

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

Audit Committee October 21, 2021

Board President Matt Connors and Library Director Katie Ringenbach reviewed the September 2021 Management Reports produced by the UAN System. The Committee signed off on the reports.

Board Meeting Minutes October 21, 2021

Present: Board Members: Matt Connors, Dawn Tolchinsky, Judy Starr, Kathy Beten, Kristine Thompson, Sue Miller and Forrest Burt; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

President Matt Connors called the Meeting to order at 7:00 PM.

Meeting Minutes:

54-2021 With no additions or corrections to the September 16, 2021 regular meeting minutes or the September 16, 2021 Records Commission meeting minutes Kristine Thompson moved to accept the minutes. Dawn Tolchinsky seconded the motion and the resolution was passed unanimously by the Board with Sue Miller abstaining.

Financial Statement:

	August 2021	September 2021
Beginning Cash Balance		
General Fund	\$ 593,368.24	\$ 591,947.25
June Macek Fund	\$ 29,857.59	\$ 29,824.81
Reading Garden	\$ 6,531.38	\$ 6,241.68
Launch a Young Reader	\$ 3,340.44	\$ 3,340.61
Pfouts Memorial Fund	\$ 3,765.65	\$ 3,765.85
Coronavirus Relief Fund	\$ 2,359.57	\$ 2,313.37
Capital Improvements Fund	\$ 196,406.90	\$ 196,042.13
Total Beginning Cash Balance	\$ 835,629.77	\$ 833,475.70
Receipts		
General Fund	\$ 70,413.14	\$ 55,915.81
June Macek Fund	\$ 1.57	\$ 2.22
Reading Garden	\$ 0.33	\$ 1,874.56
Launch a Young Reader	\$ 0.17	\$ 22.26
Pfouts Memorial Fund	\$ 0.20	\$ 0.28
Coronavirus Relief Fund	\$ 0.07	\$ 0.06
Capital Improvements Fund	\$ 10.23	\$ 14.61
Total Receipts	\$ 70,425.71	\$ 57,829.80
Expenses		
General Fund	\$ 71,834.13	\$ 60,293.08
June Macek Fund	\$ 34.35	\$ 41.35
Reading Garden	\$ 290.03	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 46.27	\$ -
Capital Improvements Fund	\$ 375.00	\$ -
Total Expenses	\$ 72,579.78	\$ 60,334.43
Ending Cash Balance		
General Fund	\$ 591,947.25	\$ 587,569.98
June Macek Fund	\$ 29,824.81	\$ 29,785.68
Reading Garden	\$ 6,241.68	\$ 8,116.24
Launch a Young Reader	\$ 3,340.61	\$ 3,362.87
Pfouts Memorial Fund	\$ 3,765.85	\$ 3,766.13
Coronavirus Relief Fund	\$ 2,313.37	\$ 2,313.43
Capital Improvements Fund	\$ 196,042.13	\$ 196,056.74
Total Ending Cash Balance	\$ 833,475.70	\$ 830,971.07
Middlefield Bank (MBC) September savings account interest earned was \$6.63.		
MBC third quarter savings account interest received was \$20.33.		
MBC September checking account interest received was \$21.64		
STAR Ohio September dividend received was \$19.86.		
STAR Ohio current balance is \$307,865.09.		

55-2021

Sue Miller moved to accept the September 2021 Financial Statement. Judy Starr seconded the motion and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

- 1) No donations were received since the September 2021 meeting.
- 2) Denny Adler of New Vision Roofing inspected the attic and roof regarding the leak in the Large Meeting Room. He discovered that the flashing is not adhered to the roof properly. He will make the repair as soon as the roof is dry.
- 3) The outside switch that operates the automatic front door stopped functioning and had to be replaced at a cost of \$1,147.55

Director's Report:

Statistics: September 2021 circulation was lower primarily because the Home Service Department fell behind due to staff member Jesse Huge resigned. There was a coverage gap before Adult Services Assistant Josh Riley accepted additional hours to work in the department. Door count and computer usage are up.

- Staffing:
 - Circulation Clerk Kateri Sokol's last day was September 23.
 - Bob Stratton was rehired as the Maintenance Assistant; he starts Monday, October 25.
 - Three candidates were interviewed for the Youth Services Assistant position. One candidate was offered the position and accepted. Before she can start, her background check must be completed.
 - Only one application for the Adult Services Supervisor position was received; it arrived after the deadline. The applicant called BPL confirm sure the application was received and the conversation contained some long moments of silence.
 - The last two positions to be filled are Circulation Clerk and Adult Services Librarian. Katie suggested the possibility of having two Adult Services Assistants while she takes the roll as supervisor. There is a former Adult Services Assistant with five years of experience that is willing to return to BPL if a full-time position were available. The Adult Services Assistant position would not be 40 hours a week; requiring the person to work as a Circulation Clerk the rest of the week and the Library would be fully staffed. The Board felt that the only applicant for the position should be contacted for an interview. If the Adult Services Librarian candidate is not suitable and the above scenario was put into practice, the Board expressed that it should only be temporarily. One of the Adult Services Assistants would be encouraged to obtain their Masters of Library and Information Science degree. The Board also spoke about changing the criteria of the position, perhaps adding experience *or* a degree requirement of the position.
- Staff Day was held on October 11. Staff watched a webinar provided by the North East Ohio-Regional Library System entitled "Dealing with Hostile and Potentially Dangerous Library Users' Behaviors". The webinar was very useful in facilitating a discussion about Burton Library patrons. Katie talked about the state of the library, encompassing the last two years; Staff Day was not held in 2020. One of the highlights of the day was a Geauga Park District (GPD) Naturalist guided walk at Welton's Gorge; one of the newest GPD parks that happens to be located in the Library's service district. At the end of the day an improv session designed to build staff communication skills was held.
- As of 5 PM today, there have been 726 COVID-19 take home test distributed by BPL since March. In the past seven days, 154 tests were distributed. The Ohio Department of Health had not intended to make libraries the main distribution centers for the tests. Therefore, distribution of the test will be changing soon.
- The Burton Art Show returned to the Library. It was a successful show at which six pieces of art were sold.
- Youth Services Librarian Cheryl Rich has visited Agape Christian Academy to distribute the Launch-a-Young-Reader bags to the kindergarten children. Soon she will be visiting Berkshire Elementary for the same purpose.

Unfinished Business:

Banking Request for Proposal Recommendation by Finance Committee: The Finance Committee, Matt Connors, Katie Ringenbach, and Rebecca Herrick, reviewed and discussed the information presented by the three participating banks: Huntington Bank, Middlefield Banking Company and U.S. Bank. A summary of the information was presented to the Board (copy to follow). The committee recommended that the Library continue with Middlefield Banking Company because there is no advantage to moving to another bank. After its discussion, the Board agreed without reservations to continue with MBC.

Building Committee Recommendation regarding Boiler Replacement: The Building Committee met to discuss the proposals for the boiler replacement. The Committee felt that the standard efficiency boiler would be the best fit for the Library. The Committee concluded that the quotes from McPhillips Plumbing, Heating and Air Conditioning (McPhillips), the current service provider for the Library and Geauga Mechanical (GM), a local company, were comparable in scope but not in price (copy to follow). The Committee requested that the Fiscal Officer contract GM to ask if the price could lower. The original quote presented by GM included the replacement of the two circulation pumps that the McPhillips quote did not. When asked, a

representative from McPhillips stated that one pump had a new bearing installed a few years ago and that both pumps are not in need of replacement. GM was able to lower its quote by more than \$5,000 (copy to follow). The McPhillips quote stated that there could be upcharges for certain issues whereas the GM quote stated that "the quote price includes all labor and materials necessary to complete the required replacement." After a discussion, the Board decided to select the local company, even though the cost was slightly higher. One factor influencing this decision was the Board had been told that McPhillips is short staffed and the preventive maintenance is not being completed in a timely manner. GM will be contacted to discuss taking over the preventive maintenance of all the HVAC systems. A search on the Auditor of State's website for Finding for Recovery and proof of State License information for GM will be obtained via the internet, prior to committing to boiler replacement.

56-2021 Dawn Tolchinsky moved to accept the quote presented by Geauga Mechanical for the Boiler replacement. The motion was seconded by Forrest Burt and the resolution was passed by the following voice vote:

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

New Business:

Update Board members contact information: The current list was circulated throughout the membership and the list was updated. The updated list will soon be presented to the Board.

Employee performance objective presented to the Personnel Committee for evaluation of the Director and Fiscal Officer: Katie and Rebecca gave their self-evaluations to the committee.

Fund Drive Update: Katie presented the 2021 Fund Drive letter to Sue Miller for editing. Katie reminded the Board that in the past the donation appeal was mailed November 6. This year the mailing goal is the week of November 8 through 12.

Public comments: None

57-2021 Kathy Beten moved to adjourn the meeting. Kristine Thompson seconded the motion and the resolution passed unanimously by the Board.

The meeting adjourned at 7:51 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer