

BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

**Audit Committee
November 18, 2021**

Board President Matt Connors and Library Director Katie Ringenbach reviewed the October 2021 Management Reports produced by the UAN System.

Board Meeting Minutes November 18, 2021

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

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

Meeting Minutes:

58-2021 With no corrections to the October 21, 2021 regular meeting minutes, Forrest Burt moved to accept the minutes as presented. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

Financial Statement:

	September 2021	October 2021
Beginning 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 Beginning Cash Balance	\$ 833,475.70	\$ 830,971.07
Receipts		
General Fund	\$ 55,915.81	\$ 48,439.73
June Macek Fund	\$ 2.22	\$ 1.45
Reading Garden	\$ 1,874.56	\$ 0.40
Launch a Young Reader	\$ 22.26	\$ 0.16
Pfouts Memorial Fund	\$ 0.28	\$ 0.18
Coronavirus Relief Fund	\$ 0.06	\$ 0.06
Capital Improvements Fund	\$ 14.61	\$ 9.54
Total Receipts	\$ 57,829.80	\$ 48,451.52
Expenses		
General Fund	\$ 60,293.08	\$ 56,326.37
June Macek Fund	\$ 41.35	\$ 535.40
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ 430.10
Pfouts Memorial Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ -	\$ 14.95
Capital Improvements Fund	\$ -	\$ -
Total Expenses	\$ 60,334.43	\$ 57,306.82
Ending Cash Balance		
General Fund	\$ 587,569.98	\$ 579,683.34
June Macek Fund	\$ 29,785.68	\$ 29,251.73
Reading Garden	\$ 8,116.24	\$ 8,116.64
Launch a Young Reader	\$ 3,362.87	\$ 2,932.93
Pfouts Memorial Fund	\$ 3,766.13	\$ 3,766.31
Coronavirus Relief Fund	\$ 2,313.43	\$ 2,298.54
Capital Improvements Fund	\$ 196,056.74	\$ 196,066.28
Total Ending Cash Balance	\$ 830,971.07	\$ 822,115.77
<p>Middlefield Bank (MBC) October savings account earned \$6.41. MBC October checking account interest received was \$20.41 STAR Ohio October dividend received was \$19.97. STAR Ohio current balance is \$307,885.06.</p>		

59-2021 Kristine Thompson moved to accept the October 2021 Financial Statements. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Fiscal Officer's Remarks:

1) Donations received since the October meeting: Joseph Durket Launch-a-Young Reader Fund - \$27; 18th Annual Fund Drive - \$2,575. The donations that exceeded \$249 are \$500 from Kathy Schaefer and \$500 from Chuck and Adele Hix.

60-2021 Dawn Tolchinsky moved to accept the two \$500 donations as listed above. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

2) New Vision Roofing was onsite to fix the leak in the roof over the Large Meeting Room. Maintenance Supervisor Steve Wilcox will be replacing part of the damaged tile, it may take some time to determine if the leak is actually fixed. After it is determined the problem has been remedied, an electrician will be contacted to replace the light fixture and tile.

Director's Report:

Statistics: October 2021 circulation is down slightly, following the current trend. Door count is up.

- Staffing:
 - Bob Stratton returned as Maintenance Assistant on October 25. Steve and Bob can now perform the tasks that require two people, such as carpet cleaning.
 - A candidate was hired for the Youth Services Assistant position but the applicant did not report for her scheduled first day; this occurred several times.
 - Isabella Ziemak of Burton was hired as the Adult Services Supervisor; she starts December 6.
 - Joe Koziol was hired as Circulation Clerk; he begins employment November 23.
 - Youth Services Supervisor Cheryl Rich, for health and family reasons, has turned in her resignation effective at the end of the year. She has agreed if needed she can go to part-time in January.
- Geauga Mechanical stated that the replacement of the boiler could take up to two days. The Board was asked if it wanted to close the Library for two days or wait until spring. The Board would like an inquiry made about installing on a day such as Martin Luther King Day, when the public expects the Library to be closed. If necessary, the Library could close on Tuesday.
- To date, 1,129 COVID take home tests have been distributed by the Library; 209 were in the past seven days. The supply has been depleted and the state may discontinue distributing tests.
- Agape Christian Academy has once again rejected the Launch-A-Young Reader bags. The reason given was that the book, Frog and Toad, was unacceptable. The school had initially accepted the book and later rejected it after it was delivered. This service will not be offered to Agape again.
- Katie presented a revised Organizational Chart for the Personnel Policy (copy to follow). The new chart reflects current positions being utilized; it reflects the separation of the Adult Service Supervisor and the Youth Services Supervisor. A discussion resulting in the following resolution:

61-2021 Sue Miller moved to accept the revised Organizational Chart as presented. The motion was seconded by Kathy Beten and the resolution was passed unanimously by the Board.

Unfinished Business: None

New Business:

Temporary Appropriation presented: The Fiscal Officer presented the following 2022 Temporary Appropriation (detailed document to follow):

2022 Temporary Appropriations**General Fund**

Salaries & Benefits	\$ 665,905.55
Supplies	\$ 25,000.00
Purchased & Contracted Services	\$ 108,599.41
Library Materials & Information	\$ 145,400.00
Capital Outlay	\$ 8,000.00
Other Objects	\$ 2,400.00
Contingency	\$ 0.00
General Fund Total	<u>\$ 955,304.96</u>

June Macek Fund	\$ 11,000.00
Reading Garden Fund	\$ 2,000.00
Launch-A-Young Reader Fund	\$ 2,000.00
Pfouts Memorial Fund	\$ 1,000.00
Capital Improvements Fund	\$ 10,000.00
Special Revenue Funds Total	<u>\$ 26,000.00</u>

Total Temporary Appropriations (all funds) \$ 981,304.96

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Dawn Tolchinsky moved to accept the 2022 Temporary Appropriations as presented. Judy Starr seconded the motion and the Board passed the resolution with the following voice vote:

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

Approve Blanket Transfer resolution: In the past authority was given to the Fiscal Officer to transfer up to \$1,000 per transaction to complete all necessary year-end obligations.

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Kristine Thompson moved to give authority to the Fiscal Officer to transfer up to \$1,000 per transaction between any needed line items within a fund as needed to pay invoices through year-end. The motion was seconded by Forrest Burt and the resolution was passed unanimously by the Board.

Approve OLC membership for staff: The cost for renewal of Ohio Library Council memberships for staff for 2022 is \$745; discussion followed.

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Kathy Beten moved to pay for OLC membership for staff at the expense of \$745. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

Biennial Review of Property Insurance: The Fiscal Officer contacted an insurance broker later than normal; therefore, the responses were not as complete as usual. Ohio Plan Risk Management, Inc., the Library's current provider, will continue coverage for \$8,824 with a credit of \$694 for a total of \$8,130. Travelers Insurance was not interested in submitting a bid. VFIS of Ohio said three days notification was not sufficient to review the information and prepare a proposal. U.S. Specialty stated that the coverage would cost approximately \$10,000 and not include cyber coverage. When the Director and the Fiscal Officer spoke with Patrick Hickey of Love Insurance, Ohio Plan broker, he stated that the Library is such a

small entity that most insurers would not be interested in presenting a bid and that cyber coverage, if added, would make the cost so high that the Board would likely reject the bid. After further discussion the following resolution was made:

65-2021 Sue Miller moved to accept the bid from Love Insurance for coverage provided by Ohio Plan Risk Management, Inc. in the amount of \$8,130 for 2022. The motion was seconded by Judy Starr and the resolution was passed unanimously by the Board.

Executive Session: For the purpose of evaluating the Director and the Fiscal Officer:

66-2021 Kristine Thompson move to enter Executive Session at 7:24 PM for the purpose of evaluating the Director and the Fiscal Officer. The motion was seconded by Dawn Tolchinsky and the resolution was passed unanimously by the Board.

The Board came out of Executive Session at 7:43 PM.

Other Board Business:

December Board Meeting: Because it is likely there will be issues for discussion, such as reinstating Library hours, the December Board meeting will be held as scheduled on December 16.

Annual Holiday Party: The Board regrets not being able to provide a holiday party for staff due to the continuing COVID-19 pandemic. It was suggested that the Board provide a lunch to be enjoyed individually, not in a group setting. Staff will be surveyed regarding their preference.

Fund Drive Update: The Annual Fund Drive letter was mailed on November 10; 18 donors contributed \$2,575.

Public comments: None

67-2021 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 7:49 PM.

Respectfully submitted,

Rebecca S. Herrick
Library Fiscal Officer