

# BURTON PUBLIC LIBRARY BOARD OF TRUSTEES

## Audit Committee April 15, 2021

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

## Virtual Board Meeting Minutes Board Meeting Minutes April 15, 2021

[https://teams.microsoft.com/join/19%3ameeting\\_N2E0MTq1NTMtZGI3OS00ZjZLWjJOWMtYzgwZGEzNWNmYjhh%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/join/19%3ameeting_N2E0MTq1NTMtZGI3OS00ZjZLWjJOWMtYzgwZGEzNWNmYjhh%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:** Board Members Matt Connors, Dawn Tolchinsky, Judy Starr, Kathy Beten (joined at 7:10), Kristine Thompson, Sue Miller and Forrest Burt; Katie Ringenbach and Fiscal Officer Rebecca Herrick.

Board President Matt Connors called the Meeting to order at 7:02 PM.

### Meeting Minutes:

**21-2021** With no additions or corrections to the March 18, 2021 regular meeting minutes Kristine Thompson moved to accept the minutes. Dawn Tolchinsky seconded the motion and the resolution passed by the following voice vote:

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

### Financial Statement:

Beginning Cash Balance	February 2021	March 2021
General Fund	\$ 302,823.80	\$ 476,775.41
June Macek Fund	\$ 33,597.75	\$ 33,537.76
Reading Garden	\$ 6,776.79	\$ 6,777.09
Launch a Young Reader	\$ 3,277.23	\$ 3,277.38
Pfouts Memorial Fund	\$ 3,764.25	\$ 3,764.42
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 2,580.55	\$ 2,580.59
Capital Improvements Fund	\$ 196,334.76	\$ 196,343.60
<b>Total Beginning Cash Balance</b>	<b>\$ 549,155.13</b>	<b>\$ 723,056.25</b>
<b>Receipts</b>		
General Fund	\$ 220,722.17	\$ 79,945.79
June Macek Fund	\$ 1.51	\$ 3.27
Reading Garden	\$ 0.30	\$ 0.69
Launch a Young Reader	\$ 0.15	\$ 0.33
Pfouts Memorial Fund	\$ 0.17	\$ 0.39
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 0.04	\$ 0.06
Capital Improvements Fund	\$ 8.84	\$ 19.68
<b>Total Receipts</b>	<b>\$ 220,733.18</b>	<b>\$ 79,970.21</b>
<b>Expenses</b>		
General Fund	\$ 46,770.56	\$ 69,914.31
June Macek Fund	\$ 61.50	\$ 1,222.50
Reading Garden	\$ -	\$ -
Launch a Young Reader	\$ -	\$ -
Pfouts Memorial Fund	\$ -	\$ -
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ -	\$ 34.25
Capital Improvements Fund	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 46,832.06</b>	<b>\$ 71,171.06</b>
<b>Ending Cash Balance</b>		
General Fund	\$ 476,775.41	\$ 486,806.89
June Macek Fund	\$ 33,537.76	\$ 32,318.53
Reading Garden	\$ 6,777.09	\$ 6,777.78
Launch a Young Reader	\$ 3,277.38	\$ 3,277.71
Pfouts Memorial Fund	\$ 3,764.42	\$ 3,764.81
LSTA Grant Fund	\$ -	\$ -
Coronavirus Relief Fund	\$ 2,580.59	\$ 2,546.40
Capital Improvements Fund	\$ 196,343.60	\$ 196,363.28
<b>Total Ending Cash Balance</b>	<b>\$ 723,056.25</b>	<b>\$ 731,855.40</b>

Middlefield Banking Co. March savings account interest earned was \$7.29.  
MBC first quarter savings account interest received was \$30.70.  
MBC March checking account interest received was \$16.95  
March dividend received from STAR Ohio was \$21.08.  
The current balance in the STAR Ohio account is \$307,745.64.

**22-2021** Dawn Tolchinsky moved to accept the March 2021 Financial Statements. Kristine Thompson seconded the motion and the resolution passed by the following voice vote:

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

**Fiscal Officer’s Remarks:**

1) Donations received since the March meeting: General Fund - \$2,490; 17th Annual Fund Drive - \$50. A single donation that exceeds \$249 was \$250 was given by Frank and Rose Renovich (in memory of Charlie Caputo) to the General Fund.

**23-2020** Kathy Beten moved to accept the \$250 donation from the Renovich’s. The motion was seconded by Judy Starr and the resolution was passed by the following voice vote:

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

- 2) The RSA Architects of Chagrin Falls provided a proposal dated April . Library administration has not had an opportunity to discuss the proposal and will be contacting another firm for a similar quote. An inquiry to the Board was made for additional firms.
- 3) The current copiers are about seven years old; the manufacturer is no longer producing replacement parts. Therefore, two of the three copiers are being replaced. The one in the Children’s room will be kept until it is no longer operational, and the maintenance contract will not be renewed for that machine. The color copier by the Circulation Desk and the black and white workroom copiers are both being replaced by color copiers. A decision to purchase the copiers for cash was made after an agreement on the wording of the leasing agreement could not be achieved. Permanent Appropriations Capital expenditures for Furniture and Equipment (1000-760-750-0000) was established at \$7,000. To facilitate the \$16,549 purchase, \$11,000 was moved from capital expenditures for Building Improvement (1000-760-740-0000) to that line item. Due to the size of the transfer the Board made the following resolution.

**24-2021** Dawn Tolchinsky moved to approve, post-transfer, the transfer of funds from Building Improvements (1000-760-740-0000) to Furniture and Equipment (1000-760-750-0000) in the amount of \$11,000. The motion was seconded by Sue Miller and the resolution was passed by the following voice vote:

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

**Director’s Report:**

**Statistics:** March 2021 statistics increased substantially over March 2020 as the Library was open for the entire month of March in 2021 while closed for the pandemic on March 14, 2020. March 2021 circulation was only about 1,000 items less than March 2019 despite there being no in-person programs. Katie noted that the circulation for March 2021 is the highest since February 2020; this shows that patrons seem to be more comfortable returning to the Library.

- COVID Safety Update: Pandemic safety procedures have been revisited by the Ohio Library Council (OLC) after consultation with the Ohio Department of Health. OLC shared feedback that a five-day quarantine of materials is not necessary because the Centers for Disease Control and Prevention says that the threat of contracting COVID-19 from surface contact is minimal. After speaking with Circulation Supervisor Nancy Carlson, a decision has been made to reduce the number of days to quarantine materials to three until all staff who want the vaccine are fully vaccinated. Quarantining materials will be eliminated after that time. Resuming in-person programming has been strongly requested by some patrons. There are still limitations on indoor programs so staff has scheduled a few outdoor programs this summer with limited participants. Children’s programs will most likely not resume indoors until the fall if state-issued safety restrictions allow.

There seems to be an increase in patrons coming into the library without masks, staff is uniformly enforcing the statewide mask mandate.

- PLF Update: Governor DeWine’s proposed budget has library funding set at 1.66 percent of the General Fund; down from the 1.7 percent current funding level. OLC is advocating for libraries to request the funding remain at the 1.7 percent from their legislative representatives. Katie stated that the reduction should not cause a significant budgetary impact.

- Katie and Maintenance Supervisor Steve Wilcox have interviewed for the Maintenance Assistant position. To date this has not produced a viable candidate so the position will continue to be advertised. Because the position has not been filled, the Library will contract some jobs (i.e., mulching the Luxenberg Family Reading Garden).
- Katie was invited to tour the new Berkshire School complex, she visited the site with Geauga County Public Library Director Ed Worso. While on the tour, Katie saw the portion of the building that will be the new school library.

**Materials Selection Policy:** Forrest Burt asked Katie about the presentation of the Material Selection Policy. Her reply was that an updated version for Board approval would be presented at the May meeting as she and Technical Services Supervisor Becky Wiegman have been unable coordinate sufficient time to work on the policy. She expressed a better policy would be drafted if more time was given to complete the document. Therefore, the Board concurred to have the new Material Selections Policy presentation at the May 2021 meeting.

### **Unfinished Business:**

**Request of Banking Services Proposal:** While researching to prepare a Banking Request for Proposal it was discovered that the Library has a depository agreement with Middlefield Banking Company that does not expire until July 31, 2022. Therefore, the RFP will not be executed until Spring 2022. The Board inquired if the new fees were a breach of the agreement; the Fiscal Officer will look into this and report to the Board.

### **New Business:**

**Charles Caputo Memorial:** The family had requested that instead of flowers, mourners donate to BPL. To date BPL has received \$2,340 from 41 different donors, with additional donations anticipated due to his popularity in the community. The Board is collecting for a donation. A letter on behalf of the Board and staff was sent to him in Arizona, as well as a sympathy card to his family. A request for input by Charlie's family was made in regards to a memorial at BPL. The Burton Chamber of Commerce will be making a sizable donation and inquired about the plans; others have made similar inquiries. The Library Secretary is tracking the donations through the donor database. Suggested ideas include: a reading corner in his honor, naming another area of the Library, or an annual program on local history. Books may also be purchased. Other ideas are also possible. The Board expressed that deliberate considerations need to be made regarding the donated funds and family preferences should be seriously considered, so no decision will be made at this time. Sue Miller reminded the Board that Charlie had been very involved in the state development of curriculum regarding The Holocaust, expressing that the topic was very important to him and should be considered for inclusion in the memorial.

Dawn Tolchinsky stated Burton Village Now is promoting a program where the public can purchase maple leaves to decorate; the leaves will be displayed throughout Burton and auctioned off in the fall. The proceeds will go to the Food Pantry and to BPL. This announcement was on Facebook.

**Fund Drive Update:** The Fund Drive has received \$19,179.02 from 116 donors.

The Board decided to hold the May meeting in person. The *Gauga County Maple Leaf* will be informed.

**Public comments:** No public present.

**25-2021** 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 7:43 PM.

Respectfully submitted,

Rebecca S. Herrick  
Library Fiscal Officer