) Funds need to be moved within the Coronavirus Relief Fund (CRF); \$1,251 from Supplies (2801-100-450-2020) to Contracted Services (2801-100-300-2020) for the touchless bottle filler installations.

70-2020 Judy Starr moved to transfer funds within the CRF as listed above. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

- 3) Interest received from Middlefield Bank in the future will be less than it has been. Interest will continue to be received in the Interest Business Checking because we are grandfathered in but at a reduced rate, less than half. The bank is discontinuing paying interest on that type of account. Interest received on the Supersaver Account will also be less. STAR Ohio investment dividends have been greatly reduced to less than 10 percent of what we were receiving before COVID-19 started.
- 4) Pay No. 1 in 2021 will be four days of 2020 wages, the rest 2021. It would be inconvenient to split the pay between two different wage amounts.
- 5) Patrick Hickey of Love Insurance, BPL's insurance agent and library administration had a virtual meeting on Monday. At the meeting Patrick proposed some changes to the policy. The proposal was emailed to the Board yesterday. The changes include: increasing the liability insurance from \$2,000,000 to \$3,000,000 for an additional cost of \$563 for the year. He also spoke about additional Crime Coverage, for an additional \$60. After a discussion the decision was reached to not make changes to the current insurance coverage.

Director's Report:

Statistics: October 2020 circulation is less than that of October 2019, but still below 10 percent less.

- The library hired Joshua Riley as an Adult Services Assistant; he began on October 26th. The Maintenance Assistant position has been offered to Samantha Rupnow, she will begin after she has had a background check.
- Home Service delivery seems less safe than it did when reinstated over the summer. For instance, a family called to report that they contracted COVID-19, but none of the neighbors nor the school called to inform of possible exposure. Additionally, when delivering to Amish Schools, observationally, there does not seem to be a high level of compliance to safety precautions. When it snowed last week, multiple families did not leave their bags of books outside so staff had to open the door to retrieve the bags. Katie would like to consider pausing the service until mid-February. The Board agreed and stated that service does not need to be resumed in February if the situation has not improved. Katie and staff will make the determination when to resume deliveries.
- Multiple Clevnet libraries have temporarily closed due to COVID-19, others have gone to curbside service only. Smaller libraries had to close due to not enough staff to operate the library because of quarantine requirements. If Geauga County Public Library (GCPL) decides to close to the public, reinstate only curbside service, then Burton Library will have to do the same or become overrun with patrons. The Board stated that they support Katie making the decision on when to go back to curbside service.
- The current News Letter will be mailed next week.
- The Alice statue has been vandalized again and is broken beyond repair. In the past it had been stored in the shed during the winter months; the statue will be replaced in the spring.

Unfinished Business: None

New Business:

Temporary Appropriation presented: The Fiscal Officer presented the following 2021 Temporary Appropriation:

2021 Temporary Appropriations**General Fund**

Salaries & Benefits	\$ 586,709.14
Supplies	\$ 26,500.00
Purchased & Contracted Services	\$ 118,716.46
Library Materials & Information	\$ 129,400.00
Capital Outlay	\$ 13,000.00
Other Objects	\$ 2,500.00
Contingency	\$ 3,000.00
General Fund Total	<u>\$ 879,825.60</u>

June Macek Fund	\$ 19,100.00
Reading Garden Fund	\$ 2,000.00
Launch-A-Young Reader Fund	\$ 2,000.00
Pfouts Memorial Fund	\$ 2,000.00
Capital Improvements Fund	<u>\$ 150,000.00</u>

Total Temporary Appropriations (all funds) \$ 1,054,925.60

71-2020

Sue Miller moved to accept the 2021 Temporary Appropriations as presented. Dawn Tolchinsky seconded the motion and the Board passed the resolution with the following voice vote:

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

Approve changes in salary schedule: None

Approve salary increases for staff:**72-2020**

Kristine Thompson moved to enter Executive Session for the purpose of discussing 2021 salary for staff and for the evaluations of the Director and Fiscal Officer at 7:38 PM. The motion was seconded by Sue Miller and the resolutions was passed unanimously by the Board.

The Board exited Executive Session at 8:01 PM.

73-2020

Kristine Thompson moved to provide a pay increase of 3 percent for all staff commencing with Pay #1 of 2021. The motion was seconded by Dawn Tolchinsky and the Board passed the resolutions with the following voice vote:

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

A discussion started regarding a mid-year increase for staff of one half percent. The Fiscal Officer stated that most staff didn't realize there was an increase and some were confused by the cents increase to their pay. Another way to show appreciation to staff was discussed. Katie stated that Board of Trustees of GCPL passed a resolution to pay staff a one-time Appreciation Merritt Pay of \$125 per staff member. A Board member stated that CRF money may be spent on hazard pay and the Board decided to pay staff one-time hazard pay of \$200 per employee from the Coronavirus Relief Fund with the following resolution.

74-2020 Dawn Tolchinsky moved to pay each staff member \$200 Hazard Recognition Pay from the Coronavirus Relief Fund (because they are all exposed to the public), giving the Fiscal Officer the authority to set up the line items necessary to pay staff from this fund. The motion was seconded by Forrest Burt and the Board passed the resolutions with the following voice vote:

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

Approve Blanket Transfer resolution: The Fiscal Officer spoke about needing the ability to transfers funds beyond the current control authority for year-end payments when funds run out within a line item. In the past authority was given to transfer up to \$1,000 per transaction.

75-2020 Sue Miller moved to give authority to the Fiscal Officer to transfer funds between any needed line item as needed to pay invoices through year-end. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Approve OLC membership for staff: The cost for renewal of Ohio Library Council memberships for staff for 2021 is \$705. After a discussion the following occurred.

76-2020 Kathy Beten moved to pay for OLC membership for staff at an expense of \$705. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

Other Board Business:

December Board Meeting: A discussion regarding the need for a meeting in December concluded with the cancellation of the meeting. If any business requires the attention of the Board, a virtual meeting will be held. The January meeting, to be held January 21, 2021, will be held virtually.

Annual Holiday Party: Due to the precipitous rise in COVID-19 cases in the state of Ohio, the decision was made to cancel the Annual Holiday Party. If public health improves by July, a party might be held then.

Fund Drive Update: The Annual Fund Drive letter was mailed on November 6; 44 donors contributed \$5,690.

Public comments: None

77-2020 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 8:21 PM.

Respectfully submitted,

Rebecca S. Herrick
 Library Fiscal Officer