

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee February 18, 2021

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

## Virtual Board Meeting Minutes Board Meeting Minutes February 18, 2021

Microsoft Teams Meeting access provided to the public via the following link: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MDg0ZDU5NjItMzJlYi00MmIxLWFhNGYtYWZiMzQ1YjJkOTIx%40thread.v2/0?context=%7b%22id%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_MDg0ZDU5NjItMzJlYi00MmIxLWFhNGYtYWZiMzQ1YjJkOTIx%40thread.v2/0?context=%7b%22id%22%3a%22892462e0-6630-4d5b-a311-b900ff1e4337%22%2c%22oid%22%3a%226de162bb-23d2-40e4-b67f-5d00dd861686%22%7d)

**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.

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

### Meeting Minutes:

#### 12-2021

With no additions or corrections to the January 21, 2021 regular meeting minutes Dawn Tolchinsky moved to accept the minutes. Kristine Thompson seconded the motion and the resolution passed by the following voice vote:

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

### Financial Statement:

	December 2020	January 2021
<b>Beginning Cash Balance</b>		
General Fund	\$ 328,190.43	\$ 271,860.12
June Macek Fund	\$ 33,589.59	\$ 33,595.59
Reading Garden	\$ 7,474.91	\$ 7,398.60
Launch a Young Reader	\$ 3,837.26	\$ 3,227.03
Pfouts Memorial Fund	\$ 3,763.35	\$ 3,764.01
LSTA Grant Fund	\$ 1,800.30	\$ -
Coronavirus Relief Fund	\$ 10,304.69	\$ 2,580.51
Capital Improvements Fund	\$ 196,287.11	\$ 196,322.15
<b>Total Beginning Cash Balance</b>	<b>\$ 585,247.64</b>	<b>\$ 518,748.01</b>
<b>Receipts</b>		
General Fund	\$ 49,119.71	\$ 77,096.78
June Macek Fund	\$ 6.00	\$ 2.16
Reading Garden	\$ 1.39	\$ 0.44
Launch a Young Reader	\$ 0.61	\$ 50.20
Pfouts Memorial Fund	\$ 0.66	\$ 0.24
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 0.05	\$ 0.04
Capital Improvements Fund	\$ 35.04	\$ 12.61
<b>Total Receipts</b>	<b>\$ 49,163.46</b>	<b>\$ 77,162.47</b>
<b>Expenses</b>		
General Fund	\$ 105,450.02	\$ 46,133.10
June Macek Fund	\$ -	\$ -
Reading Garden	\$ 77.70	\$ 622.25
Launch a Young Reader	\$ 610.84	\$ -
Pfouts Memorial Fund	\$ -	\$ -
LSTA Grant Fund	\$ 1,800.30	\$ -
Coronavirus Relief Fund	\$ 7,724.23	\$ -
Capital Improvements Fund	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 115,663.09</b>	<b>\$ 46,755.35</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 271,860.12	\$ 302,823.80
June Macek Fund	\$ 33,595.59	\$ 33,597.75
Reading Garden	\$ 7,398.60	\$ 6,776.79
Launch a Young Reader	\$ 3,227.03	\$ 3,277.23
Pfouts Memorial Fund	\$ 3,764.01	\$ 3,764.25
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 2,580.51	\$ 2,580.55
Capital Improvements Fund	\$ 196,322.15	\$ 196,334.76
<b>Total Ending Cash Balance</b>	<b>\$ 518,748.01</b>	<b>\$ 549,155.13</b>
Middlefield Banking Co. January savings account interest earned was \$12.81.		
MBC January checking account interest received was \$8.70		
January dividend received from STAR Ohio was \$26.44.		
The current balance in the STAR Ohio account is \$307,703.13.		

**13-2021** Judy Starr moved to accept the January 2021 Financial Statements. Sue Miller seconded the motion and the resolution passed by the following voice vote:

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

**Fiscal Officer’s Remarks:**

- 1) Donations received since the January meeting: General Fund - \$95, 17th Annual Fund Drive - \$325.
- 2) Sue Miller’s term in office ends December 31, 2021. She was asked if she was interested in committing to serving an additional term. She agreed to another seven-year term of office.
- 3) Middlefield Banking Company (MBC) updates: The January statement from the bank contained \$35 in fees. When BPL changed account types, Patti Russo of MBC had indicated that the new Interest Business Checking account would not have fees. Ms. Russo is currently away from the bank and other bank employees are not able to clarify why this has occurred. Ms. Russo returns on Monday, March 1, and the Fiscal Officer will contact her promptly to discuss this issue. In addition, when Ms. Russo returns, the process for adding Kathy Beten as a signer to the checking account will commence.
- 4) Library administration will meet architect Dave Jansen to discuss the basement project on March 9, 2021.

**Director’s Report:**

**Statistics:** January statistics were down 14.3 percent for the month. With Home Service on a delivery break and very few new movie releases, the reduction in circulation was expected.

- Katie proposed increasing hours of operation starting March 1. Specifically, evening hours on Monday and Wednesday from 5 PM to 8 PM will be reinstated. The Board welcomed the increase in hours.
- Kristine Thompson inquired about applicants for the Maintenance Assistant position. Katie stated that there has been only one application received; additional applications are preferred before starting interviews; and an additional week of newspaper advertising is scheduled.

**Unfinished Business:** None

**New Business:**

**By-Law update:** The Fiscal Officer presented the following (underlined and bold) additions to the schedule section of the By-Laws:

D. Schedule

January

- Board Reorganizational Meeting
- Election of Officers
- Appoint Fiscal Officer and Deputy Fiscal Officer
- Approve Bond (expires in February)
- Set Date and Time for Regular Meetings
- Designate Newspaper of Record
- **Appoint Standing Committees**

February

- Regular Meeting
- By-Laws Review
- **Review Investment Policy**

March

- Regular Meeting
- Approve Permanent Appropriations Measure **(if not previously approved in January or February)**

April - No changes presented

May - No changes presented

June

- Regular Meeting
- Personnel Policy Review
- **Updated Health Insurance Information Presented**

July - No additions presented

August - No additions presented

September

- Records Retention Meeting prior to Regular Meeting
- Regular Meeting
- Salary Committee Reviews Salary Schedule
- **Vote on Revised Records Retention Schedule**

October

- Regular Meeting
- Personnel Committee Evaluates Director and Fiscal Officer
- **Update Board of Trustees Contact Information**

November

- Regular Meeting
- **Approve Temporary Appropriations Measure**
- Review Changes in Salary Schedule
- Review Salary Increases for Staff
- Approve Blanket Transfer Resolution
- Approve Ohio Library Council Membership Dues for Staff
- Biennially Review Bids for Property Insurance (odd numbered years)

December

- Regular Meeting
- Approve Temporary Appropriations Measure **(if not completed in November)**

**14-2021**

Kristine Thompson moved to approve the proposed changes to the By-Laws as presented. Dawn Tolchinsky seconded the motion and the resolution passed by the following voice vote:

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

**Investment Policy Review:** The Board reviewed the policy, no changes proposed.

**Permanent Appropriation:** The Fiscal Officer presented the following Permanent Appropriations:

**2021 Permanent Appropriations**

**General Fund**

Salaries & Benefits	\$ 595,459.14
Supplies	\$ 36,000.00
Purchased & Contracted Services	\$ 133,366.46
Library Materials & Information	\$ 142,500.00
Capital Outlay	\$ 42,000.00
Other Objects	\$ 3,600.00
Contingency	<u>\$ 25,415.00</u>
<b>General Fund Total</b>	<b><u>\$ 978,340.60</u></b>

<b>June Macek Fund</b>	<b>\$ 19,100.00</b>
<b>Reading Garden Fund</b>	<b>\$ 2,000.00</b>
<b>Launch-A-Young Reader Fund</b>	<b>\$ 2,000.00</b>
<b>Pfouts Memorial Fund</b>	<b>\$ 2,000.00</b>
<b>Coronavirus Relief Fund</b>	<b>\$ 2,580.51</b>
<b>Capital Improvements Fund</b>	<b><u>\$ 150,000.00</u></b>
<b>Special Revenue Funds Total</b>	<b><u>\$ 177,680.51</u></b>

**Total Permanent Appropriations (all funds) \$1,156,021.11**

After a discussion, the following resolution occurred:

**15-2021**

**ANNUAL APPROPRIATION RESOLUTION**  
**Permanent Appropriations**

The Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, met in Regular Session on the 18<sup>th</sup> day of January 2021, in a virtual Board meeting with the following members present:

Mrs. Dawn Tolchinsky      Mr. Matthew Connors      Mrs. Kristine Thompson  
Mrs. Judy Starr      Mrs. Kathy Beten      Mrs. Susan Miller      Mr. Forrest Burt

Mrs. Dawn Tolchinsky moved to adopt the following Resolution:

BE IT RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that receipt of the Amended Certificate of the County Budget Commission of Estimated Resources from the County Auditor including resources for the General Fund meets or exceeds \$1,097,792.77 and that the total for the Special Revenue funds meets or exceeds \$62,495.74 and that the Capital Improvements fund meets or exceeds \$196,522.15,

BE IT FURTHER RESOLVED by the Board of Library Trustees of the Burton Public Library, Geauga County, Ohio, that to provide for the current expenses and other expenditures of said Board of Library Trustees, during the fiscal year ending December 31<sup>st</sup>, 2021, the following sums be and the same are hereby set aside and appropriated for the several purposes for which expenditures are to be made for and during said fiscal year, as follows, viz:

That there be appropriated from the:

**2021 Permanent Appropriations**

<b>General Fund</b>	
Salaries & Benefits	\$ 595,459.14
Supplies	\$ 36,000.00
Purchased & Contracted Services	\$ 133,366.46
Library Materials & Information	\$ 142,500.00
Capital Outlay	\$ 42,000.00
Other Objects	\$ 3,600.00
Contingency	\$ 25,415.00
<b>General Fund Total</b>	<b><u>\$ 978,340.60</u></b>
<b>June Macek Fund</b>	<b>\$ 19,100.00</b>
<b>Reading Garden Fund</b>	<b>\$ 2,000.00</b>
<b>Launch-A-Young Reader Fund</b>	<b>\$ 2,000.00</b>
<b>Pfouts Memorial Fund</b>	<b>\$ 2,000.00</b>
<b>Coronavirus Relief Fund</b>	<b>\$ 2,580.51</b>
<b>Capital Improvements Fund</b>	<b><u>\$ 150,000.00</u></b>
<b>Special Revenue Funds Total</b>	<b><u>\$ 177,680.51</u></b>
<b>Total Permanent Appropriations (all funds)</b>	<b><u>\$1,156,021.11</u></b>

Mrs. Sue Miller seconded the Resolution and the roll called upon its adoption, the vote resulted as follows:

Mrs. Dawn Tolchinsky - Yes      Mrs. Susan Miller - Yes      Mrs. Kristine Thompson - Yes  
Mr. Forrest Burt - Yes      Mr. Matthew Connors - Yes      Mrs. Kathy Beten - Yes      Mrs. Judy Starr - Yes

**Fund Drive Update:** The Fund Drive has received \$18,824.02 from 111 donors.

**Public comments:** No public present.

**16-2021** Kathy Beten moved to adjourn the meeting. Judy Starr seconded the motion and the resolution passed unanimously by the Board all concurrently responding "aye".

The meeting adjourned at 7:28 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer