

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee September 17, 2020

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

Board Meeting Minutes September 17, 2020

Present: Board Members, Matt Connors, Sue Miller, Judy Starr, Kathy Beten, Kristine Thompson, Forrest Burt and via open phone line Dawn Tolchinsky; Katie Ringenbach and Fiscal Officer Rebecca Herrick. Public Present: None

The Meeting was called to order at 7:02 PM by Board President Matt Connors.

Meeting Minutes:

52-2020 With no additions or corrections to the July 16 regular meeting and August 6, 2020 special meeting minutes Sue Miller moved to accept the minutes as presented. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board with Kristine Thompson abstaining.

Financial Statement:

	June 2020	July 2020	August 2020
Beginning Cash Balance			
General Fund	\$ 270,148.62	\$ 251,842.02	\$ 349,699.21
June Macek Fund	\$ 36,055.48	\$ 36,071.98	\$ 33,748.74
Reading Garden	\$ 8,059.83	\$ 7,993.38	\$ 7,862.84
Launch a Young Reader	\$ 3,700.61	\$ 3,702.31	\$ 3,703.05
Pfouts Memorial Fund	\$ 3,678.50	\$ 3,680.17	\$ 3,680.91
LSTA Grant Management Fund	\$ -	\$ -	\$ -
Capital Improvements Fund	\$ 196,042.86	\$ 196,132.57	\$ 195,416.72
Total Beginning Cash Balance	\$ 517,685.90	\$ 499,422.43	\$ 594,111.47
Receipts			
General Fund	\$ 39,799.76	\$ 171,683.52	\$ 109,639.41
June Macek Fund	\$ 16.50	\$ 6.76	\$ 4.27
Reading Garden	\$ 3.72	\$ 1.58	\$ 1,714.17
Launch a Young Reader	\$ 1.70	\$ 0.74	\$ 0.47
Pfouts Memorial Fund	\$ 1.67	\$ 0.74	\$ 0.47
LSTA Grant Management Fund	\$ -	\$ -	\$ 3,000.00
Capital Improvements Fund	\$ 89.71	\$ 39.15	\$ 24.77
Total Receipts	\$ 39,913.06	\$ 171,732.49	\$ 114,383.56
Expenses			
General Fund	\$ 58,106.36	\$ 73,826.33	\$ 107,620.64
June Macek Fund	\$ -	\$ 2,330.00	\$ 79.00
Reading Garden	\$ 70.17	\$ 132.12	\$ 344.10
Launch a Young Reader	\$ -	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -	\$ -
LSTA Grant Management Fund	\$ -	\$ -	\$ -
Capital Improvements Fund	\$ -	\$ 755.00	\$ 211.86
Total Expenses	\$ 58,176.53	\$ 77,043.45	\$ 108,255.60
Ending Cash Balance			
General Fund	\$ 251,842.02	\$ 349,699.21	\$ 351,717.98
June Macek Fund	\$ 36,071.98	\$ 33,748.74	\$ 33,674.01
Reading Garden	\$ 7,993.38	\$ 7,862.84	\$ 9,232.91
Launch a Young Reader	\$ 3,702.31	\$ 3,703.05	\$ 3,703.52
Pfouts Memorial Fund	\$ 3,680.17	\$ 3,680.91	\$ 3,681.38
LSTA Grant Management Fund	\$ -	\$ -	\$ 3,000.00
Capital Improvements Fund	\$ 196,132.57	\$ 195,416.72	\$ 195,229.63
Total Ending Cash Balance	\$ 499,422.43	\$ 594,111.47	\$ 600,239.43

July interest earned from Middlefield Banking Company was \$24.14.

August interest earned from Middlefield Banking Company was \$30.11.

July interest received from STAR Ohio was \$119.03, August interest was \$76.15.

Current balance at STAR Ohio is \$307,510.74.

53-2020 Judy Starr moved to accept the July and August 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 July meeting: General Fund - \$560; The Joseph Durket Launch-a-Young Reader Fund - \$17; Luxenberg Family Reading Garden Fund - \$1,713.

54-2020 Kathy Beten moved to accept the Luxenberg Family Reading Garden donation in the amount of \$1,713 from the Jewish Federation of Cleveland. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

2) Upon reviewing the meeting minutes for this year, the Fiscal Officer discovered that Resolution 2-2020 states the annual salaries for the Fiscal Officer and the Deputy Fiscal Officer. These should not have been stated as annual salary amounts but as hourly rates. The Fiscal Officer rate in 2020 is \$21.45 and the Deputy Fiscal Officer rate is \$16.82. Resolution 2-2020 should be rescinded and a new resolution with the hourly rates should be made.

55-2020 Sue Miller moved to rescind Resolution 2-2020 and to retroactively rehire the Fiscal Officer at a rate of \$21.45 per hour and to retroactively reappoint the Deputy Fiscal Officer at the rate of \$16.82 per hour for 2020. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

3) The school board approved Forrest Burt as our new Board member; his term ends Dec. 31, 2026.

4) Kristine Thompson's term ends December 31, 2020. She has agreed to an additional term ending December 31, 2027; the Berkshire Board of Education will be notified.

5) The audit of BPL financial statements for 2018/19 is almost finished. The Board will receive the complete report via email; the draft documents have been emailed to the Board. There is a noncompliance finding regarding public records. This issue will be resolved by the next audit. A discussion began based on the draft audit documents. The Board wanted more information on the auditor's statement that there should be segregation of duties due to the Fiscal Officer having access to all aspects of banking and investing. The document states: "We recommend the Library revise its control mechanisms or add additional compensating controls to increase internal controls and segregation of duties in its banking/investments cycles". The auditor's office wants the Fiscal Officer to present more information to the Board regarding the activities with Middlefield Banking Company and STAR Ohio; the exchange of information documented in the meeting minutes. Also, the adverse opinion regarding the method of accounting used by the Library was questioned. The adverse opinion states that the accounting method used was not the GAAP (generally accepted accounting principles) method, rather the regulatory method. The regulatory method is acceptable but in the audit the fact that GAAP was not used has to be recognized; the audit is not saying regulatory is unacceptable. The regulatory method of accounting is used by the majority of libraries in the state.

Director's Report:

Statistics: August circulation was down by only 18.4 percent when compared to August 2019. The people count was down by 43 percent, computer usage down by 56 percent, and program attendance by 82 percent. In a normal year these numbers would be concerning; however, during this pandemic, the goal is to have less people staying for prolonged visits in the library while still checking out materials.

- Staff Changes:
 - Alex Mulacek began as a Page on July 24.
 - Page Caedmon Morgret's last day was August 18.
 - Adult Services Assistant Alan Fink moved out of state, his last day was August 7. This position has been filled by Carol Gardner, who had the position of Outreach Librarian before COVID-19 started.
 - Adult Services Assistant Carlina Sweigert's last day was September 11; her position has been posted.
 - An additional Page position may need to be filled. The Maintenance Assistant position will be posted Friday, September 18; the Maintenance Supervisor anticipates additional workload due to winter snow.
- There is no safe, practical way to hold Staff In-Service day in October due to COVID-19. Food cannot be shared, and staff would have to sit at their computers to participate in a Zoom/virtual

meeting. Therefore, instead of floating the holiday (usually floated because staff work that day but patrons do not have building access) Katie proposed to continue to have the Library closed and staff will have the day off. The Board did not object.

- Currently programs are not being held in the meeting rooms and the rooms are not available for public use with two exceptions: 1) the large meeting room is being used by Vitalant, a nonprofit organization that collects blood from volunteer donors. There are less than ten people in the room at any time. 2) The small meeting room is being used by a teacher's assistant for virtual teaching for Orange Schools. This person does not have internet service at home.
- The new Home Service delivery van was purchased in August; staff truly appreciates the purchase.
- The statewide mask mandate went into effect on July 23. The Library adjusted to this change implementing a strict interpretation, requiring masks in the Library unless under the age of two. Library staff have disposable masks to distribute to patrons. If someone is unable or unwilling to wear a mask in the Library, they are presented with reasonable accommodations including curbside service and wireless access in the garden and parking lot. Although the majority of patrons are wearing masks, there have been a few confrontational interactions. Based on the conversations Katie has had, she thinks it likely some patrons will eventually take complaints to the Board. Board members confirmed that they would support the Library's current procedure. Katie had a conversation with Geauga County Public Library (GCPL) Director Ed Worso regarding a conversation he had with Geauga Public Health Commissioner Thomas Quade. Quade suggested making just non-compliant locations curbside only, in which case there would be a possibility of this happening at the Middlefield Branch. This was only a conversation to explore options, but that scenario would significantly impact our operations.

Unfinished Business: None

New Business:

Board vote on Record Commission Recommendations: The following changes to the Record Retention Schedule were presented by the committee:

Additions:

ADMIN-34	Virtual Board Meeting Recording: Recordings of meetings held virtually during the COVID-19 pandemic shelter in place order	6 Months	Electronic
LIB-01.5	Clevnet Lost and Paid Reports: Quarterly and Annual Reports of items lost by patrons and paid to non-owning librarians within the Clevnet System	Current plus 1 year	P & E

Changes:

Currently:

LIB-09	Lost Items & Fine Records: Digital account record information regarding lost items and fines incurred	Once paid – removed from patron history	Electronic
GEN-03	Correspondence-Transitory Messages: Includes telephone messages, post-it notes, drafts, text and cell phone messages; other limited documents which serve to convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Paper
HR/PR-07	Employee Request for Leave Forms: Request for vacation, sick time off, meetings, personal, holiday (floating), leave without pay or other.	Fiscal year plus 2 Years	Paper
HR/PR-08	Employee Schedules: Staff schedules for floor shifts and approved time off	Fiscal year plus 2 Years	Paper

Change to:

LIB-09	Lost Items & Fine Records: Digital account record information regarding lost items and fines incurred. Part of Clevnet/Sirsi library cataloging, not under Burton Public Library control	Maintained by Clevnet, for a period of time	Electronic
GEN-03	Correspondence-Transitory Messages: Includes telephone messages, post-it notes, drafts, text and cell phone messages; other limited documents which serve to convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	P & E
HR/PR-07	Employee Request for Leave Forms: Request for vacation, sick time off, meetings, personal, holiday (floating), leave without pay or other.	Fiscal year plus 2 Years	P & E
HR/PR-08	Employee Schedules: Staff schedules for floor shifts and approved time off	Fiscal year plus 2 Years	P & E

56-2020 Kristine Thompson moved to approve the changes to the Record Retention schedule as presented above. The motion was seconded by Forrest Burt and the resolution was passed unanimously by the Board.

Salary Schedule Presented to the Board: The schedule was presented and a brief discussion followed.

Board Establishes the Coronavirus Relief Fund: Ohio's 251 public library systems will get a total of \$18.3 million in federal Coronavirus Aid, Relief and Economic Security (CARES) Act money to help offset unanticipated costs of sanitizing buildings and buying supplies including hand sanitizer, masks, gloves, thermometers, face shields and plexiglas shields to keep workers and patrons safe during the coronavirus pandemic. This money is presented as a grant. Each library that applies will receive the same amount, \$25,000. The expenses may be incurred from March 2020 through the end of the year; money unspent by December 31, 2020 must be returned. BPL applied for the grant on September 1, with the money auto-deposited in the bank account on September 11. A new fund must be established to account for the receipt and use of the grant. Also, an appropriations resolution must be passed to expend the funds.

57-2020 Kristine Thompson moved to establish the Coronavirus Relief Fund to account for the federal grant money received September 11, 2020. The motion was seconded by Sue Miller and the resolution was passed by the following voice vote:

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

The motion carried.

58-2020 Forrest Burt moved to accept the grant money received for the Coronavirus Relief Fund. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

The following Appropriations for the Coronavirus Relief Fund were presented to the Board:

2020 Permanent Appropriations

Coronavirus Relief Fund

Supplies	\$ 14,705.00
Purchased & Contracted Services	\$ 4,000.00
Capital Outlay	<u>\$ 6,295.00</u>
Coronavirus Relief Fund Total	<u>\$ 25,000.00</u>

The expenditures will include but are not limited to: items outlined above, air purification and touchless water access for the public.

59-2020 Judy Starr moved to establish the following 2020 Permanent Appropriations for the Coronavirus Relief Fund:

2020 Permanent Appropriations

Coronavirus Relief Fund

Supplies	\$ 14,705.00
Purchased & Contracted Services	\$ 4,000.00
Capital Outlay	<u>\$ 6,295.00</u>
Coronavirus Relief Fund Total	<u>\$ 25,000.00</u>

The motion was seconded by Kathy Beten and the resolution was passed by the following voice vote:

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

The motion carried.

Changes to Middlefield Banking Company Checking Accounts: In August of 2020 Middlefield Banking Company (MBC) made fee changes and additions to their checking account requirements. The Library has two checking accounts with MBC: a small account that is only for receiving ACH transfers and has a balance of \$10 when not "holding" a received ACH transfer; the other is our main checking account.

Fee changes to the main checking account (Analysis Account) have increased and the fees on the August statement were \$38.62; an unexpectedly high amount. The minimum fee for this type of account is now \$25.00 per month with additional fee of 20 cents per debit and credit.

The Fiscal Officer spoke to Patti Ruso, BPL's customer service representative at MBC; who presented a solution that will bring the fees down to zero for both accounts. The ACH Receiving Account that never had fees can be switched to a "no fee" Non-Profit Checking Account. The Analysis Account can be switched to an Interest Business Checking account and will only have one fee if the following criteria are met: minimum average daily balance of \$10,000 and less than 250 transactions per month. If more than 250 transactions per month the fee is \$0.35 per transaction. The single fee is for accessing the payroll software. This account is set up to receive interest each month and the interest will be applied to offset the \$10 payroll access fee. A resolution was requested to convert the accounts.

60-2019 Sue Miller moved to convert the Easy Business Checking account (aka: ACH Receiving) to a Non- Profit Checking account and to convert the Business Analysis Account to an Interest Business Checking account at the Middlefield Banking Company, effective September 18, 2020. The motion was seconded by Forrest Burt and the resolution was passed by the following voice vote:

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

The motion carried.

Fund Drive Update: To date, 127 donors have contributed \$21,222.

Public comments: None

61-2020 Kathy Beten moved to adjourn the meeting. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

The meeting adjourned at 8:01 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer