

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee February 20, 2020

Board President John Emig and Library Director Katie Ringenbach reviewed the January 2020 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes February 20, 2020

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

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

Swearing-In of Board Member: John Emig took the oath of office in the presence of Notary Patricia Cross.

Election of Board President for the Year 2020: Dawn Tolchinsky proposed John Emig as President for 2020. There were no objections.

13-2020 Dawn Tolchinsky moved that John Emig fill the seat of President of Burton Public Library Board of Trustees. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Meeting Minutes:

14-2020 With no additions or corrections to the January 16, 2020 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:

	December '19	January '20
Beginning 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 Beginning Cash Balance	\$ 430,737.21	\$ 401,285.02
Receipts		
General Fund	\$ 55,878.80	\$ 44,780.23
June Macek Fund	\$ 10,054.42	\$ 45.48
Reading Garden	\$ 14.16	\$ 10.93
Launch a Young Reader	\$ 205.30	\$ 36.36
Pfouts Memorial Fund	\$ 5.50	\$ 4.49
Capital Improvements Fund	\$ 203.50	\$ 239.64
Transfer from General Fund	\$ -	\$ 60,000.00
Total Cap Imp Fund Receipts	\$ -	\$ 60,239.64
Total Receipts	\$ 66,361.68	\$ 105,117.13
Expenses		
General Fund	\$ 93,022.38	\$ 60,214.38
Transfer to Cap Imp Fund	\$ -	\$ 60,000.00
Total General Fund Expense	\$ -	\$ 120,214.38
June Macek Fund	\$ -	\$ -
Reading Garden	\$ -	\$ 572.36
Launch a Young Reader	\$ 220.50	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ 2,570.99	\$ -
Total Expenses	\$ 95,813.87	\$ 120,786.74

Ending Cash Balance		
General Fund	\$ 212,241.10	\$ 136,806.95
June Macek Fund	\$ 37,074.29	\$ 37,119.77
Reading Garden	\$ 9,488.79	\$ 8,927.36
Launch a Young Reader	\$ 3,523.85	\$ 3,560.21
Pfouts Memorial Fund	\$ 3,664.43	\$ 3,668.92
Capital Improvements Fund	\$ 135,292.56	\$ 195,532.20
Total Ending Cash Balance	\$ 401,285.02	\$ 385,615.41
January interest earned from Middlefield Banking Company was \$3.96.		
January interest received from STAR Ohio was \$472.56.		
Balance in the Star Ohio account is \$305,972.17		

15-2020

Dawn Tolchinsky moved to accept the January 2020 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 January meeting: General Fund - \$125, 16th Annual Fund Drive - \$265.
- 2) The technician from McPhillips Plumbing, Heating and Air Conditioning was asked if the boiler needed to be replaced in light of the recent gas line leak. He reported that the boiler is fine for now but that there is a build-up of iron oxide within the water pipes and perhaps the boiler should be replaced in about 5 years. He said he will be providing a quote but one has not been received to date.
- 3) The Bi-annual audit of the 2018 and 2019 financial statements produced by the UAN system will begin on March 25.
- 4) A list of items to be reviewed during this audit was presented last Friday. On that list was the current Investment Policy. Upon reviewing the policy, it was discovered that it has not been updated lately; therefore, these revisions were suggested: 1) replace "Clerk/Treasurer" with "Fiscal Officer"; 2) the Board was asked about changing the month of the annual review of the policy from January to February, due to less business to transact; and 3) only revised Investment Policies are to be filed with the Auditor of State. Regarding point 3, the word "updated" is being added to the second to last paragraph. Additional edits were suggested by the Board: punctuation and deletion of the phrase "who is the Library's chief fiscal officer" in III Delegation of Authority; replace Ohio Revised Code with ORC (after initial mention where (ORC) was added), and changing "their" to "its". Copies of pre/post changes to follow.

16-2020

Kristine Thompson moved to accept the Investment Policy with all amendments. Sue Miller seconded the motion and the resolution was unanimously by the Board.

Director's Report:

Statistics: January statistics were down 3.7 percent for the month. Adult programing numbers show an increase, as well as computer use and door count. Hoopla was down, but January 2020 was the second highest month ever for Hoopla at Burton Public Library, only January 2019 was higher.

- Staff Changes: Desk Clerk Julie Pelletier's last day will be March 16. Head of Circulation Nancy Carlson and Katie have interviewed four candidates; one will be hired soon.
- The Burton Village office will need to occupy our small meeting room, during renovations to its office, for about a month in December. Katie wanted the Board to know that at least one meeting will have to be held in her office.
- Katie attended a meeting for the Governor's Imagination Library. There are about 175 children signed up to date and Katie will be attending the Burton Chamber of Commerce meeting to talk on the topic.
- Last week Katie was a panel member at the North East Ohio Regional Library's New Supervisors' Academy. The topic presented was "Having a Good Attitude".
- Katie is attending the Public Library Association conference in Nashville TN, she will be out of the office from February 21 through March 3.
- Jeep Replacement Update: Head of Home Services Dixie Richardson, Rebecca Herrick and Katie went to both Junction Auto and Preston Ford dealerships in search a replacement for the current Home Service delivery vehicle. Several staff members drove the Jeep Grand Cherokee; however, not all were available when the all-wheel drive Ford Transit van was brought to the Library. Head of Maintenance Steve Wilcox and Home Service Clerk Jesse Huge were able to drive both vehicles. The Transit comes with the option of a higher roof, but this option has not been driven by staff. Staff has expressed concern regarding how

the taller van will handle and would like to drive it before deciding. The Board wanted to know how well the warrantees compare.

- Katie and Rebecca had a meeting with Mike Miller of MGEC Construction Inc. of Burton, the contractor that did the renovations to the second floor public restrooms. He is willing to quote the basement project but unwilling to proceed without an architect to look at the issue with the beam in the center of the room. Since then, architect Jay Fay looked at the basement and indicated a quote would be forthcoming. To date, the quote has not been received nor has there been contact from him or Mr. Miller.

Unfinished Business: None

New Business:

By-Law update: No updates were presented.

Fund Drive Update: The Fund Drive has received \$20,927 from 123 donors; this is the highest collection with close to the lowest number of donors.

Public comments: No public present.

17-2020 Dawn Tolchinsky 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 7:32 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer