

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee

Board President John Emig and Library Director Katie Ringenbach will review the February and March 2020 Management Reports produced by the UAN System after the quarantine has ended.

## Virtual Board Meeting Minutes April 23, 2020

**Please note: the regular Board meeting scheduled for March 19, 2020 was canceled due to the COVID-19 quarantine/stay-at-home order from Governor Mike DeWine.**

**Present via Teams/Outlook:** Board Members John Emig, Dawn Tolchinsky, Judy Starr, Kathy Beten, Kristine Thompson, Sue Miller and Matt Connors; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

The Meeting was called to order at 7:11 PM by Board President John Emig.

### Meeting Minutes:

**21-2020** With no additions or corrections to the February 20, 2020 regular meeting minutes or the March 14, 2020 emergency meeting minutes Dawn Tolchinsky moved to accept both minutes. The motion was seconded by Kristine Thompson and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes      Kristine Thompson – Yes      Sue Miller – Yes  
Kathy Beten – Yes      Matt Connors – Yes      John Emig – Yes      Judy Starr – Yes

### Financial Statement:

| Beginning Cash Balance              | January '20          | February '20         | March '20            |
|-------------------------------------|----------------------|----------------------|----------------------|
| General Fund                        | \$ 212,241.10        | \$ 136,806.95        | \$ 122,819.84        |
| June Macek Fund                     | \$ 37,074.29         | \$ 37,119.77         | \$ 37,162.69         |
| Reading Garden                      | \$ 9,488.79          | \$ 8,927.36          | \$ 8,889.30          |
| Launch a Young Reader               | \$ 3,523.85          | \$ 3,560.21          | \$ 3,564.33          |
| Pfouts Memorial Fund                | \$ 3,664.43          | \$ 3,668.92          | \$ 3,673.16          |
| Capital Improvements Fund           | \$ 135,292.56        | \$ 195,532.20        | \$ 195,758.27        |
| <b>Total Beginning Cash Balance</b> | <b>\$ 401,285.02</b> | <b>\$ 385,615.41</b> | <b>\$ 371,867.59</b> |
| <b>Receipts</b>                     |                      |                      |                      |
| General Fund                        | \$ 44,780.23         | \$ 51,168.29         | \$ 255,086.76        |
| June Macek Fund                     | \$ 45.48             | \$ 42.92             | \$ 23.42             |
| Reading Garden                      | \$ 10.93             | \$ 10.27             | \$ 105.77            |
| Launch a Young Reader               | \$ 36.36             | \$ 4.12              | \$ 102.32            |
| Pfouts Memorial Fund                | \$ 4.49              | \$ 4.24              | \$ 2.39              |
| Capital Improvements Fund           | \$ 239.64            | \$ 226.07            | \$ 127.14            |
| <i>Transfer from General Fund</i>   | \$ 60,000.00         |                      |                      |
| <b>Total Cap Imp Fund Receipts</b>  | <b>\$ 60,239.64</b>  |                      |                      |
| <b>Total Receipts</b>               | <b>\$ 105,117.13</b> | <b>\$ 51,455.91</b>  | <b>\$ 255,447.80</b> |
| <b>Expenses</b>                     |                      |                      |                      |
| General Fund                        | \$ 60,214.38         | \$ 65,155.40         | \$ 56,215.15         |
| <i>Transfer to Cap Imp Fund</i>     | \$ 60,000.00         |                      | \$ 1,159.59          |
| <b>Total General Fund Expense</b>   | <b>\$ 120,214.38</b> |                      |                      |
| June Macek Fund                     | \$ -                 | \$ -                 | \$ -                 |
| Reading Garden                      | \$ 572.36            | \$ 48.33             | \$ -                 |
| Launch a Young Reader               | \$ -                 | \$ -                 | \$ -                 |
| Pfouts Memorial Fund                | \$ -                 | \$ -                 | \$ -                 |
| Capital Improvements Fund           | \$ -                 | \$ -                 | \$ -                 |
| <b>Total Expenses</b>               | <b>\$ 120,786.74</b> | <b>\$ 65,203.73</b>  | <b>\$ 57,374.74</b>  |
| <b>Ending Cash Balance</b>          |                      |                      |                      |
| General Fund                        | \$ 136,806.95        | \$ 122,819.84        | \$ 321,691.45        |
| June Macek Fund                     | \$ 37,119.77         | \$ 37,162.69         | \$ 37,186.11         |
| Reading Garden                      | \$ 8,927.36          | \$ 8,889.30          | \$ 8,995.07          |
| Launch a Young Reader               | \$ 3,560.21          | \$ 3,564.33          | \$ 3,666.65          |
| Pfouts Memorial Fund                | \$ 3,668.92          | \$ 3,673.16          | \$ 3,675.55          |
| Capital Improvements Fund           | \$ 195,532.20        | \$ 195,758.27        | \$ 195,885.41        |
| <b>Total Ending Cash Balance</b>    | <b>\$ 385,615.41</b> | <b>\$ 371,867.59</b> | <b>\$ 569,940.65</b> |

February interest earned from Middlefield Banking Company was \$6.36; March was \$9.86  
 First quarter interest received from Middlefield Banking Company was \$20.18.  
 February interest received from STAR Ohio was \$428.97; March was \$344.12.  
 Balance in the Star Ohio account is \$306,745.26 as of March 31.

**22-2020** Sue Miller moved to accept the February and March 2020 Financial Statements. The motion was seconded by Judy Starr and the resolution was passed by the following voice vote:

Sue Miller – Yes      Judy Starr – Yes      Dawn Tolchinsky – Yes      John Emig – Yes  
 Kristine Thompson – Yes      Matt Connors – Yes      Kathy Beten – Yes

**Fiscal Officer's Remarks:**

1) Donations received since the February meeting: 16th Annual Fund Drive - \$100; General Fund - \$444.95; Joseph Durket Launch-A-Young Reader Fund - \$131; Reading Garden Fund - \$100. Donations that exceeded \$249 are as follows: For the General Fund - \$394.95 from the James Endowment Fund.

**23-2020** Dawn Tolchinsky moved to accept the donation for \$394.94 from the James Endowment Fund. The motion was seconded by Kathy Beten and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes      Kathy Beten – Yes      Kristine Thompson – Yes  
 Sue Miller – Yes      Judy Starr – Yes      John Emig – Yes      Matt Connors – Yes

- 2) The preliminary health insurance rate increase for mid-year 2020 is 3.85 percent with two premium holidays.
- 3) The bi-annual audit has been delayed due to the pandemic/stay-at-home order. The new start date has yet to be determined.
- 4) The annual CPIM conference was postponed until June 30-July 1, 2020. It is not possible for the Fiscal Officer to attend on those dates due to a previously commitment. Therefore, training will be completed via the internet with the CPIM on-line courses and Ohio Sunshine Law on-line training.

**Director's Report:**

**Statistics:** Due to the Library's closure for the pandemic, statistics were not reviewed because they are not complete.

- Katie reviewed the tentative steps for reopening the Library. The following objectives are being developed and need to be in place prior to reopening:
  - Health and Safety:
    - Social Distancing Practices
    - Limiting non-essential business travel
    - Health Screening
    - Person Protective Equipment
    - Update sick policies to be flexible and non-punitive
      - Return to work requirements after infection and quarantine
    - Increased cleaning and disinfecting plan
    - COVID-19 emergency plan – outbreak protocol – contact tracing and required notification
    - Shut-down plan
  - Very Tentative Timeline:
    - Governor DeWine will be announcing a plan for reopening on April 27, 2020
    - Curbside service (possibly commencing in May or June)
    - Opening building to a limited number of patrons (possibly commencing in July or August)
    - In-person programming (limited attendance at outdoor story times this summer or fall)
  - Curbside Service
    - Delivery and CLEVNET hold capabilities are temporarily discontinued
    - Create a form for placing orders online
    - Take phone orders
    - Run Curbside Service out of Book Sale area
    - Check out materials in advance – require identification when patrons pick-up order
    - Require significant time ahead for placing orders
    - Leave returned materials untouched for a to-be-determined number of days prior to discharging
    - Review plan with Geauga Public Health Commission before implementation
- The current resolution in place has the Library reopening aligned with the Berkshire Public Schools. Since the schools are not going to reopen this school year, a new resolution will be needed.
- The upcoming May distribution of the Public Library Fund will be severely reduced due to the very slow economy and the July 15 personal income tax filing extension. Action by the Board of Trustees is necessary to address issues resulting from the anticipated reduction in receipts. The rationale for the request was explained by administration and resulted in the following Board action.

**24-2020** Dawn Tolchinsky moved to increase Permanent Appropriations for the Reading Garden Fund to \$4,000 for Fiscal Year 2020. The motion was seconded by Sue Miller and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes                      Kathy Beten – Yes                      Kristine Thompson – Yes  
Sue Miller – Yes                      Judy Starr – Yes                      John Emig – Yes                      Matt Connors – Yes

**25-2020** Matt Connors moved to transfer \$60,000 from the Capital Improvements Fund back to the General Fund, to improve the cash balance due to reduced funding due to the COVID-19 pandemic. The motion was seconded by Judy Starr and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes                      Kathy Beten – Yes                      Kristine Thompson – Yes  
Sue Miller – Yes                      Judy Starr – Yes                      John Emig – Yes                      Matt Connors – Yes

All agreed a well thought out and detailed plan needs to be in place prior to re-opening.

With the ever-changing economic and social issues caused by the pandemic quarantine, the Board discussed holding an additional meeting prior to the regular Board meeting on May 21, 2020.

**26-2020** Sue Miller moved to hold a Virtual Special Board Meeting Thursday, May 7, 2020 at 7 PM, to address the continuing developments of the COVID-19 pandemic and its effects on the operations of the Burton Public Library. The motion was seconded by Dawn Tolchinsky and the resolution was passed by the following voice vote:

Sue Miller – Yes                      Dawn Tolchinsky – Yes                      Kristine Thompson – Yes  
Kathy Beten – Yes                      Judy Starr – Yes                      John Emig – Yes                      Matt Connors – Yes

**Unfinished Business:** None

**New Business:**

**Fund Drive Update:** The Fund Drive has received \$21,027 from 124 donors; this is the highest collection with close to the lowest number of donors.

**Public comments:** No public present.

**27-2020** Kathy Beten moved to adjourn the meeting. The motion was seconded by Matt Connors and the resolution was passed unanimously by the Board.

The meeting adjourned at 7:58 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer