

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee

*Board Vice President Matt Connors and Library Director Katie Ringenbach will review the May 2020 Management Reports produced by the UAN System.*

## Virtual Board Meeting Minutes June 18, 2020

Microsoft Teams Meeting access provided to the public via the following link:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_NzE0NWViYktdNDMyNi00NmFiLWEyMjUtZDE4MWQwNzRiN2Ri%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_NzE0NWViYktdNDMyNi00NmFiLWEyMjUtZDE4MWQwNzRiN2Ri%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 Microsoft Teams:** Board Members Matt Connors, Judy Starr, Sue Miller, Dawn Tolchinsky, Mark O’Conner and Kathy Beten; Katie Ringenbach and Fiscal Officer Rebecca Herrick. Public Present: Burton Public Library (BPL) Reference Assistant Carlina Sweigert.

The Meeting was called to order at 7:01 PM by Board Vice President Matt Connors.

### Meeting Minutes:

**38-2020** With no additions or corrections to the May 21, 2020 regular meeting minutes or the June 4, 2020 special meeting minutes, Sue Miller moved to accept both minutes as presented. 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
Matt Connors – Yes	Mark O’Conner – Abstained	Dawn Tolchinsky – Abstained

### Financial Statement:

	April 2020	May 2020
<b>Beginning 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 Beginning Cash Balance</b>	<b>\$ 569,940.65</b>	<b>\$ 534,223.28</b>
<b>Receipts</b>		
General Fund	\$ 32,168.27	\$ 40,177.84
June Macek Fund	\$ 15.80	\$ 13.16
Reading Garden	\$ 3.95	\$ 2.94
Launch a Young Reader	\$ 1.61	\$ 32.35
Pfouts Memorial Fund	\$ 1.61	\$ 1.34
Capital Improvements Fund	\$ 85.92	\$ 71.53
<b>Total Receipts</b>	<b>\$ 32,277.16</b>	<b>\$ 40,299.16</b>
<b>Expenses</b>		
General Fund	\$ 67,994.53	\$ 55,894.41
June Macek Fund	\$ -	\$ -
Reading Garden	\$ -	\$ 942.13
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 67,994.53</b>	<b>\$ 56,836.54</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 285,865.19	\$ 270,148.62
June Macek Fund	\$ 36,042.32	\$ 36,055.48
Reading Garden	\$ 8,999.02	\$ 8,059.83
Launch a Young Reader	\$ 3,668.26	\$ 3,700.61
Pfouts Memorial Fund	\$ 3,677.16	\$ 3,678.50
Capital Improvements Fund	\$ 195,971.33	\$ 196,042.86
<b>Total Ending Cash Balance</b>	<b>\$ 534,223.28</b>	<b>\$ 517,685.90</b>

May interest earned from Middlefield Banking Company was \$24.17.  
 May interest received from STAR Ohio was \$188.90.  
 Balance in the Star Ohio account is \$307,621.94.

**39-2020** Kathy Beten moved to accept the May 2020 Financial Statements. The motion was seconded by Dawn Tolchinsky and the resolution was passed by the following voice vote:

Kathy Beten – Yes	Dawn Tolchinsky – Yes	Matt Connors – Yes
Sue Miller – Yes	Mark O’Conner – Yes	Judy Starr – Yes

### **Fiscal Officer’s Remarks:**

- 1) Donations received since the May meeting: General Fund - \$100, 16<sup>th</sup> Annual Fund Drive - \$20.
- 2) Resolution 25-2020 may need to be rescinded due to the fact that there has been a change in the Auditor of State’s Compliance Supplement that does not look favorably upon transferring money from a restricted fund to the General Fund. The decision to move money back to the General Fund was based on the following Ohio Library Council Accounting Handbook statement: “Transfers are used to permanently reallocate money from one fund to another. The provisions of ORC 5705.14 through 5706.16, which govern transfers for many other Ohio governmental entities, do not apply to Ohio’s public libraries.” This statement no longer appears to be a valid. The Fiscal Officer expressed that financially the Library should be solvent through the end of 2020. The matter will be research and if necessary the resolution will be rescinded at the next meeting.

### **Director’s Report:**

**Statistics:** Month-to-month collection circulation for May is down 84.6 percent. Two hundred ten curbside pickups circulated 2,604 items. It appears that Clevnet has created a new patron registration type of “Quarantine”; Katie was not sure of the parameters of this designation. “Online” patron registration is a collaboration between Clevnet and Overdrive wherein Overdrive can determine which service district a registration is associated with when an online account is created. There were 34 registrations under that patron designation. Electronic materials circulation increased by 34 percent over last year; people are relying more heavily on these materials. Wireless users accessed the internet 698 times and our social media followers have increased during this time.

- Statewide delivery: Statewide delivery is scheduled to resume on June 29. Stored items need to be delivered first. After the warehouse items have been delivered, patrons will again be able to place holds on items from the libraries in the system.
- During the current audit, it was discovered that BPL does not have a proper policy regarding public records requests. In the past the law has been followed but an official policy needs to be in place. This policy will be presented at the next Board meeting.
- The Ohio Governor’s Imagination Library in Geauga County has about 900 registered participants. The number of participants from the Berkshire School District is unknown.
- The Summer Newsletter will be mailed tomorrow.

### **Unfinished Business:**

**Reopening the Library:** The plan was sent to the Board prior to the meeting, copy to follow. Plexiglass desk shields have been ordered and will arrive soon. Katie proposed reopening on July 6. Many libraries are currently open including: Kirtland, Willoughby, Fairport Harbor and Mentor. Capacity should be at about 50 percent. Fifty percent of BPL capacity would be at around 50 people. Best practices indicate a lower number is preferred, perhaps 20 patrons at a time. But if a family wants to enter and the number goes slightly above, staff will not make children wait outside alone. The People Counter program can send staff notices when the limit is reached. The cost can be as high as \$800 or as low as \$120, Katie is working on getting this in place.

When curbside pickup started, hours were reduced to two evenings a week and open two hours less on Saturdays. Katie proposed keeping hours the same; with some staff furloughed and other library’s experience of patrons slow to return, the following hours should work to start: Monday, Wednesday and Friday 9 AM – 5 PM, Tuesday and Thursday 9 AM – 8 PM, and Saturday 10 AM – 2 PM. Regular hours will resume once there is a better sense of how many patrons will utilize library services. Curbside service will be modified; patrons will have to call and staff will take their items to the parking lot.

The biggest issue is requiring patrons to wear masks. Katie has spoken to Burton Village Mayor Ruth Spanos regarding the difficulty in this requirement if Village staff do not wear masks. Mayor Spanos stated that she will be discussing this with the personnel committee tomorrow but she does not feel that the majority of council will agree to enforce the face mask requirements. Katie contacted Geauga County Assistant Prosecutor Linda Applebaum, who stated that the office would represent BPL if the Library were sued because of an official policy stating masks must be worn while in the Library. Through a survey of staff, Katie learned that 40 percent felt that masks should not be required, 30 percent felt that they should be required and 30 percent did not have a strong opinion. Most wanted

them to be strongly recommended. If staff are helping on a computer, then a mask will be required. Another option would be to help remotely from the staff computer using a screen share with chat program that may be installed. Signage would include a statement that prolonged interaction between staff and patrons will require the patron to use a mask.

Designated hours for at risk patrons may be utilized. Supplies of hand sanitizer are in place. There will be a notification that newspapers cannot be sanitized and may be read at the patron's discretion. Magazines will be quarantined after browsing. Discussion included sanitizing elevator buttons and how patrons will be counted while in the building.

Katie spoke in greater detail about the People Counter being utilized as staff will not be in place for this function and the option of only letting patrons enter the building on the hour like other libraries was not met favorably. It may be necessary to only allow patrons to enter by the front door because it can be monitored more easily if the People Counter cannot be made to function in a capacity needed by the Library.

**New Business:**

**Tax Budget Presented:** The Fiscal Officer presented the tax budget electronically to the Board the day before the meeting. After a discussion of the following, a resolution was made.

<b>2021 Tax Budget</b>			
<b><u>General Fund</u></b>			
Cash Balance at Jan. 1, 2021	\$	92,187.77	
<b><u>Revenues:</u></b>		<b><u>Expenditures:</u></b>	
Real Estate Tax	\$	373,110.00	Salaries & Benefits \$ (575,470.89)
Public Library Fund	\$	459,570.00	Purchased & Contracted Services \$ (109,859.00)
Miscellaneous Taxes	\$	10,174.00	Materials \$ (121,950.00)
Donations	\$	17,500.00	Supplies \$ (21,000.00)
Miscellaneous	\$	4,500.00	Other Objects \$ (4,550.00)
<b>Total Revenues</b>	<b>\$</b>	<b>864,854.00</b>	Capital Outlay \$ -
<b>Total Revenues and Balances</b>			<b>Total Expenditures \$ (832,829.89)</b>
			Contingencies \$ -
			<b>Cash Balance at December 31, 2021 \$ 32,024.11</b>
<b><u>Special Revenue Funds</u></b>			
	Estimated Balance for Jan 1, 2021	Estimated Revenue	Expenditures
<b><u>June Macek Fund</u></b>			
	\$ 21,374.29		
Projected Income		\$ -	
Misc. Contracted Svcs			\$ (4,000.00)
Conferences/Meetings			\$ (3,000.00)
Travel to Conferences/Meetings			\$ (1,000.00)
Membership			\$ (3,000.00)
Totals		<b>\$ 21,374.29</b>	<b>\$ (11,000.00)</b>
<b>Projected Ending Balance</b>			<b>\$ 10,374.29</b>
<b><u>Luxenberg Family Reading Garden Fund</u></b>			
	\$ 7,488.79		
Projected Income		\$ 1,500.00	
Maintenance and Repair			\$ (4,000.00)
Land Improvements			\$ -
Totals		<b>\$ 8,988.79</b>	<b>\$ (4,000.00)</b>
<b>Projected Ending Balance</b>			<b>\$ 4,988.79</b>
<b><u>Joseph Durket Launch-A-Young Reader Fund</u></b>			
	\$ 1,623.85		
Projected Income		\$ 400.00	
General Admin. Supplies			\$ (2,000.00)
Total		<b>\$ 2,023.85</b>	<b>\$ (2,000.00)</b>
<b>Projected Ending Balance</b>			<b>\$ 23.85</b>
<b><u>Pfouts Memorial Fund</u></b>			
	\$ 1,664.43		
Projected Income		\$ 30.00	
Local History Project Expense			\$ (1,000.00)
<b>Projected Ending Balance</b>		<b>\$ 1,694.43</b>	<b>\$ (1,000.00)</b>
			<b>\$ 694.43</b>
<b><u>Capital Improvements Fund</u></b>			
	\$ 22,392.56		
Projected Income		\$ 200.00	
Building Improvements			\$ (10,000.00)
Furniture and Equipment			\$ -
Totals		<b>\$ 22,592.56</b>	<b>\$ (10,000.00)</b>
<b>Projected Ending Balance</b>			<b>\$ 12,592.56</b>

**40-2020** Dawn Tolchinsky moved to accept the 2021 Tax Budget as presented above. The motion was seconded by Judy Starr and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes                      Judy Starr – Yes                      Kathy Beten – Yes  
Matt Connors – Yes                      Sue Miller – Yes                      Mark O’Conner – Yes

**Updated Health Insurance Information:** Health Insurance increase of 3.85 percent starting July 1, 2020 with two premium holidays, will be confirmed by the Stark County Schools Council of Governments at its meeting today. The Fiscal Officer will update the Board at the July meeting.

**Election for vacant Board Officer position:** After a brief discussion the following occurred:

**41-2020** Dawn Tolchinsky moved the following slate of officers: Matt Connors – President, Sue Miller – Vice President. The motion was seconded by Katy Beten and the resolution was passed by the following voice vote:

Dawn Tolchinsky – Yes                      Kathy Beten – Yes                      Judy Starr – Yes  
Matt Connors – Yes                      Sue Miller – Yes                      Mark O’Conner – Yes

**Fund Drive Update:** To date, 125 donors have contributed \$21,047.

**Public comments:** None

Discussion of the next Board meeting resulted in the decision to hold an in-person meeting at the library on July 16 at 7 PM.

**42-2020** 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 7:48 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer