

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee January 21, 2021

President Matt Connors and Library Director Kathryn Ringenbach will review, at their earliest possible convenience, the November and December 2020 Management Reports produced by the UAN System; review delayed due to the meeting being held virtually.

## Virtual Board Meeting Minutes January 21, 2021

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

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_Y2E0NDQwNTAtYzAyYi00MjMxLTlhNjAtMDE1NjVhMTRkOWE5%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_Y2E0NDQwNTAtYzAyYi00MjMxLTlhNjAtMDE1NjVhMTRkOWE5%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 Matt Connors, Dawn Tolchinsky, Judy Starr, Kathy Beten, Kristine Thompson and Forrest Burt; Kathryn Ringenbach and Fiscal Officer Rebecca Herrick. Public present: None.

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

### **Board Reorganization:**

**Swearing-In of Board Member:** Board member Kristine Thompson's agreement to serve another term was approved by the Berkshire Board of Education in December; therefore, Kristine took her oath of office in December in preparation for the January Board Meeting.

**Election of Officers for the Year 2020:** Kristine Thompson proposed the slate of officers of the Burton Public Library Board of Trustees be: Matt Connors – President, Sue Miller – Vice Present and Kathy Beten – Secretary. After a brief discussion the following resolution transpired:

**1-2021** Kristine Thompson moved the presented slate of officers of the Burton Public Library Board of Trustees for the year 2021 be accepted as follows: Matt Connors - President, Sue Miller – Vice Present and Kathy Beten – Secretary. The motion was seconded by Forrest Burt and the resolution was passed with the following voice vote:

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

### **Appoint Fiscal Officer and Deputy Fiscal Officer:**

#### **2-2021**

Dawn Tolchinsky moved to rehire Rebecca Herrick as Fiscal Officer with an annual compensation rate of \$22.09 per hour and to reappoint Patricia Cross as Deputy Fiscal Officer with an annual compensation rate of \$17.32 per hour for 2021. 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
Kristine Thompson – Yes	Forrest Burt – Yes	Matt Connors – Yes

Rebecca Herrick will take the Oath of Office on Monday, January 25 when Notary Patricia Cross is available to administer the oath.

**Approve Bond for Fiscal Officer:** The cost of the required \$50,000 bond provided by Zurich North America Surety for the Fiscal Officer and Deputy Fiscal Officer will remain the same as 2020 at \$173.

**3-2021** Kathy Beten moved to approve the 2020 bond for the Fiscal Officer and Deputy Fiscal Officer at a cost of \$173. The motion was seconded by Kristine Thompson and the resolution was passed by the following voice vote.

Kathy Beten – Yes  
Judy Starr – Yes

Kristine Thompson – Yes  
Forrest Burt – Yes

Dawn Tolchinsky – Yes  
Matt Connors – Yes

**4-2021** Kathy Beten moved to set the Regular Board meetings at 7:00 PM on the third Thursday of the month with no meeting in August. Dawn Tolchinsky seconded the motion and the resolution was passed by the following voice vote:

Kathy Beten – Yes  
Judy Starr – Yes

Dawn Tolchinsky – Yes  
Forrest Burt – Yes

Kristine Thompson – Yes  
Matt Connors – Yes

**5-2021** Judy Starr moved to designate *The Geauga County Maple Leaf* as the newspaper of record in 2021 for the Burton Public Library. The motion was seconded by Kristine Thompson and the resolution was passed unanimously by the Board.

Judy Starr – Yes  
Dawn Tolchinsky – Yes

Kristine Thompson – Yes  
Forrest Burt – Yes

Kathy Beten – Yes  
Matt Connors – Yes

**Proposed Standing committees are as follows:**

2021 Salary Committee: Kathy Beten, Susan Miller and Dawn Tolchinsky (members alternate with the Personnel Committee each year).

2021 Personnel Committee: Judy Starr, Kristine Thompson and Forrest Burt (members alternate with the Salary Committee each year).

2021 Building Committee: Matt Connors, Forrest Burt, Scott Carlson, Lon Miller and Sean Thompson with Katie Ringenbach and Rebecca Herrick.

2021 Records Committee: Chair Susan Miller, all available Board members and Rebecca Herrick.

**6-2021** Kristine Thompson moved to approve the Committees as listed above. The motion was seconded by Dawn Tolchinsky and the resolution was passed by the following voice vote:

Kristine Thompson – Yes  
Judy Starr – Yes

Dawn Tolchinsky – Yes  
Forrest Burt – Yes

Kathy Beten – Yes  
Matt Connors – Yes

**Meeting Minutes:**

**7-2021** With no additions or corrections to either the November 19 regular meeting minutes or the special Board meeting minutes of November 24, 2020, Forrest Burt moved to accept the minutes. The motion was seconded by Kristine Thompson and the resolution was passed by the following voice vote:

Forrest Burt – Yes  
Kathy Beten – Yes

Kristine Thompson – Yes  
Judy Starr – Yes

Dawn Tolchinsky – Yes  
Matt Connors – Yes

**Financial Statement:**

<b>Beginning Cash Balance</b>	<b>October 2020</b>	<b>November 2020</b>	<b>December 2020</b>
General Fund	\$ 355,077.85	\$ 344,018.08	\$ 328,190.43
June Macek Fund	\$ 33,682.30	\$ 33,686.70	\$ 33,589.59
Reading Garden	\$ 9,217.16	\$ 9,218.38	\$ 7,474.91
Launch a Young Reader	\$ 3,721.44	\$ 3,736.93	\$ 3,837.26
Pfouts Memorial Fund	\$ 3,682.29	\$ 3,763.02	\$ 3,763.35
LSTA Grant Fund	\$ 1,800.30	\$ 1,800.30	\$ 1,800.30
Coronavirus Relief Fund	\$ 21,852.99	\$ 17,400.77	\$ 10,304.69
Capital Improvements Fund	\$ 195,277.72	\$ 196,270.24	\$ 196,287.11
<b>Total Beginning Cash Balance</b>	<b>\$ 624,312.05</b>	<b>\$ 609,894.42</b>	<b>\$ 585,247.64</b>
<b>Receipts</b>			
General Fund	\$ 44,074.15	\$ 57,352.19	\$ 49,119.71
June Macek Fund	\$ 4.40	\$ 2.89	\$ 6.00
Reading Garden	\$ 1.22	\$ 0.64	\$ 1.39
Launch a Young Reader	\$ 15.49	\$ 100.33	\$ 0.61
Pfouts Memorial Fund	\$ 80.73	\$ 0.33	\$ 0.66
LSTA Grant Fund	\$ -	\$ -	\$ -
Coronavirus Relief Fund	\$ 1.11	\$ 0.27	\$ 0.05
Capital Improvements Fund	\$ 25.66	\$ 16.87	\$ 35.04
<b>Total Receipts</b>	<b>\$ 44,202.76</b>	<b>\$ 57,473.52</b>	<b>\$ 49,163.46</b>
<b>Expenses</b>			
General Fund	\$ 55,133.92	\$ 73,179.84	\$ 105,450.02
June Macek Fund	\$ -	\$ 100.00	\$ -
Reading Garden	\$ -	\$ 1,744.11	\$ 77.70
Launch a Young Reader	\$ -	\$ -	\$ 610.84
Pfouts Memorial Fund	\$ -	\$ -	\$ -
LSTA Grant Fund	\$ 4,453.33	\$ -	\$ 1,800.30
Coronavirus Relief Fund	\$ -	\$ 7,096.35	\$ 7,724.23
Capital Improvements Fund	\$ (966.86) *	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 58,620.39</b>	<b>\$ 82,120.30</b>	<b>\$ 115,663.09</b>
<b>Ending Cash Balance</b>			
General Fund	\$ 344,018.08	\$ 328,190.43	\$ 271,860.12
June Macek Fund	\$ 33,686.70	\$ 33,589.59	\$ 33,595.59
Reading Garden	\$ 9,218.38	\$ 7,474.91	\$ 7,398.60
Launch a Young Reader	\$ 3,736.93	\$ 3,837.26	\$ 3,227.03
Pfouts Memorial Fund	\$ 3,763.02	\$ 3,763.35	\$ 3,764.01
LSTA Grant Fund	\$ (2,653.03)	\$ 1,800.30	\$ -
Coronavirus Relief Fund	\$ 21,854.10	\$ 10,304.69	\$ 2,580.51
Capital Improvements Fund	\$ 196,270.24	\$ 196,287.11	\$ 196,322.15
<b>Total Ending Cash Balance</b>	<b>\$ 609,894.42</b>	<b>\$ 585,247.64</b>	<b>\$ 518,748.01</b>

November savings interest earned from Middlefield Banking Company was \$14.31; December was \$13.69.

Fourth quarter 2020 interest received from Middlefield Banking Company was \$50.53

November checking interest received from MBC was \$15.21; December was \$11.73.

November dividend received from STAR Ohio was \$34.38; December was \$34.56.

The current balance in the Star Ohio account is \$307,676.69.

\* Previous purchases converted to Coronavirus Relief Fund expense.

**8-2021**

Dawn Tolchinsky moved to accept the December 2019 Financial Statements. 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

Kristine Thompson – Yes

Forrest Burt – Yes

Matt Connors – Yes

**Fiscal Officer's Remarks:**

- Donations received since the November meeting: General Fund - \$2,298, 17th Annual Fund Drive - \$12,959.02, and Joseph Durket Launch-A-Young Reader Fund - \$150. The donation made to both the General Fund and the 17<sup>th</sup> AFD that exceeded \$249 are: \$2,000 from the William and Margaret Clark Charitable Foundation; \$1,603 from the Grace L. Cone Trust; \$1,250 from Bill and Becky Crowley, \$1,000 each from: Charles Caputo, Michael and Kareen Caputo, and Steve Macek; \$500 each from the Ginn Family and Elmer Bollinger; \$400 from Curt and Kathy Johnson, \$300 each from: Jay and Sue Giles, Michael and Patricia Sutter, and James and Joann Miller; and \$250 from Andy and Linda Baker.

**9-2021**

Kathy Beten moved to accept the donations as listed above. The motion was seconded by Dawn Tolchinsky and the resolution was passed by the following voice vote.

Kathy Beten – Yes

Dawn Tolchinsky – Yes

Kristine Thompson – Yes

Judy Starr – Yes

Forrest Burt – Yes

Matt Connors – Yes

- 2) December 31, 2021, Sue Miller's term in office ends.
- 3) Because the Fiscal Officer was incapacitated for the first 15 days of January, the Permanent Appropriations will be presented at the February Regular Board Meeting.
- 4) The IRS has set the mileage reimbursement rate for 2021 at \$0.56 per mile for business use. Resolution 57-2016 was passed stating that the BPL mileage rate will match the IRS mileage rate until the Library Board takes action to rescind the aforementioned resolution.

### **Director's Report:**

**Statistics:** Burton Public Library finished 2020 with a decrease in circulation of 27.6 percent. The factors that contributed to this include: Closure due to the pandemic from March 14 until May 11; curbside service only from May 11 until July 6; Home Service delivery suspended service due to safety concerns; new movie releases were very limited all year thus DVDs circulation was reduced significantly downward by about 20K and Browser DVD circulation was down 62.3 percent. Katie informed the Board that between 2010 and 2017 there were eight consecutive years of circulation decline with 2014 at 11.8 percent and 2016 at 9.3 percent. Katie shared the circulation numbers for all Clevnet libraries (copy to follow). The average decline was 44.73 percent, as Cleveland Public Library is so large and its decline affects the total decline of all Clevnet libraries. The median decline, which was 42.10 percent. Katie sorted the libraries from the largest decline to the smallest and Burton circulation was the second lowest circulation decline after the law library that has built-in demand. Katie recognized staff efforts to keep circulation number up. Burton's circulation was better than two libraries by 10K; these libraries legal service area population is larger than Burton's by 17K and 33.2K.

During the shutdown Becky Wiegman, Tech Services Supervisor, kept up with materials orders, and Christina Mihalic lead a workgroup via Teams to come up with a plan for curbside service. An anomaly she pointed out was the fact that circulation in December of 2020 was higher than it was in 2019. The people count for the year was down by 52.8 percent which is not unexpected due to closure and restricting public access to 20 people at any given time. Public computer use was down 57.5 percent, again due to closure but also due to the removal of half of the public computers. Wireless use was down 45.8 percent because no children visited after school accessing the wireless with their cell phones. E-media circulation is up as patrons can access from home. OverDrive did go up by 25.7 percent, part of that is because Clevnet can now present the statistics for when e-materials that were purchased by BPL, rather than the consortium, circulate to other libraries. RBDigital merged with OverDrive so BPL discontinued the streaming service and no statics were provided for December. Hoopla had an increase of 78.4 percent. Kanopy streaming service may be used by the Library to replace RBDigital, it has many of the same items that were provided by RBDigital, is more user friendly, and they charge per item used without an additional annual fee.

- Staff: Maintenance Assistant Samantha Rupnow worked about a month before turnong in her resignation. The position has been posted again.
- At the May 7<sup>th</sup> Special Board meeting resolution 29-2020 gave 14 pro-rated paid sick days to staff that do not qualify for sick paid time off in accordance to the Families First Coronavirus Response Act (FFCRA). The FFCRA expired at the end of 2020. Because part-time staff do not have that benefit, Katie recommended extending the benefit through the end of 2021. This will allow ill staff to recuperate at home and risk loss of salary.

**10-2021** Judy Starr moved to provide two pro-rated weeks of sick paid time off to part-time staff through the end of 2021. The motion was seconded by Dawn Tolchinsky and the resolution was passed by the following voice vote:

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

- An access point for wireless service was added to the front of the building so the signal is stronger in the Reading Garden. This improvement was paid for by the Coronavirus Relief Fund money.
- Steve Macek and Katie discussed the use of the June Macek Fund money for 2021 because staff will not be participating in as much professional development. Katie suggested an employee assistance program called Ease@Work. Other libraries have similar programs available for employees where they can call and speak with a counselor if they are having a stressful time. Names of user are not shared with Library administration but the number of calls is reported. The cost is less than a thousand dollars a year. The Board fell it was a good use of the money and appreciated the "outside-the-box" thinking.
- The Ohio Library Council Trustee meeting is virtual this year if any Board member want to attend. Katie will send information to the Board and the Library can pay for Board members to attend.

**Unfinished Business:** None

**New Business:** None

**Fund Drive Update:** The Fund Drive has receipted \$18,649.02. There have been 108 donors to date.

**Public Comment:** None

**11-2021** 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 7:52 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer