

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee

*Board President John Emig and Library Director Katie Ringenbach will review the February, March and April 2020 Management Reports produced by the UAN System.*

## Virtual Board Meeting Minutes May 21, 2020

Microsoft Teams Meeting access provided to the public via the following link:  
[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MWRhNTlwNWMtMmVkYi00MzdkLWI5NGUtMdc3NzgzZWUwODEw%40thread.v2/0?context=%7b%22Tid%22%3a%22892462e0-6630-4d5b-a311-b900ff1e4337%22%2c%22Oid%22%3a%226de162bb-23d2-40e4-b67f-5d00dd861686%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MWRhNTlwNWMtMmVkYi00MzdkLWI5NGUtMdc3NzgzZWUwODEw%40thread.v2/0?context=%7b%22Tid%22%3a%22892462e0-6630-4d5b-a311-b900ff1e4337%22%2c%22Oid%22%3a%226de162bb-23d2-40e4-b67f-5d00dd861686%22%7d)

**Present via Teams/Outlook:** Board Members John Emig, Matt Connors, Judy Starr, Sue Miller, Kristine Thompson and Kathy Beten (joined the meeting at 7:12 PM); Katie Ringenbach and Fiscal Officer Rebecca Herrick. Public Present: Youth and Reference Services Supervisor Christina Mihalic.

The Meeting was called to order at 7:07 PM by Board President John Emig.

### Meeting Minutes:

**32-2020** With no additions or corrections to the April 23, 2020 regular meeting minutes or the May 07, 2020 special meeting minutes Kristine Thompson moved to accept both minutes. The motion was seconded by Matt Connors and the resolution was passed by the following voice vote:

Kristine Thompson – Yes      Matt Connors – Yes      Sue Miller – Yes  
 John Emig – Yes                  Judy Starr – Yes

### Financial Statement:

Beginning Cash Balance	March '20	April '20
General Fund	\$ 122,819.84	\$ 321,691.45
June Macek Fund	\$ 37,162.69	\$ 36,026.52
Reading Garden	\$ 8,889.30	\$ 8,995.07
Launch a Young Reader	\$ 3,564.33	\$ 3,666.65
Pfouts Memorial Fund	\$ 3,673.16	\$ 3,675.55
Capital Improvements Fund	\$ 195,758.27	\$ 195,885.41
<b>Total Beginning Cash Balance</b>	<b>\$ 371,867.59</b>	<b>\$ 569,940.65</b>
<b>Receipts</b>		
General Fund	\$ 255,086.76	\$ 32,168.27
June Macek Fund	\$ 23.42	\$ 15.80
Reading Garden	\$ 105.77	\$ 3.95
Launch a Young Reader	\$ 102.32	\$ 1.61
Pfouts Memorial Fund	\$ 2.39	\$ 1.61
Capital Improvements Fund	\$ 127.14	\$ 85.92
<b>Total Receipts</b>	<b>\$ 255,447.80</b>	<b>\$ 32,277.16</b>
<b>Expenses</b>		
General Fund	\$ 56,215.15	\$ 67,994.53
June Macek Fund	\$ 1,159.59	\$ -
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 57,374.74</b>	<b>\$ 67,994.53</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 321,691.45	\$ 285,865.19
June Macek Fund	\$ 36,026.52	\$ 36,042.32
Reading Garden	\$ 8,995.07	\$ 8,999.02
Launch a Young Reader	\$ 3,666.65	\$ 3,668.26
Pfouts Memorial Fund	\$ 3,675.55	\$ 3,677.16
Capital Improvements Fund	\$ 195,885.41	\$ 195,971.33
<b>Total Ending Cash Balance</b>	<b>\$ 569,940.65</b>	<b>\$ 534,223.28</b>

April interest earned from Middlefield Banking Company was \$27.95.  
 April interest received from STAR Ohio was \$228.78.  
 Balance in the Star Ohio account is \$306,974.04.

**33-2020** Sue Miller moved to accept the April 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	Kathy Beten – Yes
John Emig – Yes	Kristine Thompson – Yes	Matt Connors – Yes

**Fiscal Officer’s Remarks:**

- 1) No Donations received since the April meeting
- 2) The Fiscal officer requested a resolution acknowledging the payment of staff during the state wide shut-down for the COVID-19 pandemic. Payroll was continued from March 15 through May 9 for a period of eight weeks.

**34-2020** Kristine Thompson moved to acknowledge the continuation of payroll for staff, as per the Burton Public Library (BPL) Pandemic Policy, for eight weeks (March 15 through May 9, 2020) during which time the Library was closed for the State of Ohio Stay at Home order mandated by Governor Mike DeWine. The motion was seconded by Matt Connors and the resolution was passed by the following voice vote:

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

- 3) Last week, while creating better documentation for the payroll binder, errors were discovered in the calculation of pay for staff hired at a range of hours for the COVID-19 Paid Leave. John Emig was contacted for advice on proceeding. The spreadsheet detailing the calculations was presented and he agreed that the final week of COVID-19 Paid Leave should be adjusted. Sue Miller was also contacted and she concurred the last pay during the shutdown should be adjusted. One staff member was overpaid by an amount that exceeded the corrected hours for the last week of COVID pay. Therefore, that staff member will not be paid for the last week of closure, and there are no plans to request the return of pay for the two plus hours overpaid to her or future adjustment. This employee was furloughed began May 10. The remaining errors were underpayments. These adjustments had to be made to Pay No. 11, that covers May 3 through May 16, 2020; the final day for processing was Wednesday, May 20. Sue Miller also assisted in writing notifications to staff regarding their pay.

**35-2020** Matt Connors moved to acknowledge awareness of the adjustments to payroll by the Fiscal Officer to Pay No. 11, that covers May 3 through May 16, 2020, of several staff members that were incorrectly compensated during the COVID-19 pandemic shut-down. The motion was seconded by Sue Miller and the resolution was passed by the following voice vote:

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

- 4) The March 14 meeting minutes need amendment. The following paragraph needs to be added after Resolution 18-2020. This was discussed at the March meeting but not included in the minutes. The Fiscal Officer read the following statement to the Board:

“Two documents were shared with the Board representing what staff pay will be each time payroll is processed. The first for a combination of work and non-work hours for Pay No. 7. The second only non-work/leave hours for Pay No. 8 and subsequent pays; there are two considerations for the non-work/leave hours paid: 1) Staff working set hours will be paid based on those hours, 2) Staff that work a range of hours will be paid an average of hours worked from January 1 through March 7, 2020.”

**36-2020** Judy Starr moved to amend the March 14, 2020 Emergency Meeting Minutes to include the above paragraph after Resolution 18-2020. The motion was seconded by Matt Connors and the resolution was passed by the following voice vote:

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

- 5) Staff are working on presenting lists of accomplishments during the COVID-19 state-wide shutdown. If recommended by OLC, a comprehensive list of accomplishments will be presented at a future meeting.

## **Director's Report:**

**Statistics:** April 2020 electronic materials statistics showed Hoopla circulation was 506, the highest ever. OverDrive circulation was at 409, a 22.7 percent increase from April 2019. People were utilizing the electronic media more while the Library was closed. Wireless internet was used 577 times with people accessing the connection outside the Library.

- Staff: Voluntary furloughs include three Pages and two Desk Clerks. The Children's Outreach Librarian for the schools will not be working again until school is back in session; considerations are to continue outreach to the school. Some staff have had their hours reduced by 10 percent with all staff are working a set number of hours, not a range of hours. In the past staff that worked less than 40 hours per week were paid extra for Saturday hours; now these must be included in the total hours worked for the week. Staff has been reduced to 16 people and the hours reduced as much as feasible. Staff reported back to the building on Monday, May 11. Book drops were opened that day.
- Curbside service was tested with patrons that have had items on the hold shelf since March 14. Staff watched from the Children's Room window as the first patron used curbside service; there was a cheer celebrating the first checkout in two months. The process went very smoothly. Patrons have been supportive and positive with only a very few expressing they would prefer to browse the shelves. Patrons are distancing themselves from staff and are happy to have access to items again. The first day it was storming and staff decided that when it is raining staff will only offer trunk service instead of cart service (i.e., where patrons pick up items from a cart). From May 14 to today, 95 patrons have used the service. Curbside service hours have been extended to: Monday, Wednesday, Friday and Saturday from 10 AM to 2 PM; Tuesday and Thursday from 12 noon to 8 PM. Katie discussed where BPL is compared to other libraries regarding available services. During the week of May 11, when BPL started curbside service, nine other libraries also started; the week of May 18, 13 libraries including Geauga County Public Library (GCPL) started curbside service; two libraries are slated to begin next week; ten including Cleveland Public Library will not start their service until June 1. Eight Clevnet libraries still have not decided what they are going to do regarding curbside service nor have made an announcement. Twinsburg Public Library began allowing patrons into the building on May 20.
- Regarding virtual Board meetings concern arose when the Stay Safe Ohio order ended abruptly on Tuesday, May 12. This order allowed meetings to be virtual. Concern arose because this meeting was advertised as a virtual meeting. Ohio Library Council advised that because of the passage of H.B. 197 libraries are able to hold virtual meetings throughout the duration of the emergency declaration that is set to end December 1, 2020. For everyone's safety Burton Library Board meetings can continue to be held virtually or the Board can meet in the Library.
- The village is moving forward with the renovations to its office on the second floor of the Library. It is currently utilizing the large meeting room as a temporary office.
- Statewide delivery cannot be resumed until 85 percent of all libraries, including university libraries, are ready to ship and receive. Last Friday (May 15) only 40 percent of libraries were ready to proceed; another update is expected tomorrow. The earliest possible start date for delivery is now June 8. It is unknown if the 85 percent threshold will be reached without university libraries.
- Home Service: Home Service has several routes; the route where delivery left off in March is scheduled to for delivery next Wednesday. With COVID hot spots in the Amish community it was decided to wait another cycle to resume this service. The next cycle is scheduled for July 1, 2020. In the past, bags of books have been taken inside Amish homes, usually into a mud room. Delivery options without entering homes has been discussed. The least expensive solution to protect books from the elements may be to place the canvas bags inside well sealed clear trash bags and provide a new plastic bag for the return.
- Staff would feel safer if patrons wore masks inside the Library. Staff is worried about having to enforce mask wearing with patrons. Staff will be in a difficult position having to tell patrons they cannot use the Library without a mask. Akron Library is waiving the requirement to wear masks for the last hour of the day, option Burton could try followed by intense cleaning in the morning prior to staff return. During the mask free hour, staff would not go beyond the Plexiglas to help patrons. The discussion with staff regarding safety while patrons are in the building is ongoing. Katie believes it is imperative the library reopens as safely and comfortably as possible. This difficulty is compounded by the fact that Village personnel do not wear masks. The question becomes, "How can staff insist when the Village does not follow the law?" Katie will email the Burton Village Mayor regarding the use of masks by Village employees. The Village plans on receiving the public when the Library opens. Katie asked the Board for input regarding the reopening date for the public. She indicated the earliest GCPL Director Ed Worso could see any of the GCPL libraries opening to the public is on June 15.
- Book stores and libraries cannot be considered the same as convenience stores where patrons stay only a short time to get what is needed and leave. Thus, libraries are at a higher risk because they are a place where the public stays, browses the shelves and lingers a while. Additional consideration need to be given to periodic sanitations; newspapers cannot be sanitized. Should the

Board not in a hurry to move forward with the next phase, a more detailed plan can be presented at the next Board meeting. An option to be considered would be to allow the public to make computer appointments. For staff safety Plexiglas has been hung in front of the Circulation Desk, measurements have been taken for Plexiglas in front of other service points and consideration has been made to hang a clear shower curtain at the south end of the Children's Reference Desk to deter children from entering the area. Also, the number of computers available will be reduced from 12 to six or additional barriers may be added to maintain six-foot distancing.

- Chardon Polka Band is happy to participate in the Summer Reading kickoff, on June 15. The band is not certain how its participation will look in maintaining the energy that usually happens if a virtual performance is held. Other options are to have stations by the road and people can drive by or have some other form of entertainment. Staff is still considering all the possibilities. After participants can utilize curbside service to pick up their summer reading logs or perhaps download logs from our website.
- A less extensive newsletter is being considered. Articles will include a director's letter on the front page with safety concerns, where the Library is at and where it is going in terms of services, Annual Fund Drive donations and other donor information inside and on the back promote Summer Reading and curbside service.
- An inquiry into Thursday afternoon book club in the Reading Garden was made. Katie suggested that the Library could purchase a simple Zoom Meeting license, perhaps holding the book club via Zoom would be a better fit. Ten people or less could use the Reading Garden for a book discussion.

A discussion arose about delaying opening to the public in case there is a spike in the number of COVID cases. The board concurred regarding publishing a newsletter. The earliest the newsletter could be delivered would be around June 20. The Board felt that a Special Board meeting should be held on June 4 for discussion of: reopening the library, the newsletter, curbside pick-up updates and identifying a Board member to replace John Emig who is relocating out of state. Katie will contact a community member who, in the past, expressed interest in serving on the Board.

**Unfinished Business:** None

**New Business:** None

**Fund Drive Update:** There are no updates.

**Public comments:** Christina Mihalic greeted and thanked the Board.

**37-2020** 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 8:04 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer